City of Bellevue

Memorandum

Date: July 25, 2011

To: Chair Kasner, Members of the East Bellevue Community Council

From: Monica Buck, Assistant City Attorney - 425-452-4082

RE: Rules of Procedure – Amendment Relating to Attendance and Excused Absences

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On Tuesday August 2, 2011, the Community Council will consider an amendment to its Rules of Procedure to add a new subsection relating to attendance and excused absences. The Rules of Procedure were adopted on March 1, 2011 by Resolution 517, and did not include such a provision. This proposed amendment is modeled after the state law for City Council members, and provides that a councilmember shall forfeit his or her office by failing to attend three consecutive council meetings without being excused. The proposed amendment also adopts a process for requesting to be excused from a meeting.[1]

Resolution 517, adopting the Rules of Procedure, was intended to repeal the rules previously adopted by Resolution 419. Although the title of the resolution referenced the correct Resolution 419 to be repealed, the body of the resolution referenced Resolution 416. As a result, there are currently two rules of procedure in effect for the Community Council. This proposed amendment repeals Resolution 419.[2]

To assist the Council in its review of the proposed revisions, attached is a resolution in a strike/underline format.

Attachments

A. Proposed Resolution – changes marked
B. Proposed Resolution – clean version

cc: Michelle Murphy

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[1] See RCW 35A.12.060.
[2] Resolution 416 was the Rules of Procedure which were replaced by Resolution 419. Consequently, Resolution 416 had already been repealed by Resolution 419 and does not need to be reinstated.

EAST BELLEVUE COMMUNITY MUNICIPAL CORPORATION
OF THE CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 519

A RESOLUTION amending the rules of procedure for the Community Council as previously adopted by Resolution 517 and repealing Resolution 419.

WHEREAS, on March 1, 2011, the Community Council adopted new rules of procedure by Resolution 517; and

WHEREAS, the Community Council desires to amend the rules to add a new provision relating to attendance and excused absences; and

WHEREAS, the intent of Resolution 517 was to repeal the rules of procedure previously adopted by Resolution 419; and

WHEREAS, the incorrect resolution was repealed; and

WHEREAS, the purpose of this resolution is to repeal Resolution 419; now, therefore,

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

Section 1. Section 1. of the Rules of Procedure for the East Bellevue Community Council are amended as follows:

SECTION 1. MEETINGS

A. Regular Meetings:

1. Date and Time:

The regular meeting of the East Bellevue Community Council will be held at 6:30 p.m. on the first Tuesday of each month. Whenever such Tuesday falls on a legal holiday, such meeting will be held at 6:30 p.m. on the following day, Wednesday.

2. Place:

Regular meetings will be held at the Lake Hills Clubhouse, 15320 Lake Hills Boulevard, unless notice of a different location for the meeting is given as provided in Section 1.B.2.

B. Special Meetings and Study Sessions:

1. How Called:

The Chair of the Council or, in his/her absence, the Vice Chair, may call either special meetings or study sessions as he/she deems necessary or when requested by a majority of all the member of the Council. In the absence of both the Chair and Vice Chair, the Alternate Vice Chair may call a special meeting as he/she deems necessary or when requested by a majority of all the member of the Council.

2. Notice:

Written notice of the time, date, place and business to be transacted at either special meetings or study sessions shall be delivered personally or by mail to each councilmember, to the City of Bellevue website (www.bellevuewa.gov), to each local newspaper or general circulation and to each local radio or television station which has on file with the Council a written request to be notified of such special meetings. Such notice shall be delivered at least twenty-four hours before the time of such meeting as specified in the notice.

C. Record:

A record shall be made of all proceedings at regular and special meetings. A Deputy to the City Clerk of the City of Bellevue appointed to act as the Clerk of the Community Council shall prepare minutes, reporting all pertinent information, business discussed, motions, decisions made, actions and votes taken.

D. Oral Communications:

1. The Council will receive pubic input at Item No. 3, of its agenda, "Communications: Written and Oral" and Item No. 12, "Continued Communications". Based upon a review of the agenda and the number of speakers in the audience, the Chair may limit each speaker to a discretionary, but consistent, length of time. Speakers representing the official position of a recognized organization may be allotted a longer amount of time. The Chair has the prerogative to limit public comment if it has gone beyond a reasonable length of time or is deemed not to be germane to the discussion at hand.

2. Persons speaking to the Council shall identify themselves for the record as to name, address, and organization, if appropriate.

3. If a time limit is deemed appropriate, the Deputy City Clerk shall be the timekeeper. Oral testimony shall not be taken on quasi-judicial matters outside of a public hearing except on matters of procedure; provided that comments in writing may be submitted to the Council on quasi-judicial matters prior to the public hearing. Such comments may be filed with the City Clerk's Office.

E. Attendance, excused absences:

Members of the Council shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Chair prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the Deputy City Clerk, who shall convey the message to the Chair. The Chair shall inform he Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Deputy City Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Deputy City Clerk will note in the minutes that the absence is unexcused.

Section 2. Resolution No. 419 is repealed.

Section 3. This resolution shall take effect and be in force immediately after its passage and authentication.

Passed by the Community Council this _____ day of _____ _____, 2011, and signed in authentication of its passage this _____ day of _____ _____, 2011.

(SEAL)

_____
Steven Kasner, Chair

Attest:

_____
Michelle Murphy, Deputy City Clerk

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Michelle Murphy, Deputy City Clerk