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05/28/2015

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8928

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Resolutions Nos. 5987 and 6399 relating to Council rules of procedure for the conduct of City Council meetings are hereby repealed.

Section 2. These rules constitute the official rules of procedure for the Bellevue City Council. Where rules of procedure are not addressed in this Resolution, the Council shall be governed by *Robert's Rules of Order,* Newly Revised.

Section 3. Organization

A. Swearing in of New Councilmembers. New Councilmembers shall be sworn in either:
   1. Up to ten days prior to the day they are scheduled to assume their office; or
   2. At the last regular meeting of the Council held before they are to assume their office.

B. Election of Mayor. The Council shall elect a Mayor and Deputy Mayor for a term of two years and organize itself at the first official meeting of the City Council during even-numbered years.

   The election of the Mayor shall be presided over by a Temporary Chair who shall be selected at the last regular meeting in December to conduct this election. Once selected, the Mayor will preside over the selection of the Deputy Mayor.

   In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected.

C. Quorum. At all meetings of the Council, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn from time to time, and may compel the attendance of absent members in such manner and subject to such penalties as may be prescribed by ordinance.

D. City Clerk. The City Clerk or an authorized Deputy Clerk shall attend all meetings of the City Council. Should the City Clerk and the Deputy Clerk be absent from any Council meeting, then the Presiding Officer shall ask the City Manager to appoint a member of the staff to act as Clerk for that meeting.

E. Attendance of Officers. Any City officer or employee shall have the duty when requested by the City Council to attend meetings of the City Council and shall remain for such time as the City Council may direct.

Section 4. Officers

A. Presiding Officers. The Mayor shall be the Presiding Officer of the City Council. In the temporary absence of the Mayor, the Deputy Mayor shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor the City Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

B. Presiding Officer Duties. It shall be the duty of the Presiding Officer to:
   1. Call the meeting to order.
   2. Keep the meeting to its order of business.
   3. Control discussion in an orderly manner:
      a. Give every Councilmember who wishes an opportunity to speak.
      b. Permit audience participation at the appropriate times.
      c. Require all speakers to speak to the question and to observe the rules of order.
      d. Give pro and con speakers opportunities to speak to a question when practicable.
   4. State each motion before it is discussed and before it is voted upon.
   5. Put motions to a vote and announce the outcome.

C. Presiding Officer - Question of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.

D. Presiding Officer Participation. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the Chair so the Presiding Officer may make a motion.

Section 5. Appointment of Council Committees, Liaisons to Boards and Commissions, and Board/Commission members

A. Committee Assignments. The Mayor, with the concurrence of the Council, shall appoint any standing committees of the City Council and, with the concurrence of the Council, may appoint a committee Chair. Ad hoc committees of not more than three Councilmembers may be appointed by the Mayor, with the concurrence of the Council, from time to time as the need arises. The Mayor, with the concurrence of the Council, may also appoint the Chair of any such ad hoc committee.

B. Liaisons to Boards and Commissions. The Mayor shall appoint City Councilmembers to serve as liaisons to Boards and Commissions established by City Council. Council liaisons shall interview candidates and recommend the appointment of members to fill vacancies on their respective Boards and Commissions. The Mayor, with the concurrence of Council, shall make the appointments of Board and Commission members.

C. Board and Commission Appointments. The following rules will apply for filling vacancies occurring on Council-appointed Boards and Commissions upon expiration of members' terms or through resignation or other vacancy.

1. The City Clerk's Office solicits interest in reapplying from those Board/ Commission members who are eligible to serve additional terms and provides that information to the respective Liaisons to Boards/Commissions.
2. Liaisons receiving requests for reappointment provide recommendations to the City Clerk who schedules for Council consideration on the next convenient Council meeting agenda.
3. At the Council meeting, the Liaison makes the motion to make his/her recommended reappointments. Upon affirmative Council vote, the Mayor reappoints the member.
4. The City Clerk's Office provides public notice of the application opportunity for remaining vacated positions and collects submitted applications.
5. Applications for each Board/Commission are compiled into booklets and provided to all Councilmembers for review and discussion. The Liaisons for particular Boards and Commissions entertain feedback from the remainder of the Council about which applicants to interview.
6. The Council Liaison for each Board/Commission shall lead the interview team, including the Chair of the Board/Commission and the Department Director or key support staff. Other Councilmembers are invited to participate. Should a quorum of Councilmembers wish to participate in interviews, the interviews will be noticed as a public meeting. Following the interviews, the Liaison provides his/her recommendation(s) to the City Clerk, who schedules the appointment(s) for consideration at the next convenient Council meeting agenda.
7. At the Council meeting, the Liaison makes the Motion to appoint his/her recommended applicants. Upon affirmative Council vote, the Mayor appoints the new member(s).
8. The City Clerk prepares appointment letters for the Mayor's signature and notifies each unsuccessful applicant by mail of the decision of the Council.

