

RESOLUTION NO. 1542

A Resolution of The City Council of The City of Snoqualmie, Washington, Amending the Rules of Procedure of Snoqualmie City Council.

WHEREAS, the Snoqualmie City Council adopted Resolution 630 on February 11, 2002, establishing the Rules of Procedure for the City Council; and

WHEREAS, the City Council has amended the Council Rules of Procedure on numerous occasions, including most recently via adoption of Resolution No. 1454 on June 25, 2018; and

WHEREAS, for all of the reasons discussed in the recitals in City Council Ordinance No. 1236, which recitals are incorporated by reference to the same extent as if fully set forth herein, the City Council desires to amend the Council Rules of Procedure to designate the time and place for regular City Council meetings, including regular Council meetings held remotely at an online location, and to clarify notice and other procedures associated with remote, online meetings; and

WHEREAS, the Council also wishes to amend the Rules of Procedure to clarify the procedures and responsibilities regarding Council Committee and liaison assignments, and the procedures for conducting council meetings, as follows:

1) Clarifying that the process for assigning councilmembers to liaison positions to any group including City commissions, non-council committees, working groups, other governmental or community organizations, or other outside organizations is the same as for assigning councilmembers to Council Committees,

2) Clarifying that councilmembers in liaison positions shall, in all interactions as a liaison, present and represent the view of the majority of the Council regardless of the councilmember's personal views and whenever the Council majority view is not known shall present no view until the Council majority viewpoint is obtained

3) Consolidating public comment on non-agenda and consent agenda items at the beginning of council meetings.

4) Clarifying the order of business at council meetings regarding motions, public comment, and debate.

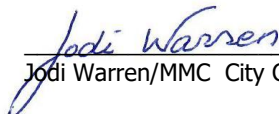
NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington that the Rules of Procedure for the City Council, as set forth in "Exhibit A" attached hereto, are hereby approved and adopted, effective immediately.

PASSED by the City Council of the City of Snoqualmie this 22nd day of June 2020.



Matthew R. Larson, Mayor

Attest:



Jodi Warren/MMC City Clerk

**RULES OF PROCEDURE OF THE CITY COUNCIL
OF
CITY OF SNOQUALMIE, WASHINGTON**

Resolution 630

Adopted on February 11, 2002, establishing the Rules of Procedure for the City Council

Resolution 636

Adopted on April 22, 2002 amending the Rules of Procedure to provide for a less formal roundtable discussion

Resolution 770

Adopted on January 9, 2006, amending the Rules of Procedure to amend its policies and procedures to provide for staffing changes, electronic agenda packet deadlines and to update the name and responsibilities of the Community Relations Committee

Resolution 778

Adopted on April 10, 2006 establishing procedures for on-line special meetings to address certain issues

Resolution 813

Adopted on April 23, 2007 to establish rules of procedure for approval of Resolutions through the Consent Agenda

Resolution 864

Adopted on August 25, 2008 to provide for adoption of an Ordinance amending the budget as a result of an unanticipated grant revenue at the meeting in which it is introduced

Resolution 1294

Adopted January 26, 2015 to provide for a change in the number, names and functions of the Council Committees to reflect changes in the organizational plan

Resolution 1446

Adopted April 23, 2018 to provide for Council members to attend Council Committees as members of the public.

Resolution 1454

Adopted June 25, 2018 to provide for a change in Public Comment

Resolution 1542

Adopted June 22, 2020 to clarify the procedures and responsibilities regarding Council Committee and liaison assignments, and the procedures for conducting council meetings

Exhibit A to Resolution 1542

**RULES OF PROCEDURE OF THE CITY COUNCIL
OF
CITY OF SNOQUALMIE, WASHINGTON**

RULE 1 GENERAL PROVISIONS.

1.1 **PURPOSE.** The primary purpose of meetings of the City Council is to conduct the business of Council, which consists of the consideration of ordinances, resolutions and motions and making decisions thereon. It is the purpose of these rules to provide of the orderly and efficient conduct of the business of Council.

