

RCW 35A.12.120 Provides, among other things, that “The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.”

From the MRSC “City council Meeting Agendas” blog:

While it is not mandatory, the agenda typically provides an opportunity for appropriate public participation. Citizens can be given the opportunity to address the council on other subjects of interest. Occasionally, city councils are criticized for limiting the time allotted for public comments during council meetings but it should be remembered that **the council meeting is, first and foremost, a business meeting. The goal of a council meeting is to conduct the city’s business, not to offer a public forum, and thus, limiting the public comment period is not a violation of the First Amendment.** However, this is not to be confused with a public hearing, during which formal public comment is received on a particular issue.

An important consideration in creating a manageable agenda is to include only agenda items that belong there. The formal council agenda is the place in which formal actions will be taken on the part of the governing body. In general, each agenda item should include time to discuss the topic followed by an instrument for council action. Items that are solely for the purpose of informing or advising should be provided to the council outside the formal agenda process. When the agenda is well-managed, it allows for a smooth flow of information to the governing body and creates an efficient process through which this group can consider and craft policy decisions. This makes the entire operation of government run more smoothly and saves a great deal of valuable time.

Many Washington cities have adopted rules for their City Council meetings that include extensive sections on agenda management and Public Comment. Here is a representative sample:

Code Cities

- [Bothell City Council Protocol Manual](#) (2017)
- [Chewelah City Council Rules of Procedure](#) (2014)
- [Ellensburg City Council Rules of Procedure](#) (2019)
- [Ferndale City Council Rules of Procedure and Ethics Handbook](#) (2019)
- [Lacey City Council Policy-Procedure Manual](#) (2015)
- [Lake Forest Park City Governance Manual](#) (2016)
- [Mukilteo City Council Rules of Procedure](#) (2019)
- [Poulsbo City Council Rules of Procedure](#) (2017)
- [Puyallup City Council Rules of Procedure](#) (2018)
- [Sequim City Council Rules of Procedure](#) (2018)
- [Shelton City Council Protocol Manual](#) (2019)
- [Shoreline City Council Rules of Procedure](#) (2019)
- [Spokane Valley Governance Manual](#) (2018)
- [Woodland City Council Rules of Procedure](#) (2017)

8.03 Special Meetings

Special meetings may be called by either the Mayor or Deputy Mayor, or by the written request of four Councilmembers. Notice of a special meeting will be made by the City Clerk by delivering personally, by mail, or by email written notice to each member of the Council and to each local newspaper of general circulation of all special meetings at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

At all regular and special meetings, public comments are invited during a public hearing before or during consideration of any item on the agenda. Public comment is appropriate on any matter within the jurisdiction of the City Council.

8.04 Placing Items on the Agenda

A. Agenda Planning Committee

All matters to be presented to the City Council at its regular meetings are reviewed by the City Manager and the Executive Leadership Team. The City Council may change the order of business on the Projected Agendas, when they deem it to be of a greater public benefit to facilitate public participation.

Requests of items for consideration on the projected council agenda may be made by any one of the following methods:

- Council Consensus
- By any two Councilmembers
- By a Council Committee
- By the Mayor
- By an Advisory Board or Commission
- Via a written citizen request

The Mayor and City Manager will review all agenda requests prior to regular meetings and will have final approval of all items.

Requests (oral or in writing) shall be given at least 15 working days prior to the meeting to allow for sufficient time for research and preparation.

B Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.05 Development of the Agenda

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested at a Tuesday night meeting in time for the next deadline. The Council will receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

8.06 Audio Recording of Meetings

The City Clerk, or designee, shall make and keep audio recordings of all meetings of the Bothell City Council, except those meetings or portions of meetings conducted in Executive Session, or unless a motion is passed to suspend audio recording of a meeting. Recordings and related records of all City Council meetings, except as referenced above, shall be retained by the City in accordance with the Washington State Records Retention Schedule.

8.07 Order of Business – Regular Meetings

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. Call to Order/Flag Salute

B. Roll Call

C. Meeting Agenda Approval

This is the time when Councilmembers or the City Manager may withdraw or move items on the agenda. A simple majority of those present may vote to consider items in a different order.

Prior to approving the items on the consent agenda, Councilmembers may request to withdraw (or pull) any item and take action separately on that item. Council will consider each withdrawn item during the course of the meeting after the amended consent agenda has been approved.

D. Review Projected Agenda

Provides an opportunity for members of the Council and the City Manager to review the projected agenda and make modifications thereto as necessary.

E. Review of Upcoming Public Engagement Opportunities

F. Special Presentations

G. Staff Briefings

H. Council Committee/City Manager Reports

I. Visitor Comment

Persons addressing the Council, who are not specifically scheduled on the agenda will be invited by the Mayor to the podium. Speakers will limit their remarks to 3 minutes, unless a longer period is permitted by Council. No speaker may convey or donate his or her time for speaking to another speaker. If many people wish to speak to a particular issue, Council may choose:

- 1) To limit the total amount of time dedicated to that single issue; and/or
- 2) continue the time for visitor comments on that issue to a future Council meeting;
- 3) In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed.
- 4) Groups that desire to designate a spokesperson shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

Speakers are asked to sign the “Sign-in Sheet” provided.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

The following language will be added to the published agenda under “Visitor Comment:”
During this portion of the meeting, the Mayor will invite visitor comment. Each speaker will be granted 3 minutes.

