Amended by Res. 232
8/5/86.

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11-13-85

CITY OF BELLEVUE, WASHINGTON
EAST BELLEVUE COMMUNITY COUNCIL

RESOLUTION NO. 224

A RESOLUTION adopting updated rules and procedures for the Community Council and repealing Resolutions 191, 192, 204 and 218.

WHEREAS, the Community Council desires to update and consolidate its rules and procedures, now, therefore,

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

Section 1. The following rules and procedures are adopted as the Rules and Procedures of the Community Council:

SECTION 1. MEETINGS

A. Regular Meetings:

1. Time: Section 1. The regular meeting of the East Bellevue Community Council will be held at 7:30 p.m. on the first Tuesday of each month. Whenever such Tuesday falls on either a legal holiday or the November general election day, such meeting will be held at 7:30 p.m. on the following day, Wednesday.

2. Place: Regular meetings will be held at the Lake Hills Library, 15228 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 Chairman of the Council, or in his absence, the Vice Chairman, may call either special meetings or study sessions as he deems necessary or when requested by a majority of all the members 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 each local newspaper of 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.

SECTION 2. AGENDA

The Clerk shall prepare a written agenda for each regular meeting. The agenda shall be distributed to all members of the Community Council at least 48 hours prior to the meeting. The agenda shall also be provided to any person requesting a copy, to the City Council, City Manager and any interested department head.

Any person desiring that a matter be placed on the agenda must submit a written request to the Clerk no later than 12:00 o'clock noon, twelve working days prior to the meeting. The Chairman of the Council will determine which matters will be placed on the agenda.

SECTION 3. MEMBERSHIP

The Community Council shall consist of five members elected every 4 years to consecutively numbered positions at the continuation election pursuant to RCW 35.14.060 from qualified electors residing within the service area. Terms of office shall be as provided by state law. Vacancies shall be filled by appointment for the remainder of an unexpired term by a majority vote of the remaining members.

SECTION 4. QUORUM-VOTING

Three members of the Council shall constitute a quorum for the transaction of business. Each action of the Community Municipal Corporation shall be by resolution, written or oral, approved by a vote of a majority of all the members of the community council. Three or more votes constitute a majority.

SECTION 5. OFFICERS

There shall be a Chairman and a Vice-Chairman elected from the membership of the Community Council. The election shall take place each year at the February meeting of the Community Council, or as soon thereafter as an election may be held. A candidate must receive at least three votes to be elected. The term of the Chairman and Vice-Chairman shall commence on their election and shall terminate on the election of a Chairman or Vice-Chairman at the next following annual election. A Chairman or Vice-Chairman may be re-elected. The Chairman shall preside. In his absence, the Vice-Chairman shall preside. They shall retain their right to vote on all actions. If neither the Chairman nor Vice-chairman is present at a meeting and a quorum is present, a Chairman pro tempore shall be selected by a majority of those present and shall then preside.

SECTION 6. CLERK

The Clerk shall be appointed by the Bellevue City Manager and shall prepare and maintain all records of Community Council business.

SECTION 7. PUBLIC NOTICE

A. Notice of a public hearing before the Community Council on any matter over which it has disapproval jurisdiction, including notice of any courtesy hearing, shall be given in accordance with the provisions of the Bellevue City Code as follows:

(1) Comprehensive Plan: Bellevue City Code (Land Use Code) 20.35.430.

(2) Land Use Code Amendment: Bellevue City Code (Land Use Code) 20.35.430.

(3) Reclassification: Bellevue City Code (Land Use Code) 20.35.130.

(4) Conditional Use: Bellevue City Code (Land Use Code) 20.35.130.

(5) Subdivisions: Bellevue City Code 22D.10.080.

(6) Planned Unit Development: Bellevue City Code (Land Use Code) 20.35.130.

B. Notice of public hearings other than those governed by subsection A above shall be given by publishing notice in the official newspaper of the City, by posting in the places

designated in Bellevue City Code 1.08.010 and by posting on or near the site under consideration, if there is such a site, at least seventeen days preceding the hearing.

SECTION 8. ORDER OF BUSINESS

A. The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll Call, Flag Salute
3. Communications: Written and Oral
4. Reports of City Council, Boards and Commissions
5. Approval of Agenda
6. Department of Design and Development Report
7. Public Hearings
8. Resolutions
9. Committee Reports
10. Unfinished Business
11. New Business
12. Continued Communications
13. Approval of Minutes of Previous Meetings
14. Adjournment

B. The order of business may be changed during the meeting by the Chairman with the consent of a majority of the members present.