1.2 **POLICIES.** In interpretation of these Rules, the following policies are to be considered:

1.2.1 Robert's Rules of Order, Newly Revised, shall govern all Council discussion and business.

1.2.2 Council should not make any decision, except in an emergency, without adequate prior study and deliberation of issues and documentary materials.

1.2.3 While opportunity for citizen input at meetings of Council should be permitted, such citizen input should not be allowed to distract from or impede the conduct of the business of Council.

1.2.4 At meetings of Council the attention of Council should be directed to issues of policy for possible Council actions, rather than to the daily operations of City departments.

1.2.5 The policy to be implemented by any proposed Ordinance or Resolution should be fully considered in concept prior to Council directing its preparation by City staff.

1.3 DEFINITIONS.

1.3.1 The phrase "meeting of Council" shall include regular and special meetings of Council, but shall not include those portions of any meeting from which the general public may lawfully be excluded.

1.3.2 The term "department head" shall include Department Directors, or professional positions.

1.3.3 The term "Council action" shall mean decision-making by consideration of motions, resolutions and ordinances.

1.3.4 The term "documentary materials" shall mean the text of proposed ordinances, resolutions, Interlocal agreements, contracts of any nature and other written matter relevant to any proposed Council action.

1.4 DUTIES SUPPLEMENTARY. The duties imposed by any of these Rules are supplementary to those imposed upon any elected or appointed official by state law or other Ordinance of the City of Snoqualmie.

1.5 EFFECT/WAIVER OF RULES. These Rules of Procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any Council Act. The City Council may, by majority vote, determine to temporarily waive any of the provisions herein.

RULE 2 ORGANIZATION

2.1 SWEARING IN OF NEW MAYOR AND COUNCILMEMBERS. New Mayor and Councilmember's shall be sworn in by the City Clerk or City Attorney.

2.2 QUORUM. At all Council Meetings, a majority of the Council shall constitute a quorum or transaction of business.

2.3 VOTING. The votes during all Council Meetings shall be conducted as follows:

2.3.1 Unless otherwise provided for by statute, ordinance or resolution, all votes shall be taken by voice, except that at the request of the Mayor or any Councilmember, a random roll call vote shall be taken by the City Clerk (Robert's Rules of Order, Newly Revised, 11th edition)

2.3.2 In case of a tie in the votes of the Councilmember's, with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money, the Mayor shall cast the deciding vote.

2.3.3 Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under State Law is present. Unless a member of the Council states that he/she is abstaining for the above reasons, his or her silence shall be recorded as an affirmative vote.

2.4 ATTENDANCE, EXCUSED ABSENCES. Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Clerk, who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. The motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes. Councilmember's who do not follow the above process will be considered unexcused and it shall be so noted in the minutes.

2.5 GENERAL DECORUM.

2.5.1 While the Council is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, or disrupt any member while speaking nor refuse to obey the orders of the Council or the Mayor.

2.5.2 Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous while addressing the Council shall be asked to leave by the Mayor or Presiding Officer and barred from further audience before the Council for that meeting.

2.6 CONFIDENTIALITY. Councilmember's must keep confidential all written materials and verbal information provided to them during Executive Session, to ensure

that the City's position is not compromised. Confidentiality also includes information provided to Councilmember's outside Executive Session when the information is considered to be exempt from disclosure under State Law. If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information anyone other than fellow Councilmember's, the City Attorney, or City staff designated by the City Administrator, Councilmember's should review such potential discussion with the City Administrator. Any Councilmember having such contact or discussion shall make full disclosure to the City Administrator and/or the City Council in a timely manner.

2.7 ADJOURNMENT. Council Meetings shall adjourn no later than 10:00 PM. The adjournment time established there under may be extended to a later time upon approval of a motion by a majority if the Council. Any Councilmember may call for a "Point of Order" at 9:30 to review agenda priorities.

2.8 ATTENDANCE OF CITY CLERK. The City Clerk or authorized Deputy City Clerk shall attend all Council Meetings. If the Clerk and the Deputy Clerk are absent from any Council Meeting, then the Mayor shall ask the City Administrator to appoint a Clerk for that meeting.

2.9 ATTENDANCE OF EMPLOYEES. Any City employee shall attend a City Council meeting when requested by the Mayor or City Administrator for clarification or explanation of agenda items.