The Mayor has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the rules. The Mayor may command assistance of any peace officer of the City to enforce all lawful orders of the Mayor to restore order at any meeting.

Citizens with complaints, concerns, or questions, will be encouraged to refer the matter to the City Manager, or ask that the matter be placed on a future City Council meeting with the appropriate background information.

- i. *Addressing the Council – Generally - Written Communications.* All persons may address the Council by written communication, including e-mail. Such written communication pertaining to items subject to public hearing procedures will be made a part of the public record, but will not be read aloud.

Written comments may be submitted to the Council at any time by mailing or otherwise delivering to the City Clerk, 18415 – 101st Avenue NE, Bothell, WA 98011. The Clerk will distribute a copy of the correspondence to each Councilmember.

Oral Communications. All persons may address the Council verbally, either:

- a) During the Visitor's portion of the Agenda for items not on the Agenda;
- b) During public hearings, following staff (and applicant, if applicable) comments;
- c) During items on the agenda that are not public hearings, etc., following staff comments at the discretion of the Council.

Addressing the Council -- Manner -- Limits. Each person addressing the Council will give his or her name in an audible tone of voice for the record, and, unless the Council grants further time, shall limit the address to three (3) minutes. No person other than the Council and the person having the floor will be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor.

Addressing the Council-- Signs in meetings-- Limits. General public comment is invited and encouraged during the Visitor section of the Agenda only. All other comment is limited to specific items and issues as noted in the Agenda or otherwise allowed by Council with regard to specific items of business. During the Visitor portion of the meeting, the Mayor will invite citizens to speak to Council about topics that are not scheduled for public testimony. Comments on any non-agenda items will not be allowed other than during the Visitor section of the Agenda. Signs will be allowed in the meeting by the presiding officer so long as they are limited in size to 11 x 17 inches and are not displayed or otherwise employed in a manner that disturbs or threatens others as determined by the presiding officer. All signs, placards or other forms of public display type written comment must be composed of soft, collapsible materials with no protrusions or hard mountings. Any person bearing a sign or other form of public display type written comment that violates the provisions of this section will be required to remove such sign from the meeting chambers and may themselves be barred from the meeting if they become disruptive by refusing to remove such signs.

ii. *Addressing the Council -- After a Motion is made*

After the Council makes a motion, no person will address the Council without first securing the permission of the Mayor or presiding officer to do so.

J. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include:

- Approval of all Council minutes;
- Approval of vouchers;
- Final approval of leases and agreements;
- Final acceptance of grants, deeds, or easements;
- Setting dates for public hearings/meetings;
- Passage of resolutions and/or ordinances which the Council has given directions to place on the consent agenda;
- Final acceptance of public works construction projects.

No discussion shall take place regarding any item on the consent agenda beyond asking questions for simple clarification.

following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations; resolutions which do not involve significant policy issues; routine contracts; labor agreements; and certain administrative actions, such as consideration of banner requests and such other items as may be requested for inclusion by Council or by the City Manager and approved by Council. Any and all items on the consent agenda are approved by single motion and vote of the City Council.

4.7 Petitions, protests, and communications.

4.8 Citizen comment on non-agenda issues.

4.9 Business requiring public hearings.

4.10 Introduction and adoption of resolutions and ordinances.

4.11 Unfinished business.

4.12 New business.

4.13 Miscellaneous.

4.14 Executive session.

4.15 Adjournment. The Presiding Officer shall adjourn Council meetings upon the conclusion of the agenda.

5. Agenda Preparation

5.1 **Preparation.** The City Clerk will prepare an agenda packet for each Council meeting and work session specifying the time and place of the meeting, and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Manager and Mayor (or Mayor pro tempore when acting in the absence of the Mayor), either of whom may add or delete any proposed agenda item for reasons of ensuring council meeting efficiency or for reasons that are in the best interests of the City.

5.2 **Placement of Agenda Items.** An item may be placed on a Council meeting agenda by any of the following methods: 1) approval of the City Manager; 2) approval of the Mayor; 3) upon request of any Councilmember prior to preparation of the agenda; or 4) upon request of any Councilmember and approval by majority vote

during the Councilmember Reports portion City Council meetings, in which case the item shall be placed on the agenda for the next regular Council meeting.

5.3 **Completion.** Agenda items will be completed by the appropriate department staff and submitted to the City Clerk for finalizing by 10 a.m. on the Wednesday prior to the following Council meeting. The “agenda report” form will be used for all items submitted for a meeting agenda of committees, regular or special meetings, and work sessions.

5.4 **Availability.** An agenda shall be prepared and provided to the Council and available to the public on the Thursday prior to each meeting. Public availability shall include posting on the website, distribution by email to an established mailing list and copies provided in the City Hall and Ellensburg Public Library lobbies.

5.5 **Agenda Retention.** The City Manager will prepare and keep current a calendar of agenda items for all Council regular and special meetings, work sessions, and committee meetings.