The City Clerk will also notify the Chair of the affected board or commission of the Council's decision.

Section 6. Meetings

A. Regular Meetings. The regular meetings of the City Council shall be held at 6:00 p.m. on the first four Mondays of each month; provided, that only one regular meeting shall be held during August, which shall be on the first Monday, and only two regular meetings shall be held in December, which shall be the first two Mondays.

Whenever Monday falls on a legal holiday, regular meetings shall be held on the following Tuesday. A regular meeting may be canceled by a majority vote of the Council taken at least one week before said meeting or by the City Manager in consultation with the Council.

Except during the months of August and December, on the first and third Mondays of each month, regular meetings will be comprised of a 2-hour Study Session beginning at 6:00 p.m. and Regular Session beginning at 8:00 p.m. On the second and fourth Mondays of each month the Council will hold a four-hour Extended Study Session.

During the months of August and December, regular meetings will be comprised of a 2-hour Study Session beginning at 6:00 p.m. and Regular Session beginning at 8:00 p.m.

B. Special Meetings. Special meetings may be held by the City Council subject to notice requirements prescribed by State law. Special meetings may be called by the Mayor by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. Special meetings shall be called by the Mayor upon the written request of any three members of the Council. The notice for special meetings shall state the subjects to be considered, and no subjects other than those specified in the notice shall be considered.

Electronic mail shall be considered written notice for purposes of this rule.

C. Organizational Meetings. A special organizational meeting will be held on the first business day after the new year in even-numbered years, at which the first order of business will be the selection of a Mayor and a Deputy Mayor.

D. Meeting Place. Regular meetings of the City Council will be held at Bellevue City Hall, 450 - 110th Avenue NE, Bellevue, Washington unless otherwise noticed.

E. Remote participation in Council meetings. A Councilmember not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved in advance, either at an earlier Council meeting or before joining a current meeting. A Councilmember may participate remotely no more than four times per year, unless absent for medical reasons, and only two Councilmembers may participate remotely during any one Council meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Examples of situations where remote participation is authorized include, but are not limited to:

- An agenda item is time sensitive, and remote participation is needed to achieve a quorum;
- An agenda item is of high importance to the Councilmember who cannot be physically present;
- It is considered important for **all** Councilmembers to participate in a key policy decision, but a Councilmember is unable to be physically present.

F. Adjournment. Regular meetings of the City Council should adjourn at 10:00 p.m. The adjournment time may be extended to a later time certain upon approval of a motion carried by at least four members of the Council. At the conclusion of the agenda, after calling for any additional business, the Mayor may declare the meeting adjourned.

Section 7. Council Order of Business

A. Order of Business for Regular Meetings. The order of business for each regular meeting shall be as follows:

First and Third Mondays - Study Session/Regular Session (6-10 p.m.)

Study Session (6 - 8 p.m.)

1. Executive Session
2. Study Session Items
3. Council Discussion of Upcoming Items

Regular Session (8 - 10 p.m.)

1. Call to Order
2. Roll Call, Flag Salute
3. Approval of Agenda
4. Communications - Written and Oral
5. Reports of Community Councils, Boards and Commissions
6. Report of City Manager

7. Council Business and New Initiatives
8. Consent Calendar
9. Public Hearings
10. Land Use Reports
11. Other Ordinances, Resolutions, and Motions
12. Unfinished Business
13. Continued Oral Communications
14. New Business
15. Executive Session
16. Adjournment

Second and Fourth Mondays - Extended Study Session (6 - 10 p.m.)