RULE 3 MAYOR.

3.1 APPOINTMENT OF AND REFERRALS TO COUNCIL COMMITTEES. The Mayor determines the appropriate Council Committee for the referral of any matter submitted for possible action of City Council. If a majority of the Council, by consensus or vote determines that it would be better addressed in a different committee, the issue shall go to the Committee of the Whole.

3.2 INTERPRETATION AND APPLICATION OF RULES. The Mayor, or other person acting as chairperson of any meeting of Council, shall have the authority to

interpret and determine the application of these Rules to any particular situation occurring during the course of that meeting subject to an appeal and second by a Councilmember, which places the matter before the full Council.

3.3 AGENDA PREPARATION. The Mayor may, in his or her sole discretion, meet with the City Administrator and/or City Clerk on a regularly scheduled basis or as needed to settle the Agenda. It is the responsibility of the Mayor to be fully familiar with all matters on the Agenda, their complexity and possible outcomes.

3.4 AUTHORITY TO SETTLE AGENDA. The Mayor, after conferring with the Finance and Administration Council committee chairperson, shall have final authority over which matters shall be included upon the Agenda of Council. The Agenda shall be settled by the Wednesday preceding the Monday for which a meeting of Council is scheduled. No Agenda Bill will be placed on the Agenda without the Mayor's written authorization.

3.5 AUTHORITY DURING MEETING. The Mayor, or Presiding Official, shall have the authority during any meeting of the Council to rule any motion not within the scope of the Agenda, except a motion to add an item to the Agenda, in or out of order, subject to an appeal and second by a Councilmember, which places the matter before full Council.

3.6 DUTIES. It shall be the duty of the Mayor to:

3.6.1 Call the Meeting to order

3.6.2 Keep the meeting to its order of business.

3.6.3 Control discussion in an orderly manner.

3.6.3.1 Give every Councilmember who wishes an opportunity to speak when recognized.

3.6.3.2 Permit audience participation at the appropriate times

3.6.3.3 Require all speakers to speak to the question and to observe the rules of order.

3.6.3.4 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

3.6.4 State each motion before it is voted upon.

3.6.5 Put motions to a vote and announce the outcome.

3.6.6 Decide all questions of order, subject to the right of appeal to the Council by any member.

3.6.7 Attend all Council meetings. In the event that the Mayor is unable to attend a council meeting, the Mayor Pro-Tem shall preside. In the event that both Mayor and Mayor Pro-Tem are unable to attend, Council may pick a member to preside for that meeting.

3.7 SEATING ARRANGEMENT. Councilmember's shall be seated in a manner acceptable to Council. If there is a dispute, the Council will decide by vote.

RULE 4 MAYOR PRO-TEM.

4.1 APPOINTMENT. Pursuant to RCW 35A.12.065, biennially at the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tem shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

4.2 AUTHORITY

The mayor pro tem shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city. The mayor pro tem shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link The authority of the mayor pro tem to act under authority of this Rule shall end upon the mayor's return

or the removal of any temporary disability. The mayor pro tem shall not delegate authority the authority herein granted to another city official.

The mayor pro tem shall not in any case have the authority to appoint or remove city officers and employees, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 ABSENCE OR TEMPORARY DISABILITY OF THE MAYOR DEFINED. For purposes of this Rule, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

4.3.1 The mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.

4.3.2 During such times as city offices are closed, the mayor pro tem shall have authority to act in the mayor's absence only with respect such emergencies as may requires the mayor's presence.

4.4 MAYOR'S SALARY FOR THE MAYOR PRO TEM DURING EXTENDED ABSENCE OR DISABILITY OF MAYOR. The mayor pro tem shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tem.

RULE 5 CITY ADMINISTRATOR AND CITY CLERK.

5.1 PREPARATION OF AGENDA. It shall be the responsibility of the City Clerk, under the direction of the City Administrator and subject to the direction of the Mayor, to prepare an Agenda for all official meetings of Council.