6. **Comments and Debates**

6.1 **Rules of Debate.** Presiding Officer May Debate and Vote. The Mayor, or such other member of the Council as may be acting as Presiding Officer, may move, second and debate from the chair, subject only to such limitations of debate imposed by these rules on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his or her acting as the presiding officer.

6.2 **Getting the Floor – Improper References to be Avoided.** Every Councilmember desiring to speak shall address the Presiding Officer and, upon recognition, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

6.3 **Interruptions.** A Councilmember, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Councilmember, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

6.4 **Courtesy.** All speakers, including Councilmembers and the Presiding Officer, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

6.5 **Privilege of Closing Debate.** The Councilmember making the motion shall have the privilege of closing the debate.

6.6 **Motion to Reconsider.** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. It may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor and shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

6.7 **Remarks of Councilmember – When Entered in Minutes.** A Councilmember may request, through the Presiding Officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, the statement shall be entered in the minutes.

6.8 **Synopsis of Debate – When Entered in Minutes.** The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming before the Council into the minutes.

7. **Duties and Privileges of Citizens**

7.1 **Meeting Participation and Addressing the Council.** Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Any person desiring to address the Council shall first secure the permission of the presiding officer. Further, it will be expected that all

speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.

7.2 **Written Communications.** Interested parties or their authorized representatives may address the Council by written communications in regard to matters then under discussion.

7.3 **Citizen Comment for Matters Not on the Current Agenda.** Under the agenda item "Citizen Comment on non-agenda items," citizens may address the Council on any matter not on the agenda which concerns the City's business or over which the Council has control during the Citizen Comment portion of the Council agenda subject to the following:

a. Those persons wishing to speak are requested to sign a register maintained by the City Clerk in advance of the Council meeting.

b. Prior to speaking, they shall first obtain recognition by the Presiding Officer, state their name, address and subject of their comments.

c. The Presiding Officer shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Presiding Officer or Council may deem necessary. Time may not be shared among any speakers.

d. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

e. No action will be taken by the Council at the meeting during which the subject is introduced.

7.4 **Addressing the Council After Motion Made.** After a motion is made by the Council, no person may address the Council without first being recognized by the Presiding Officer.

7.5 **Manner of Addressing the Council – Time Limit.** Each person addressing the Council shall stand and give his or her name and address in an

audible tone of voice, for the record, and unless further time is granted by the Council, shall limit his or her remarks to five (5) minutes on a matter subject to a hearing, or three (3) minutes otherwise.

7.6 **“Out of Order” Comments.** Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council shall be forthwith, by the Presiding Officer, barred from further audience before the Council, unless permission to continue is granted by a majority vote of the Council. All remarks shall be addressed to the Council as a body and not to any member thereof. No person other than the Councilmember having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember except through the Presiding Officer.

7.7 **Enforcement of Decorum.** At the request of the Mayor or Mayor pro tempore, the Chief of Police or such member or members of the Police Department shall be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meetings.

8. **Council Actions.** The following actions may be considered at Council meetings:

8.1 **Ordinances.** “Ordinances” are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance.

8.2 **Resolutions.** “Resolutions” are adopted to express Council policy or to direct certain types of administrative action. They have the same effect as a motion, but in a written form. A resolution may be changed by adoption of a subsequent resolution.

8.3 **Proclamations.** “Proclamations” are issued solely under the Mayor's authority. It is not required that they be read or presented at a Council meeting.

8.4 **Motions.** “Motions” are official Council actions which do not require prior documentation in writing. They often are the Council authorizing action (e.g., signing an agreement by the Mayor) or to provide direction to staff to prepare an item

shall contact the City Administrator or the City Clerk who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for the absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of Councilmembers present, the member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

8. COUNCIL MEETING AGENDA

The City Clerk shall arrange a list of proposed matters according to the order of business and prepare a preliminary agenda. Proposed matters may be submitted by the Mayor, Councilmembers, Department Heads, and the City Administrator. A single Councilmember may submit a Committee agenda item to the City Administrator, Mayor or City Clerk. Items requiring Council action, other than emergency actions, which have not been previously reviewed by the appropriate Committee, must be approved by a majority of Councilmembers at the beginning of the meeting.

The preliminary agenda shall be completed by 3:00 p.m. on the Tuesday preceding the regular Council meeting in preparation for the Wednesday Committee meetings. Notice shall be furnished on the City website and the agenda distribution email list. Final agenda packets, complete with all necessary information for the Council, shall be available by 12 noon the Friday preceding a regular Council meeting. Should agenda items change after posting on the City website, updates will be made to the website duly noting the change. The Council is under no obligation to consider or act upon agenda items that are presented without necessary supporting information.

Full agenda packets will be available at www.cityofferndale.org.

9. CONSENT AGENDA

Council Committees may recommend that certain items that have been previously discussed by the Council that are so routine and non-controversial that passage without discussion is likely, be placed on the consent agenda. The proper Council motion on the consent agenda is as follows: "I move adoption of the consent agenda". This motion shall be non-debatable, and upon affirmative vote of four Councilmembers, will have the effect of moving to adopt all items on the consent agenda. Prior to the vote to approve the consent agenda, a Councilmember may request of the Mayor or president of the meeting to remove an item. This is non-debatable. If any matter is withdrawn, the remainder of the consent agenda may be voted on. The Mayor shall place the withdrawn item for separate consideration at an appropriate place on the current agenda or move it to a future meeting.