SECTION 9. COMMITTEES

The Chairman shall establish those Standing and Special Committees deemed necessary to the conduct of Council business.

SECTION 10. RULES OF ORDER

A. Roberts Rules of Order, Revised, shall govern the deliberations of the Council except as follows:

1. No member shall speak more than twice on the same subject without the permission of the presiding officer.

2. No person, who is not a member of the Council, shall be allowed to address the Council while in session without the permission of the presiding officer.

3. Motions shall be reduced to writing when required by either the presiding officer of the Council or any member. All resolutions shall be in writing.

4. Motions to reconsider must be by a member who voted with the majority. Such motions must be made at the same or next regular meeting of the Council. A motion to reconsider having been put and lost, shall not be renewed.

5. Each member present shall vote on all questions put to the Council, except when a member disqualifies himself or herself for a personal conflict of interest or upon appearance of fairness grounds, or when for good cause shown, such abstention is agreed to by a majority of the members of the Council. Silence will be presumed as a vote with the majority. No member who has been disqualified may take part in the discussion of or vote on that matter.

6. The names of those members voting aye and those voting nay on any questions shall be recorded in the minutes. Unanimous votes shall be so designated.

7. All questions of order shall be decided by the presiding officer, subject to the right of appeal to the Council by any member.

8. The rules of order may be suspended temporarily by a majority vote of the members present.

9. The Chairman of each committee, or a member acting for him, shall make a report to the Council when so requested by the presiding officer or any member.

10. It shall be the duty of the presiding officer of the Council meeting to:

    (a) Call the meeting to order.

    (b) Keep the meeting to its order of business.

    (c) State each motion and require a second to that motion before permitting discussion.

    (d) Handle discussion in an orderly manner; and:

        (1) Give every member who so wishes an opportunity to speak.

        (2) Permit audience participation at the appropriate time.

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(3) Keep all speakers to the rules and to the questions.

(4) Give pro and con speakers opportunities to speak.

(e) Put motions to a vote and announce the outcome.

(f) Suggest but not make motions for adjournment.

(g) Appoint committees.

SECTION 11. RESOLUTIONS

A. Resolutions requiring action and other matters to be considered by the council must be introduced and sponsored by a member, except that either the Chairman or the City Attorney may present resolutions and other matters to the Council, and any member may assume sponsorship thereof by moving that such resolutions or other matters be adopted.

B. Any member may demand and have a full reading of a proposed resolution immediately before a vote is called for its final adoption. Otherwise, it shall not be necessary to read the resolution.

C. Resolutions to be presented to the Community Council by a member thereof shall be composed by the member sponsoring the resolution and submitted to the Clerk no later than three working days prior to the meeting at which it is to be considered.

SECTION 12. APPEAL OF COMMUNITY COUNCIL ACTION TO SUPERIOR COURT.

A. Who May Appeal:

Any decision of the Community Council made under the authority of RCW 35.14.040 to approve or disapprove a decision of the City Council may be appealed by --

1. The applicant, or

2. Any person who participated in the public hearing held by the Community Council on the matter.

B. Form of Appeal:

A person filing an appeal must make application to the

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Superior Court for a writ of certiorari, writ of prohibition, or writ of mandamus.

C. Time to Appeal:

The decision of the Community Council must be appealed to Superior Court no more than 20 calendar days following the date of the Council decision on the application or is thereafter barred.

SECTION 13. SEVERABILITY

If any provision, section, or subsection of this resolution or its application to any person or circumstances is held invalid, the remainder of the provision, section or subsection of this resolution and its application to other persons or circumstances is not affected.

SECTION 14. AMENDMENT

This resolution may be altered or amended by an affirmative vote of four members. Proposed changes shall be submitted to the Council at least one regular meeting prior to final adoption.

Section 2. Resolutions 191, 192, 204 and 218 are repealed.

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

This resolution was first introduced on the 3rd day of December, 1985, and passed by affirmative vote of 3 members of the East Bellevue Community Council this 4th day of March, 1986, and signed in authentication of its passage this 4th day of March, 1986.

(SEAL)

William Halgren

William Halgren, Chairman

Attest:

Sharon Mattioli

Sharon Mattioli, Deputy City Clerk