5.2 REFERRAL TO COUNCIL COMMITTEES. The City Administrator shall make an initial review of all matters submitted for inclusion on the Agenda which may require Council action, and refer each matter, including those submitted by department heads, to the appropriate Council Committee with notification and copies of documentary material to all affected departments.

5.3 LOG. The City Clerk shall maintain a list containing the name of the Council Committee or department head to which any matter has been referred, whether by the City Administrator or by City Council, and the date of referral.

5.4 REPORT OF PENDING COUNCIL BUSINESS. The City Administrator shall prepare and submit to City Council and the department heads a monthly report of pending Council business, containing a statement of the status of each matter referred to a Council Committee or department head upon which no final action of Council has been taken at the Council. This report shall be called the "Council Pending Business List" and shall be included in the Agenda Packet.

5.5 DEADLINE FOR INCLUSION ON AGENDA. The City Clerk shall not place any matter on the Agenda for any meeting unless the responsible Council Committee or department head has provided an Agenda Bill completed on the City's standard form, complete with all supporting documents or materials, and has the signatures of both the Council Committee chair or member and the Department Head. All Agenda Bills must be submitted to the City Clerk no later than noon on the Tuesday preceding the Monday for which the meeting of the Council is scheduled, provided, the Mayor may direct the inclusion of any item on the Agenda at any time prior to distribution, and further provided, the City Council may by majority vote declare an emergency to permit the immediate consideration of any matter.

5.6 AGENDA PACKETS. The City Clerk shall prepare an Agenda packet for the Mayor, members of City Council and department heads, containing a copy of the Agenda, all reports of Council Committees, all documentary materials upon which Council action is to be taken and copies of all minutes to be approved. The Agenda Packet shall be distributed on or before 5:00 PM on the Thursday preceding the Monday for which a meeting of council is scheduled. Agenda Packets will be in an electronic format.

5.7 PROCLAMATIONS. Requests for proclamations to honor individuals or groups will be submitted to the City Clerk for review. Proclamations will be approved and signed by the Mayor. Proclamations may be placed on the Council agenda for official presentation or mailed to the honored individual or organization as appropriate.

5.8 COUNCIL MEETING FOLLOW-UP REPORT. The City Clerk shall prepare a follow-up report after each meeting of Council containing the actions taken at the Council Meeting. The follow-up report shall be circulated, at a minimum, to the Mayor, members of the Council and Department Heads. Department Heads shall be responsible for following through with appropriate assignments of their department as a result of Council Action.

RULE 6 COUNCIL COMMITTEES AND LIAISONS.

6.1 PURPOSE. Council Committees are to be policy review and discussion arms of the City Council, providing an opportunity to explore the implications of policy alternatives and the policy development process; and to serve in an advisory capacity to the Council as a whole in reviewing policy matters referred to them; informing and educating the Council on existing City programs and issues, and other such matters as the committee deems appropriate. The City Council Committees shall not become involved in the administration of City government. Council liaisons represent the City Council with groups including commissions, non-council committees, working groups, other governmental or community organizations, or other organizations. Council Liaisons shall, in all interactions as a liaison, present and represent the view of the majority of the Council regardless of the councilmember's personal views. Whenever the Council majority view is not known the Council liaison shall abstain from presenting a view until the Council majority viewpoint is obtained.

6.2 APPOINTMENT. The Mayor Pro-tem, subject to approval of a majority of the Council, shall appoint a chair and members for 6.3 COUNCIL COMMITTEES DENOMINATED. The Council Committees shall be as follows:

6.3.1 Committee of the Whole. The Committee of the Whole is used for informal consideration of any issue agreed upon by a majority of the Council and removes the normal limitations on the number of times members can speak in debate. The regular presiding officer remains in the chair; and the results of votes taken during informal consideration are decisions of the assembly, which are not voted on again.