10. CITY ADMINISTRATOR

The City Administrator or his/her designee shall attend all Council meetings, unless excused by the Mayor or the Council. The Administrator shall recommend measures for adoption; prepare and submit required reports; keep the Council and Mayor fully advised of the affairs of the City; and take part in Council discussions involving the welfare of the City, as stated and defined by the Ferndale Municipal Code.

11. CITY CLERK

The City Clerk or other Mayoral designee shall be the ex-officio Clerk of the Council and shall keep minutes as required by law, and shall perform such other and further duties in the meeting as may be required by the Council, Mayor, or City Administrator. The City Clerk shall keep minutes which identify the general discussion of the issue and complete detail of the official

Any group of three (3) or more persons representing the same position on an issue shall designate a spokesperson who shall limit his/her comments to five (5) minutes. Each additional person representing the same position shall have a one (1) minute time limit.

PUBLIC COMMENT - ITEMS NOT ON AGENDA

All comments by the public shall be made from the speaker's rostrum, and any individual making comments shall first give their name and address for the record, and limit their remarks to three (3) minutes.

PUBLIC COMMENTS - AGENDA ITEMS

All comments by the public shall be made from the speaker's rostrum, and any individual making comments shall first give their name and address for the record, and limit their remarks to three (3) minutes. The procedure for Public comments regarding subjects on the current agenda shall be as follows;

- (a) Introduction of the subject by the Mayor
- (b) Presentation of staff reports or comments where applicable.
- (c) Comments from individuals initially requesting agenda item or those primarily impacted by the decision.
- (d) Council discussion.
- (e) Citizens' comments, directed to the Council, with no person commenting more than once without the full concurrence of the Council and then only after all others wishing to speak have had an opportunity to do so.
- (f) The comment period will be closed and additional comment will be accepted only as requested in the form of a question by a member of the Council or Mayor in order to clarify an issue. Rebuttal of additional comments accepted shall be allowed to insure all points of view are heard.
- (g) The Council will further discuss the agenda item, when applicable frame a motion for debate, and act upon the motion.

25. ACTIONS FOR PUBLIC HEARING

The procedures for a public hearing are as follows:

- (a) The City Clerk shall provide sign-up sheets in Council Chambers for those wishing to speak on an item scheduled for an official public hearing. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing all persons who have signed in and wish to be heard shall be heard.
- (b) The Mayor, subject to concurrence of the Council, may change the order of speakers to ensure testimony is heard in the most logical groupings, and otherwise organize and control presentations. Speakers shall be given three (3) minutes to speak at the hearing.

whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor ([RCW 42.30.110](#)).

7.05 Agenda Development

The City Manager coordinates the development of regular council, worksession, and committee agendas with the mayor, department directors, and committee chairs.

Advancing Agenda Items:

A Councilmember may request an item be considered on a future agenda either by making a request at a regular council meeting, worksession, or committee meeting, or by contacting the Mayor or City Manager. Items may be added to committee meeting agendas by consensus of the Committee.

Department Directors and staff may request an item be considered on future agendas by submitting their request to the City Manager. As needed, the City Manager will consult with the Mayor before taking matters to the full Council for consideration.

A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council through the City Clerk's office. The Council will decide whether to consider an issue proposed for a future agenda.

In order to allow sufficient time for Council to review and staff to research the issue, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been approved for placement on an agenda, the City Clerk's office will notify the requestor to invite their attendance.

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disaster, and other severe emergencies. The reason for adding an emergency item to the agenda shall be announced publicly at the meeting and the issue shall be included in the minutes of the meeting.

Agenda Timeline

The following timeline has been developed by the City Clerk's office to ensure timely distribution of regular council meeting, worksession, and committee meeting packs.

- Staff reports are required for most agenda items, and must be ready for City Manager's review by 1 p.m. two Wednesdays prior to the meeting.
- Agendas and meeting packs will be posted on the City's website by 4 p.m. on the Friday prior to a council meeting.
- Council will be notified by email when the meeting packs are available.

The addition of last minute agenda items is discouraged, unless of an urgent nature, which will be determined by the City Manager and/or Mayor.

7.06 Order of Business

The Council agenda sets the order of business for regular council meetings.

Call to order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the City Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Deputy Mayor, a Councilmember is selected from among the body to act as Chair. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Excused Absences

The Mayor announces the excused absences of individual Councilmembers.

Consent Agenda

The consent agenda consists of items that are routine in nature and do not require additional discussion. Minutes of regular council meetings and worksessions, final plat approvals, and LID/ULID's (local improvement districts/utility local improvement districts) are placed on the consent agenda. The Mayor and Council can remove items from the consent agenda for further discussion.