1. Executive Session
2. Approval of Agenda
3. Oral Communications
4. Study Session Items
    a. Council Business and New Initiatives
5. Council Discussion of upcoming items
6. Continued Oral Communications

The City Clerk may amend the order of the agenda to address unusual meeting circumstances or to ensure an efficient and orderly meeting. Unless overruled by Council, these occasional amendments will be treated as an exception to the regular Order of Business.

B. Council Agenda. No legislative item shall be voted upon which is not on the Council agenda as approved by the Council at the City Council meeting or as amended by Council during the course of the meeting by a vote of at least four members.

C. Removal from Consent Calendar. No item will be removed from the Consent Calendar unless the Councilmember desiring removal of the item notifies the City Clerk of such request by noon on the day of the Council meeting, or unless such request is a result of public testimony received at Oral Communications raising unforeseen Councilmember concerns or questions.

Section 8. Public Testimony

A. Oral and Written Communications and Public Hearings. The Council shall not take public testimony at regular Monday Council meetings except for

testimony given at a Public Hearing, Public Comment Period, or at Oral Communications.

B. Oral and Written Comments - Quasi-Judicial Matters/Appeals Before City Council. Public oral testimony shall not be given on quasi-judicial matters outside of a limited public hearing on an appeal before Council except on matters of procedure; provided comments in writing may be submitted to the Council on quasi-judicial matters being considered by the Council under appeal processes described in Resolution Nos. 5097 and 5238, or as subsequently amended. Such written comments must be filed with the City Clerk no later than 1 p.m. on the Monday two weeks prior to the hearing. No material submitted later will be considered by the Council. Written comments to the Council on quasi-judicial matters will be reviewed by the City Attorney who will exclude information that is not contained in the record on the appeal before submittal to the Council.

C. Instructions for Speakers. Instructions will be provided in writing at the meeting room and on the City's web site. Speakers will be advised that their testimony is being recorded.

D. Rules for Public Participation. The following rules shall be observed during any Public Hearing, Public Comment, or Oral Communications opportunity; provided these rules do not apply to appeals hearings governed by the City Council appeals procedures *(See Rules of Procedure for Appeals to the City Council—Resolution Nos. 5097 and 5238)*.

1. For public hearings or public comment periods:
   a. No specific time limits are provided for public hearings; public comment periods may be established for a specific amount of time but shall not exceed one hour unless approved by a majority of Council.
   b. For an initial presentation of background information from a City department (Staff Report), a City Board or Commission, or an organization, no more than 15 minutes will be allowed unless otherwise authorized by the Chair.
   c. Persons wishing to testify shall sign in on the sign-in sheet provided and will be called to speak in the order in which they signed.
   d. With the exception of a public comment period established to take comment in support of or opposition to a ballot measure, speakers will be allowed to speak for three minutes.
   e. The Mayor may allow additional time for receipt of written testimony when needed.
2. For Oral Communications:

a. The time allowed shall not exceed thirty minutes, and speakers will be called in order from the sign-up sheet. If the number of speakers signed up to speak will exceed the 30-minute period, the Chair is authorized to give preference to (1) persons speaking to items on that meeting's agenda or anticipated to come on the agenda within one month and/or (2) to persons who have not spoken to Council in the last quarter.
b. Speakers will be allowed to speak for three minutes.
c. A maximum of three persons are permitted to speak to each side of any one topic.

3. Persons testifying shall identify themselves for the record as to name, address, and organization, if appropriate.
4. Persons participating in Council meetings are strongly encouraged to aid the Council in maintaining the decorum and orderly progression of the Council agenda. Engaging in shouting, use of profanity or slurs against others, disruptive noise, or comments that are off-topic detract from the ability of the Council to conduct business. Where such conduct results in actual disruption of the Council meeting, the Presiding Officer may issue a verbal warning to the speaker and, if the behavior continues, have the speaker removed from the Council Chambers. Repeated disruption may result in the speaker being excluded from participating in public comment at one or more subsequent Council meetings. If the Presiding Officer issues an exclusion to any speaker, he or she shall inform the person of the basis for the exclusion and the term of the exclusion. The Presiding Officer shall also notify the speaker that if he or she desires to address the Council during the period of exclusion from public comment, he or she may submit written comments which will be received by the City Clerk and provided to each of the Councilmembers.
5. Suspension of these rules will require four votes.
6. The City Clerk shall be the timekeeper

E. Addressing the Council Outside of Oral Communications or Public Hearing. No person not a member of the City Council shall be allowed to address the City Council while it is in session without the permission of the Presiding Officer.