6.3.2 Community Development Committee (CDC) which shall have responsibility for planning, annexation, flood-related matters, building inspections, code enforcement, all land development, relations with the business community including Economic Development, the Lodging Tax Advisory Committee, community events, library, and human services;

6.3.3 Finance and Administrative Services, which shall have responsibility for all fiscal, personnel and administrative matters, including these Council procedures;

6.3.4 Public Safety, which shall have responsibility for police, fire, emergency management services, and civil defense.

6.3.5 Parks and Public Works Committee, which shall have responsibility for parks, water, sewer, wastewater treatment, streets, garbage, yard waste, storm water, and other public utilities, public works and engineering;

6.4 RESPONSIBILITY OF COUNCIL COMMITTEES

6.4.1 It shall be the responsibility of each Council Committee to evaluate and report to City Council within a reasonable time its recommendation on each matter referred to it regardless of whether the Council Committee favors or opposes the proposed action.

6.4.2 Responsibility of Committee Chairperson. The chairperson of the respective Council Committees shall have the following responsibilities:

6.4.2.1 Schedule and attend regular meetings of the Committee, which shall be open to members of the public and to the press. In the event that a meeting is cancelled, the Committee Chairperson is responsible for informing the Mayor, staff support personnel and posting a notice. All Council Committee meetings shall comply with the "Open Public Meetings Act". To ensure OPMA compliance and also allow Council members who not members of a particular committee to attend, all Council Committee meetings shall be noticed as a joint meeting of the individual committee and the Council Committee of the Whole (e.g., Parks & Public Works Committee / Committee of the Whole). The agenda will be limited to the individual committee's business (rather than Committee of the Whole business).

6.4.2.2 Solicit the views of the department heads of each department affected by each matter referred to the committee.

6.4.2.3 To schedule and attend such public hearings as may be directed by City Council to obtain citizen input on proposed Council actions.

6.4.2.4 To furnish to the City Clerk a completed Agenda Bill, signed by the Committee Chairperson, containing the recommendation of the Council Committee and the reasons for the recommendation, provided, staff may prepare the report based upon the Chairperson's notes.

6.4.2.5 Committees may not take binding action on behalf of the Council

6.4.2.6 Provide at each meeting a public comment period in accordance with Rule 9.3 of these Rules of Procedure, however the time allotted for each speaker shall be determined by the Committee Chair. Any Council member attending a committee meeting of which she or he is not a member may address the committee to the same extent permitted members of the public.

6.4.3 Removal. Members may be removed from the Council Committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.

RULE 7 DEPARTMENT HEADS.

7.1 INPUT TO COMMITTEES. It shall be the right and responsibility of each department head to make his/ her position known to the Council Committee on each matter for Council action affecting the department referred to the Committee.

7.2 REPORTS TO COUNCIL. Each department head under the direction of the City Administrator shall prepare a monthly report of the activities of their department, by the first Monday of the month.

7.3 ATTENDANCE AT COUNCIL MEETINGS. Department heads shall attend all regular, special and emergency Council meetings, unless excused by the Mayor.

RULE 8 REGULAR COUNCIL MEETINGS.

8.1 REGULAR MEETINGS. Regular meetings of Council shall be held on the second and fourth Mondays of each month, beginning at 7:00 PM and lasting no later than 10:00 PM, without a majority vote of the Council. Regular meetings of the Council should be held at City Hall or, alternatively, remotely online pursuant to Rule 11.3 of these Rules. Should any meeting occur on a legal holiday, the meeting shall be held in accordance with the Snoqualmie Municipal Code 2.24.020.

8.2 ORDER OF BUSINESS. The order of business at all regular meetings of Council shall be as follows:

1. Call to Order, Pledge of Allegiance, Roll Call
2. Presentations, Appointments and Public Hearings
3. Public /Requests for Items on Consent Agenda or Not on the Agenda
4. Consent Agenda
 - A. Minutes
 - B. Warrants
 - C. Other Business
5. Ordinances
6. Reports
 - A. Mayor's Report
 - B. Reports/New Business of Council Committees
 - C. Reports of Department Heads (1st meeting written – 2nd meeting verbal)
7. Announcements
8. Adjournment

RULE 9 CONDUCT OF OFFICIAL REGULAR COUNCIL MEETINGS.

9.1 ROUNDTABLE. A Council Roundtable Discussion may be held as directed by the Council, preceding the regular meeting of the month from 6:00 PM to 7:00 PM. This will provide the Council with an opportunity to discuss issues not listed on the agenda for action.