Public

- **Public Recognition**
When appropriate, the Council recognizes volunteer service, presents special awards, and receives public presentations.
- **Public Comments**
Citizens are invited to address the Council regarding topics that are not scheduled on the agenda. Each person addressing the Council will give their name and address for the record, and shall limit their address to three minutes, unless a longer period is permitted by Council. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that issue. The Mayor may interrupt citizen comments that continue too long, relate negatively to others, or are otherwise inappropriate. The Mayor shall have the option to allow or not allow comments on matters before Council.
- As appropriate, the Council will allow the public to address items on the agenda. A three minute limit will apply, but may be reduced to two minutes if there are more than four persons wishing to comment on a subject. These comments shall not be considered as part of a hearing. The public should ask the mayor in advance of the start of the Council meeting if they may speak.

Public Hearings

Public hearings are generally held following adoption of the consent agenda and public comment period. Individuals who wish to address the Council should sign in. The Mayor will open the Public Hearing, and the City Clerk will note the time for the record. Speakers will be called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Mayor. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk before the public hearing is closed. Written documents will be entered into the record, but will not be read aloud.

5. Council Discussion Topics
6. Adjourn

B. Agendas will list the following elements for each Council Discussion Topic:

1. Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
2. Identify the Discussion Leader: The person who will introduce the subject and give the background information; identify the discussion goal; and act as facilitator to keep the discussion focused toward the goal.
3. Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.
4. Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch" according to the "Three-Touch Rule," or for general information.
5. Time: Estimated time for presentation and discussion of the item.

C. Board, Commission and Youth Council Engagement

Boards, Commissions and the Youth Council may request a place on the agenda in advance of the meeting. The specific date shall be within three work session meetings and coordinated through the agenda preparation and review meeting.

4.11 Regular Business Meetings

A regular business meeting is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. A regular or special meeting of the Council is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances.

4.11.1 Schedule of Regular Business Meetings

Regular business meetings of the Council of the City of Lake Forest Park shall be held on the second and fourth Thursdays of each month, January through the second week of December each year. Regular business meetings shall be held at 7:00 p.m. at the City Hall Council Chambers, located at 17425 Ballinger Way N E, Lake Forest Park, Washington, 98155.

4.11.2 Public Comment

A business meeting typically includes public comment for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda) for up to three minutes. The actual time allowed for individual public comment shall be determined by the presiding officer and stated publicly at the beginning of the public comment period.

- A. Any member of the public wishing to address the Council will fill in the sign-in sheet provided for that purpose. Speakers must be recognized by the chair, come forward to the microphone and identify themselves by name, address, and

organization, if any, and state the agenda item or topic they are addressing before proceeding. The speaker shall abide by the time limits established for the particular hearing or comment period. The Mayor shall announce this rule at the beginning of any meeting or hearing.

- B. Lengthy comments should be submitted in written form and presented in summary within the allotted time. The Council encourages written comments be submitted for consideration on all issues. The City Administration will provide a written summary of all questions asked by citizens. The Mayor is responsible for providing a City response to the questions and will inform the Council of his/her follow-up actions.

4.11.3 Public Hearings

Public hearings required by State law shall be held before the Council, but legislative action shall not be taken during such a hearing. Public hearings may be scheduled during a regular meeting or a special meeting.

- A. The Chair shall open the hearing and state its subject, explain the rule governing public participation, limit the period for individual comments (3 to 5 minutes, depending on the subject), confirm the duration of the hearing, and, if necessary, arrange for continuation of the hearing. If appropriate, a City representative will provide background information, and then speakers will be recognized by the Chair in order according to the sign-in sheet. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.
- B. The Council may request the Administration to respond to any question raised and not answered during the hearing.

4.11.4 Business Meeting Agendas

Proposed agendas shall state the date, time, and location of the Council meeting. Proposed agendas shall be delivered in electronic format to members of the Council no later than two days before the meeting date. The agenda will be posted at city hall, the Council Chambers and the library by 5:00 p.m. on the Friday preceding the meeting. Updated agendas will be posted by 12:00 noon on the day of the meeting.

- A. Regular Meeting Agendas shall include:
 1. Call to Order: 7:00 p.m.
 2. Pledge of Allegiance
 3. Proclamations
 4. Adoption of Agenda
 5. Public Hearings
 6. Citizen Comment
 7. Consent Calendar
 8. Final Confirmation
 9. Ordinances and Resolutions for Introduction/Referral
 10. Ordinances and Resolutions for Council Discussion
 11. Ordinances and Resolutions for Action

affirmative vote of a majority of the Council. Expulsion for such behavior in the Council's presence shall require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

- G. Challenge to Ruling.** Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, shall govern.
- H. Management Services Director.** Once recognized by the presiding officer, the Management Services Director shall have the right to enter into a discussion of any matter coming before the City Council.

RULE 4 – COUNCIL AGENDA

- A. Agenda Planning Committee.** All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Mayor, Council President and Management Services Director comprise the Agenda Planning Committee. The Vice President can attend for observation purposes only to preserve continuity and all other members shall be invited at the discretion of the Mayor and Council President when needs arise. In a timely manner and at a Council meeting, the Council President should inform the requestor if an item is scheduled, or if it is not scheduled.
- B. City Council.** A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the Management Services Director, Mayor or Council President at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item. Items may be scheduled at the next available meeting, or later, if deemed necessary by the Committee.