Section 9. Motions

A. Motions. No motion shall be entertained or debated until seconded and announced by the Presiding Officer. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the City Clerk before it is debated, and by the consent of the Council may be withdrawn at any time before action is taken on the motion.

Motions shall be entertained in the order of precedence outlined in Robert's Rules of Order (Newly Revised).

Motions to postpone a question to a day certain or to commit, having been decided, shall not be allowed again on the same day. When a question has been postponed indefinitely it shall not again be introduced for at least sixty (60) days.

A motion to lay an amendment on the table shall not carry the main question with it unless so specified in the motion to table.

B. Motions to Reconsider. A motion to reconsider must be made by a person who voted on the prevailing side on the principal question and must be made at the same or next succeeding regular meeting.

C. Motions to Table-Order of Questions. Motions to lay any matter on the table shall be first in order, and on all questions the last amendment, the most distant day and the largest sum shall be put first.

Section 10. Voting

A. Tie Vote. The passage of a Motion, Resolution or Ordinance is lost by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present. In case of a tie vote, an absent member and a disqualified member whose participation is allowed under Section 10.C below may participate when the question is again brought forward, except where such participation is not allowed by law.

B. Motions for Adjournment. A motion for adjournment shall always be in order. The Presiding Officer may suggest a motion for adjournment but may not make it.

C. Votes on Questions. Each member present or participating remotely shall vote on all questions put to the City Council except on matters in which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter, stating the reason for the disqualification unless there is a legal impediment to disclosure. The disqualified member will then leave the meeting room.

When disqualification of a member or members results or would result in the inability of the Council to act on a matter on which it is required by law to take action, any member who is absent or who is disqualified under the Appearance of Fairness doctrine may subsequently participate, provided such

member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

D. Failure To Vote. Any Councilmember who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.

E. Six-Month Time Limitation. Except as otherwise provided in the Council's rules, once a matter has been voted on and the time for reconsideration has passed with no action, the matter may not be taken up again for six months unless there is a showing of a substantial change of circumstances.

Section 11. Council Work

A. 8-Hour Rule. Special staff work on a particular project for an individual Councilmember may not exceed eight hours without authorization by the City Council. Council approval may be sought by raising the question at the Council Business and New Initiatives item on the Council meeting agenda.

B. Individual Town Hall Meetings. When individual Councilmembers wish to hold "neighborhood coffees" or "town hall" type meetings, staff support will be limited to notifying the press that the event has been scheduled. During election years, individual town hall type meetings will not be conducted at or utilizing City facilities.

C. Councilmember Representation. When speaking or writing on specific issues, Councilmembers shall make clear whether they are speaking as an individual regarding his/her stance, or whether speaking on behalf of the City Council.

Section 12. Council Travel

A. Justification. Before making a request for a travel or training expenditure, the requesting Councilmember should be able to indicate what public benefit is gained through her/his participation.

B. Prioritization of travel opportunities. Travel will be prioritized according to the following criteria:

1. Advancement of adopted Council priorities/work program items, including advancement of regional issues or State and Federal Legislative Agendas (includes Greater Seattle Chamber of Commerce study missions).
2. NLC- or AWC-sponsored events.
3. Sister City visits.
4. Economic development and international trade.

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5. Regional issues-related travel.
6. Non-local conferences or training opportunities.
7. Events whose purpose is primarily networking.

Section 13. Suspension of Rules

No rule of procedure of this Council shall be adopted, rescinded or changed without a majority vote of all Councilmembers at a regular or special Council meeting and only after seven days' notice of a motion thereof; provided, a rule may be temporarily suspended for a special purpose by a vote of two-thirds of the members present. When the suspension of a rule is requested, and no objection is offered, the Mayor shall announce the rule suspended, and the Council may proceed accordingly.

Passed by the City Council this 1st day of June, 2015, and signed in authentication of its passage this 4th day of June, 2015.

(SEAL)

Claudia Balducci, Mayor

Attest:

Myrna L. Basich, City Clerk