9.1.1 No action will take place during a Council Roundtable.

9.1.2 There shall be no opportunity for public comment during a roundtable discussion.

9.2 CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

9.2.1 Meetings shall commence promptly at the appointed hour, and be called to order by the Mayor or person serving as chairperson of the meeting.

9.2.2 At the request of the Mayor or person serving as chairperson of the meeting, the City Clerk shall call the roll of members of City Council, and enter the names of those present into the minutes. The Mayor or chairperson of the meeting shall then determine whether a quorum is present.

9.3 PRESENTATIONS, APPOINTMENTS AND PUBLIC HEARINGS-

9.3.1 Public Hearings shall begin according to the established agenda. The Presiding Officer shall declare the public hearing open, and ask for the City staff presentation. Following questions of staff by Council, the applicant or petitioner shall be given ten (10) minute to present the issue. Following the presentation of the applicant or petitioner, the major opponent shall be allowed to speak to the issue for ten minutes. Then any interested person may be heard for three minutes each. All speakers should sign up on the Public Hearing Roster provided by the City Clerk.

9.3.2 The Mayor or Presiding Officer shall recognize staff comments and questions from the Council, if any, at the conclusion of each speaker's remarks. After all interested members of the public and staff have had an opportunity to speak, the applicant shall be given up to three minutes to respond to or rebut information presented by the opponent(s), other speakers or staff. This opportunity for rebuttal shall not be used to present new information or to address subjects other than issues raised by the opponent(s) and the other speakers or staff. After all interested persons have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The Council may, however, decide to allow for certain written materials to be presented to the Council for a period of time declared by the Council. This shall be decided by the Council and requires a majority vote. Once the public hearing is closed, no person may introduce new substantive information without reopening the public hearing. The Council may alter the time limits of speakers upon a vote prior to the opening of the hearing.

9.3.3 The City Clerk shall be the timekeeper.

9.3.4 The following additional rules shall be observed during any quasi-judicial public hearing:

9.3.4.1 According to the established agenda, the Presiding Officer shall declare the public hearing open, and ask for Councilmember's to reveal Ex Parte oral or written communications or any potential appearance of fairness problems. Councilmember's will disclose any facts that could lead to a challenge. After all disclosures are made, the Presiding Officer will ask if any person in the audience wishes to make an Appearance of Fairness challenge to any Councilmember. If so, the member of the audience will come forward to the podium and make his/her challenge. After all challenges have been made, the Presiding Officer shall ask the Councilmember if they wish to disqualify themselves and may ask the City Attorney to advise if any Councilmember should consider disqualifying themselves. This may be done in public or Executive Session. Any Councilmember that disqualifies themselves shall leave the room and not return until after the conclusion of the quasi-judicial matter. After any disqualified Councilmember leaves, the quasi-judicial hearing shall proceed under the same rules as provided above.

9.3.4.2 All public testimony received during a quasi-judicial process shall be sworn in by the Presiding Officer.

9.3.4.3 The City Attorney shall advise as to what state law permits as to public comment on quasi-judicial matters. Council may adopt a written form addressing this issue

9.3.5 Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

9.3.6 Individuals or groups wishing to make a presentation before the Council shall request time on the agenda at least two weeks prior to the City Council meeting, by contacting the Mayor or City Clerk.

9.3.7 Appointments. The Mayor may make appointments to Positions, Boards or Commissions. Certain appointments, defined in the SMC require ratification by the City Council.

9.4 PUBLIC REQUESTS AND COMMENTS. Time shall be allotted during each meeting for requests and comments by the public on any matter, subject to the following:

9.4.1 Requests and comments by the public regarding matters on the Agenda, other than the Consent Agenda, shall occur after a motion and second for such agenda items and resolution of any subsidiary motions by the motion maker but prior to debate on the main motion.

9.4.2 The Council may establish a procedure to require sign-up prior to commencement of the meeting, and the Mayor or chairperson of the meeting should recognize speakers in the order of sign-up.

9.4.3 Members of the public with complaints, concerns or questions will be encouraged to refer the matter to the City Administrator or ask that the matter be referred to the appropriate Council Committee with the background information for action.