The City Council may review the extended agenda document at all regular meetings and agree to change the extended agenda if a majority chooses to do so.

Once an item is placed on the agenda, if a Councilmember wishes to make a formal presentation during that item, that Councilmember will coordinate with and bring materials (power point, handouts, etc.) to the Mayor or appropriate staff designee at least by the Wednesday preceding the scheduled meeting date.

Within four months of an election date where Councilmembers positions are up for election, presentations by these Councilmembers should be limited, at the discretion of the Agenda Planning Committee.

- C. Members of the Public.** A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council, through the City Clerk's office.

B. Amendments to Rules. An amendment to these rules shall be made by resolution and shall require two readings.

C. Public Requests for Presentations. It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Mukilteo event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Mukilteo's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of presentations:

1. The person(s) or organization making the request to make the presentation must submit a request in writing to the Council President, Mayor or Management Services Director.
2. The request should be made 15 working days in advance of the requested Council meeting.
3. The Mayor, Management Services Director, and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the Council President for guidance.
4. The presentation shall not exceed ten minutes in length and the Council will not entertain more than two presentations at one Council meeting.
5. The City retains the right to decide if the presentation will or will not be permitted.
6. Once approved, the presentation will be included on the appropriate Council agenda.
7. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

D. Quarterly Reports. If requested through a motion passed by a Council majority, quarterly reports from each council-confirmed department head may be submitted to Council by the second regular meeting of each month following a calendar year quarter. Reports are to contain information on past quarter activities, future planned activities and such other information as may be directed by the Council.

RULE 10 – PUBLIC COMMENT/PUBLIC FORUM

A. Public Comment. The City Council appreciates hearing from the public about items on its agenda, and desires to set aside time at each Council business meeting for Public Comment. At the start and close of each meeting, the public may address the Council about any matter

The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

The Chair continues the public hearing to a time specific or closes the public hearing.

7. DUTIES AND PRIVILEGES OF CITIZENS

7.1 MEETING PARTICIPATION: Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.

7.2 COMMENTS FROM CITIZENS: Under agenda item "Comments From Citizens" citizens may address any item they wish to discuss with the Mayor and Council. They shall first obtain recognition by the Chair, state their name and the subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

Citizen/group presentations scheduled on the agenda to address the Council will be requested to step to the podium, give their name for the record. Presentations should be prearranged through the Mayor's Office and be limited to the time allotted, not to exceed twenty (20) minutes, with ten (10) minutes allowed for a question/answer period after the presentation.

7.4 MANNER OF ADDRESSING THE COUNCIL - TIME LIMIT: Each person addressing the Council shall step up to the podium, give his/her name in an audible tone of voice for the record and, unless further time is granted by

the Council, shall limit his/her remarks to three (3) minutes. Agenda item "Comments From Citizens" shall be limited to a total of 15 minutes and agenda item "Continued Comments From Citizens" shall be limited to the time available at the end of the regular Council meeting, unless additional time or less time is agreed upon by the Council (dependent upon the length of the Council agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair. The Council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council Committee or do not consider).

- 7.5 PERSONAL AND SLANDEROUS REMARKS:** Any person making personal, impolite, disrespectful or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair or Presiding Officer.
- 7.6 WRITTEN COMMUNICATIONS:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city's business or over which the Council had control at any time. The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Council members. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/public.
- 7.7 COMMENTS IN VIOLATION OF THE APPEARANCE OF FAIRNESS DOCTRINE:** The Chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the Council or its Boards or Commissions. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.
- 7.8 "OUT OF ORDER" COMMENTS:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from

In the absence of objections, the mayor may “shall order” a motion which will be recorded as a unanimous vote. If a member objects to a unanimous vote, a roll call shall be ordered.

- (2) Roll call vote: The formal recording of each "aye" or "nay" vote of each individual Councilmember as called by the City Clerk, which vote shall be recorded on an individual basis in the official minutes of the City Council. At the desire of any Councilmember, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the official minutes of the Council.
- (3) Abstentions: Although it is the duty of each Councilmember to vote on final action items, he or she cannot be compelled to vote, and thus he or she may abstain. A member should abstain from discussion and voting on a matter when the member is prohibited from so doing under RCW 42.23 or when a member has a conflict of interest under Washington’s common law.

2.5 TYPES OF MEETINGS:

The regular meetings, special meetings and emergency meetings of the City Council shall have the meanings as defined in, and be governed by, RCW 42.30, the Open Public Meetings Act of 1971.

2.6 AGENDA PREPARATION

- (1) The City Manager, with input from the Council, will prepare a preliminary agenda for each Council meeting setting forth a brief general description of each item to be considered by the Council. A copy of the preliminary agenda and supporting materials shall be prepared for councilmembers and distributed prior to 3:00 p.m. three business days prior to a scheduled regular Council meeting.
- (2) Upon the joint request of two or more Councilmembers, a proposed agenda item shall be placed under the agenda approval section of a preliminary agenda for the Council to consider whether the item shall be made part of an approved agenda. The request shall be communicated to the City Manager or City Clerk by the Wednesday before preliminary agenda publication, and shall be accompanied by a written description of the proposed agenda item. If the Council adds the proposed item to an approved agenda, and the item will require the use of staff resources, then the Council shall defer further scheduling of the item to the City Manager. A Councilmember may not utilize administrative staff for the preparation of an item for the agenda without prior direction of the City Manager.
- (3) A preliminary or approved agenda item may be removed from a preliminary or approved agenda by a majority vote of the Council. Likewise, a proposed agenda item may be added to an agenda during the agenda approval section of a meeting by a majority vote of the Council.

