



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6057
April 5, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6057: City Council Rules of Procedure Amendments (Resolution No. 1625)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Resolution No. 1625 amending the City Council Rules of Procedure as set forth in Exhibit A.	

DEPARTMENT:	City Council		
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk		
COUNCIL LIAISON:	n/a		
EXHIBITS:	1. Resolution No. 1625 and Exhibit A (City Council Rules of Procedure)		
CITY COUNCIL PRIORITY:	n/a		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

This agenda bill is to review the City Council Rules of Procedure and discuss amendments provided at the 2022 Planning Session ([AB 6045](#)).

BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure ("Rules") in accordance with MICC 2.06.050(A), which reads, in part: "The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order." The Rules were most recently amended on May 18, 2021 (see [AB 5870](#)). At the March 26, 2022 Planning Session the City Council reviewed amendments proposed by staff and Councilmembers.

ISSUE/DISCUSSION

Exhibit 1 is a draft version of the Rules of Procedure containing staff proposed amendments. In addition to grammatical edits, the following substantive amendments are proposed for adoption:

- **Section 1.5 – Code of Ethics**
 - Amend the section to read:

"All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City's code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers training on the Code of Ethics."

- **Section 2.2 - Election of Mayor and Deputy Mayor**

- Amend the section to read:
"The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:"
- Add language to allow nominees to accept or decline a nomination
- Remove language requiring a 2/3 vote to close nominations
- Add language about repeating the process for the Deputy Mayor

- **Section 3.1 – General Meeting Guidelines, B. Meetings**

- Add a new section to read:
"All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law."

- **Section 3.1 – General Meeting Guidelines, H. Remote Participation**

- Amend the section to read:
"Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:
 1. **Notice:** *A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.*
 2. **Remote Attendance Requirements:**
 - a. *Remote attendance by a Councilmember shall be through the City's preferred teleconferencing platform.*
 - b. *A Councilmember's camera should be turned on when participating in the meeting.*
 - c. *A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.*
 - d. *A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.*
 - e. *A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met."*

- **Section 3.1 – General Meeting Guidelines, I. Roll Call Voting**

- Add the following language regarding conducting roll call voting
"All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Councilmembers shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the City Clerk reads the names of

those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Mayor announces the result."

- **Section 3.2 – Types of Meetings, F. Hybrid Meetings**

- Add the following language defining hybrid meetings
"Any meeting that has Councilmembers, staff, and/or the public attending remotely AND in-person is a hybrid meeting."

- **Section 3.3 - Order of Regular City Council Meeting Agenda, B. Pledge of Allegiance**

- Add the following language regarding who leads the Pledge of Allegiance
"The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting."

- **Section 8.8 – Board & Commission Code of Ethics**

- Amend the section to read
"All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members training on the Code of Ethics."

- **Section 8.12(B) - (Board & Commission) Appointment Process**

- Add language to clarify that only applications received by the deadline will be forwarded to the City Council

- **Section 8.12(E) - (Board & Commission) Appointment Process**

- Amend the section to read:
 - E. *The voting process for appointment to each board and commission shall be as follows:*
 1. *Each City Councilmember completes a written ballot, casting a vote for the identified open seat on the board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately.*
 2. *The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.*
 3. *The applicant that receives the most votes, provided they have received a minimum of four votes, will be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed.*
 4. *If no applicant receives a minimum of four votes, a second round of voting will take place utilizing the following process:*
 - a. *Applicants receiving one or no votes in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.*
 - b. *Voting will continue until an applicant receives the four-vote minimum.*

- **Section 8.13(A) - (Board & Commission) Vacancies**

- Amend the section to read:
"When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.12. If there is more than one vacancy to fill on a board or commission, the position with the shortest term will be voted on first. The City Council will be notified of vacancies so they may encourage residents to apply."

- **APPENDIX A - PARLIAMENTARY RULES AND MOTIONS**

- Amend the Appendix to address:
 - When a motion should be made
 - No comments should be made until a motion has been seconded.
 - All voting will be roll call voting
 - No comments should be made when voting

NEXT STEPS

During the Planning Session, the Council discussed the boards and commissions processes at length. Staff committed to returning to the City Council at a later date with information about ways to improve recruitment, additional questions for the applicant, and possible options to supplement the appointment process.

RECOMMENDED ACTION

Approve Resolution No. 1625 amending the City Council Rules of Procedure as set forth in Exhibit A.