9.4.4 The Mayor or Chairperson of the meeting should announce that no Council action will be taken on the public request or comment at the meeting at which it is made, unless it is deemed by majority vote that an emergency exists.

9.4.4.5 Each speaker will be limited to a time period suggested to be no less than 3 minutes, and all remarks shall be addressed to the City Council as a body, and not to individual members of Council or staff.

9.4.6 The Mayor or chairperson of the meeting has the authority to limit the number of speakers, increase or decrease the time allotment per speaker for public comments, or otherwise exercise such control over this portion of the meeting to insure that it does not interfere with or impede the Council's ability to conduct its business.

9.4.7 The Council may, by motion, approve a form of Rules for Public Participation.

9.4.8 The Clerk shall be the timekeeper.

9.5 CONSENT AGENDA. Approval of bills and payroll should be a matter of routine, for payment of anticipated and budgeted expenses, approved by at least two people prior to presentation to the City Council. Any member of Council may, nonetheless, examine bills and move that any bill be held pending obtaining further information. The minutes of previous meetings may be approved on motion without reading if the City Clerk has provided each member of Council a copy thereof prior to the meeting. The minutes, bills, payroll and non-controversial agenda bills (including agenda bills for adoption of Resolutions) may be approved by one motion of the Consent Agenda. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember. Items removed from the Consent Agenda, if any, shall be added to the meeting agenda order of business as the item(s) immediately following the Consent Agenda in the same order they were listed on the Consent Agenda.

Commented [jw1]: Added non-controversial agenda bills including agenda bills for adoption of Resolutions

9.6 PRESENTATION OF ORDINANCES, AND RESOLUTIONS.

9.6.1 Order of Presentation

9.6.1.1 Orders, Resolutions and reports shall be presented to and considered by the council in the following manner:

9.6.1.1.1 Introduction and summary as required

9.6.1.1.2 Motion and 2nd, if required

9.6.1.1.3 Committee Chair summary report

9.6.1.1.4 Staff Presentation, if required

9.6.1.1.5 Subsidiary motions by the motion maker, if desired to be made before debate on the main motion

9.6.1.1.6 Request for and receipt of Public comment as set out in section 9.4

9.6.1.1.7 Council debate

9.6.1.1.8 Council vote, if required

9.6.2 Ordinances.

9.6.2.1 Ordinances constitute laws and regulations of a general and permanent nature, and ordinarily should not be adopted without the utmost deliberation of the policies and procedures which are to be enacted.

9.6.2.2 A motion to adopt a proposed Ordinance shall not be deemed in order until the regular meeting next following that at which it is introduced, or first read. A proposed Ordinance may be introduced by reading its title only, provided a copy of the draft Ordinance has been provided to members of Council at least 72 hours prior to the meeting, except in an emergency.

9.6.2.3 A motion to adopt a proposed Ordinance amending the budget for unanticipated grant revenues shall be considered for adoption at the meeting in which is introduced.

9.6.3 Resolutions.

9.6.3.1 Resolutions constitute an expression of the Council's action on particular matters not having the force or effect of general and permanent laws or regulations.

9.6.3.2 The adoption of a Resolution may be through the consent agenda and moved immediately upon its introduction. The City Clerk shall include the Resolution number on the Council Follow-Up and in the minutes of the meeting.

9.6.4 Waiver of Requirements of Rule. The requirements of this Rule may be waived only upon a determination by a simple majority of Council that an emergency exists requiring immediate action on an Ordinance or Resolution.

9.7 REPORTS

9.7.1 Mayor's Report. The purpose of the Mayor's report is to inform the public of major developments affecting the City occurring since the previous meeting of Council, including key personnel changes or other matters in which the Mayor was involved.

9.7.2 Reports of Council Committees. The chairperson of each Council Committee should present agenda bills and make recommendations regarding matters

Commented [jw2]: Deleted 9.6.1.3 Action on a proposed Ordinance which requires a Public Hearing prior to adoption should not be considered until the meeting following the Public Hearing, unless Council by majority vote considers the issue an emergency.