Royallup

2.7 ITEMS FOR INCLUSION FOR REGULAR COUNCIL MEETING AGENDA:

- (1) Call Meeting to Order: The Mayor shall call the meeting to order. The City Clerk shall conduct a roll call. Councilmembers will inform the Mayor, the City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. An absence should be excused by the Council if the Councilmember provides advance notice of his or her absence and a valid excuse for the absence. However, the Council retains its discretion to approve or deny all requests for excused absences. The minutes shall reflect absences and whether or not they are excused.
- (2) Pledge of Allegiance: The Pledge of Allegiance will be conducted at regular meetings.
- (3) Moment of Silence or Reflection: The Mayor may call for a moment of silence or reflection.
- (4) Approval of Agenda: The Mayor shall call for additions or deletions of items of business to the preliminary agenda. A motion to approve the preliminary agenda or preliminary agenda as amended is required to pass with a majority affirmative vote of the Council. Upon approval, the preliminary agenda or preliminary agenda as amended shall become the agenda of the Council for the meeting.

New issues raised following approval of the agenda may be discussed but no final action may be taken upon these items unless, by a two thirds vote of the full Council, the Council allows final action to occur on the new issue.

- (5) Citizen Comments: Members of the audience may comment on matters over which the City Council has jurisdiction or are germane to City business.

Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and provide their address or council district in which they reside, and limit their remarks to three minutes. All remarks will be addressed to the Council as a whole.

Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the appropriate City Department or to the City Manager for clarification or action. The matter may be scheduled for consideration at a future City Council meeting at the discretion of Council.

- (6) Consent Agenda: Consent Agenda items are considered to be routine, non-controversial and requiring no discussion, and may be approved by one motion. Items on the Consent Agenda include, but are not limited to, resolutions, final passage of ordinances (per Puyallup Municipal Code), bid awards and previously discussed agreements or matters. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. Public hearings

Puyallup

ARTICLE 2 - COUNCIL MEETING PROCEDURES

2.1 Motions and Discussion. All items of business placed before the Council that requires the expenditure of Council and/or administration resources must be in the form of an affirmative motion. Affirmative motions prevent "approval by default" of a failed negative motion.

When possible, Council members should direct questions primarily to the City Manager or the staff member who has been designated to provide information.

2.2 Order of Business. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously. The business of all regular meetings of the Council may include the following:

Call to order by the Presiding Officer

Pledge of Allegiance (Presiding Officer's discretion)

Roll Call (see Section 1.6 for procedure to excuse an absence)

Changes to the Agenda

Ceremonial

Comments from the public - limit 3 minutes each, unless modified by the Presiding Officer or additional time is requested and authorized in advance

- **Rules.** Any member of the public who wishes to address the Council must sign in on the sign-in sheet. Once the names have been called from the list, additional speakers may address the Council upon recognition by the Presiding Officer. The City Attorney will rule on the appropriateness of public comments, if necessary, and on a specific individual or group time limit for public comment.
- The Presiding Officer may change the order of speakers so that comment is heard in the most logical groupings. (See Article 7 Public Participation for further details.)
- **Acknowledgment of public comments.** Following public comments, the Presiding Officer will acknowledge the comments. If action is required or has been requested, the Presiding Officer may place the matter on the current agenda or a future agenda or refer the matter to staff for further action and report at a future meeting.
- **Public Hearing Testimony.** Public comments and testimony on Public Hearing items, such as for the adoption of Ordinances, Land Use Controls and Quasi-judicial matters must be made at the public hearing so that a proper record can be made for the hearing.

Public Hearings (see Article 6 for procedural details)

Action Items

- **Consent Agenda**
 - The City Clerk will read the consent agenda titles.

Items exempt from reconsideration include, but may not be limited to, a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline.

An original motion to reconsider must be made no later than the next succeeding regular Council meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable.

Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable.

Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until all parties or their attorneys and all persons testifying have been given at least five (5) days' advance notice of such discussion and/or action. *Lejeune v. Clallam County*, 64 Wn. App. 257 (1992).

3.3 Complaints and Suggestions to Council. When citizen complaints or suggestions not on an agenda are brought before the City Council, the Presiding Officer, with assistance from City staff, as needed, will first determine whether the issue is legislative or administrative in nature and then:

(a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to a committee, City Manager, or the Council-of-the-Whole for study and recommendation.

(b) If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for review, if said complaint has not been so reviewed. The City Council may direct that the City Manager brief the Council when the City Manager's response is made.

3.4 Filling Council Vacancies. If a vacancy occurs on the City Council, the Council will follow the procedures outlined in RCW 42.12 to conduct a recruitment. If a vacancy occurs within six (6) months of a prior vacancy, the City Staff may contact those applicants to determine their interest in the position. If they are interested, their prior application will be included in the recruitment process.

