



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 13, 2026

Subject/Topic: Update of City Council Rules and Guidelines Dept. Origin: Council Category: Consent Prepared by: Jennifer Robertson, City Attorney Attachments: Resolution No. 462 and Updated City Council Rules and Guidelines	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve
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Summary

The Council directed a major update of the City Council Rules & Guidelines (“Guidelines”). The draft update was reviewed at a recent City Council Retreat held on May 26, 2026. During the Retreat, the Council approved many changes and directed additional changes to the Guidelines. For ease of review, all previously approved changes are no longer in redline. The new changes directed by the Council, however, are now in redline in the Guidelines attached to Resolution No. 462. Once approved, a clean copy of the Guidelines will be placed on file. The key changes are highlighted below:

- The organizational chart was updated and a policy making organizational chart was added.
- State law references were added to Sections 2.3, 2.4 and 2.5 regarding OPMA and PRA training, the State Code of Ethics for municipal officers, and limitations on Councilmembers for interfering with or directing staff.
- ****New Change**** As directed by the Council, Section 2.11 adds the following language to “Core Values”:

After a matter has been settled by consensus or Council vote, Councilmembers will not work against or take positions contrary to the established position of the City on that matter.

- Under Section 3.2 “Duties of City Council” clarifying language under subsections 3 and 4 was added to reflect the Council’s current practices.
- Under Section 3.3 “Selection and Role of Mayor” process clarification were made to 3.3.1(3) consistent with current practices and RRO.
- ****New Change **** As directed by the Council, under Section 3.3.2 clarity has been added to the role of the mayor, including references to state law.

- A new section 3.5 “Council Vacancies” was added to outline the process for filling council vacancies as recommended by the Personnel Committee’s and as used in filling the most recent council vacancy.
- Under Section 3.6 “Role of Advisory Boards and Commissions”, the Council was given the authority to adopt operating guidelines or bylaws for its standing boards and commissions.
- ****New Change**** As directed by the Council, under Section 4.7 “Council Meeting Rules for Councilmembers” language was added clarifying that the Council can reconsider an issue after lapse of the reconsideration period when there is new information presented.
- Under Section 4.8.2, additional language was added to “Verbal Communications” to clarify that people attending remotely are required to register online by 2 PM the day of the meeting in order to speak.
- ****New Change**** As directed by the Council, under Section 5.6.2, abstentions have been narrowed to only be permitted if the Councilmember provides the rationale during the meeting that would keep the Councilmember from voting on an issue.
- Under Section 5.6.3, this new subsection provides that when a councilmember does not vote or the member does not explain the reason for abstaining, the vote is counted as a vote in the affirmative.
- ****New Change**** As directed by the Council, under Section 5.8 “Remote Participation at Council Meetings”, expectations were added about in person attendance. In addition, language is clarified to conform with current practices regarding remote attendance. Including requiring the meeting chair to be physically present when chairing the meeting.

The Council directed that the updated Guidelines be brought back on Consent for adoption.

Council Priorities

This proposal furthers Council Priorities 2, **3**, 4 and 5.

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Budget/Fiscal Impact: N/A

Recommendation: Adoption.

City Manager Approval:



Proposed Council Motions: “I move approval of Resolution No. 462 updating the City Council Rules and Guidelines.”