Commented [jw3]: Added that the adoption may be through the consent agenda and moved immediately upon its introduction – the City Clerk shall include the Resolution number on the Council Follow up and in the minutes of the meeting

referred to the Committee, and be prepared to address questions regarding those matters. If approval of a motion is sought, the action should ordinarily be moved by the Committee chairperson and seconded by the Committee member. Discussion on the motion should ordinarily be limited to statements of position for or against. Council Committee reports should also include announcements of significant results of meetings of county, regional or state groups at which the member of Council has represented the City.

9.7.3 Reports of Department Heads. The reports of Department Heads shall be written on the first meeting of the month in accordance with Rule 6.2 and verbal on the second meeting of the month. Oral reports should be limited to five minutes and highlight the significant items in the department. The Council may ask specific questions regarding operational issues to the department heads during this portion of the meeting.

9.8 ANNOUNCEMENTS. Any announcements not made during the Mayor's report or the reports of Committees should be made at this time.

9.9 ADJOURNMENT. Motions to adjourn shall be in order at any time, and shall be decided without debate. Any matter on the agenda not decided by time of adjournment may be held to the next regular meeting of Council.

RULE 10 EXECUTIVE SESSIONS

10.1 PURPOSE AND PROCESS. The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

10.1.2 Before convening an Executive Session, the Mayor or Presiding Officer shall announce the purpose of the session, the anticipated time when the session will be concluded and if any business or action is anticipated to be conducted by Council after the Executive Session.

10.1.2.1 Should the Session require more time, a public announcement shall be made that the Session is being extended.

RULE 11 OTHER COUNCIL MEETINGS

11.1 SPECIAL MEETINGS.

11.1.1 Special meetings shall be called at the discretion of the Mayor, or request by a quorum of members of the City Council, when an emergency exists, which (by way of illustration only) may include natural disasters, legal matters requiring an immediate decision of Council, financial emergencies or actions which must be taken immediately to avoid losing an opportunity, subject to the notice requirements prescribed by State law. Special meetings may also be called when necessary or desirable to address topics of special interest, length or complexity, including without limitation town hall meetings to solicit public input, budget roundtables or planning sessions, the annual City Council retreat, and the like. Special meetings of the Council should be held at City Hall, at another location selected by the Mayor and Council or, alternatively, remotely online pursuant to Rule 11.3 of these Rules.

11.1.2 The notice of such Special Meetings shall state the subjects to be considered.

11.1.3 Special meetings shall be conducted, to the extent possible, in the same manner as regular meetings of Council, within the legal limitation that only the business specified in the notice of the meeting may be transacted.

11.2 EMERGENCY MEETINGS

11.2.1 An Emergency Meeting may be called without notice requirements. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage.

11.2.2 Emergency meetings may be called by the Mayor or majority of Councilmember's. The minutes will indicate the reason for the emergency.

11.3 REMOTE MEETINGS

11.3.1 Remote Meetings shall be called at the discretion of the Mayor, or request by a quorum of the City Council, subject to the notice requirements prescribed by

these Rules and State law. "Remote Meeting" means a meeting of the City Council during which a quorum or more of Council members appear or attend by phone, the internet or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Formal action or vote may be taken during the Remote Meeting.

11.3.2 The notice of a Remote Meetings shall include: (a) the agenda (or link thereto) for the Remote Meeting, (b) instructions how to hear or view the meeting remotely; and, to the extent feasible and consistent with the protection of public health, (c) the name and address of a public facility at which the online meeting may be heard or viewed by persons without a telephone or internet access. The notice of a Remote Meeting shall be posted on the City's website no later than twenty-four hours in advance of the published start time of the meeting and, if City Hall is open to the public, at the bulletin board at City Hall.

11.3.3 Remote Meetings shall be conducted, to the extent possible, in the same manner as in-person regular or special meetings of Council.

11.3.4. The public shall be provided, at a minimum, telephone access to listen to Remote Meeting in "real time"; the City may also allow other "real time" electronic means of viewing or listening to the Remote meeting, including without limitation via streaming or otherwise on the internet. Individuals may offer public comment if the opportunity for public comment is indicated on the agenda for the specific Remote Meeting, or if allowed by Council action or as otherwise provided by these Rules.