The appointment of a Council member shall be made within 90 days of the vacancy's occurrence. If it is not, the City Council loses its authority to do so and the county legislative body makes the appointment.

ARTICLE 7 – PUBLIC PARTICIPATION

7.1 Public Participation. The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner. At any time, the Presiding Officer, in the Presiding Officer's sole discretion, may set such reasonable limits as are necessary to prevent disruption of other necessary business.

End of Article 7 – Public Participation

8.04 Study Sessions

Study sessions are the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to conduct Council open discussion, and to receive information and presentation from the City Manager and others. Study Sessions allow Councilmembers to do concentrated preliminary work on time consuming, complex matters (i.e., budget, complex legislation or reports, etc.). One of the goals of Study Sessions is to allow a less formal atmosphere within which Councilmembers may ask questions of staff and each other, as opposed to taking time on the action agenda, thus shortening the time spent at Regular meetings.

8.05 Placing Items on the Agenda

A. *Agenda Planning Committee*

All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Executive Leadership Team, City Manager and City Clerk comprise the Agenda Planning Committee. The City Council may change the order of business on the Projected Agendas as deemed necessary for efficiency or public benefit. The City Manager and Mayor will review the agenda prior to the regular meeting.

B. *City Council*

A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the City Clerk or City Manager at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item.

C. *Advisory Bodies, Boards and Commissions*

Advisory bodies of the City Council, Boards, and Commissions may submit items for Council by submitting a request in writing to the City Clerk or City Manager at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda.

D. *Emergency Items*

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be

announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.06 Development of the Agenda

Staff is required to submit an Agenda Briefing Request form for each topic of discussion on the City Council agenda. The deadline for submitting these forms to the City Manager's Office is 5:00 pm on Wednesday prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Council at the previous Council meeting. Staff are responsible for having coordinated and completed any review as necessary with the City Attorney, Finance Director, City Manager, and other staff as appropriate prior to the Briefing Request form submittal.

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested less than fifteen days in advance of the next agenda bill deadline.

The Council will generally receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

8.07 Order of Business

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. *Call to Order; Pledge of Allegiance*

The Mayor, or in the Mayor's absence the Deputy Mayor, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order. Motions may be made to excuse absent Councilmembers. In the absence of the Mayor and Deputy Mayor, the City Clerk shall call the Council to order, whereupon a temporary Deputy Mayor shall be elected by the Members of the Council present. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

B. *Agenda Modifications*

Any Councilmember may use this time to pull an item from the consent agenda for full consideration and discussion by the Council. There may be a consensus or simple majority vote to consider items in a different order or remove agenda items. To avoid surprise and allow for staff preparation if necessary, Councilmembers are highly

encouraged to notify the City Manager and Mayor of any anticipated agenda modifications in advance of the meeting.

C. Council Reports and Recognitions

During this portion of the agenda, Councilmembers will share current activities on regional, state, and federal committees, boards, or commissions on which they serve. The City Council may receive awards or special recognitions from various agencies, committees, or individuals during this segment of the meeting. Chairpersons or other representative of various municipal committees or agencies may be asked to report to the Council concerning activities for which they are responsible.

D. General Public Comment

During this portion of the meeting, the Mayor will invite citizens to comment on matters of City business that are not scheduled for public testimony on the meeting agenda. All speakers are asked to sign the "Sign-In" sheet provided, and to state their full name and whether they are a City resident on the record. Speakers shall limit their presentations to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

E. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include: approval of Council minutes; acceptance of advisory board and commission minutes; Treasurer's Report; approval of vouchers; setting dates for public hearings/meetings; acknowledging receipt of claims for

of the new Councilmember.

- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth on the agenda.
 - C. By the City Manager.
 - D. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Staff reports shall be in a standard format approved by the City Council.
- 3.4 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued items from a prior meeting and 4) items scheduled for convenience.
- 3.5 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning

Commission).

- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
- B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall by motion, waive the second reading as part of the adopting motion.
- C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public.
- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.
- 5.3 The Council shall hold **Regular Meetings** on Mondays of each week at 7:00 p.m.

in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.

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

Regular Meeting (7:00 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager
4. Council Reports
5. Public Comment, as set forth in Section 6.1(A)
6. Approval of the Agenda
7. Consent Calendar
8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed (~~Hearings should commence at approximately 7:20 p.m.~~)
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
10. Executive Session, if needed
11. Adjournment

5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2(B) must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

- A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.

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- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
 - C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
 - D. Up to three (3) members of the organization are invited to participate.
 - E. The presentation must support the adopted position/policy of the organization.
 - F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline citizens and government.
 - G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.
 - H. Organizations which may have alternative, controversial positions or information will be scheduled at the next available Regular Meeting.
- 5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.
- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
 - B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Regular Meeting agenda and posted and distributed in the same manner as the Regular Meeting agenda.

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- (4) Presentations, Proclamations
- (5) Citizens Communications for Items not on the Agenda
- (6) Citizens Communications for Items on the Agenda
- (7) Agenda Approval
- (8) Public Hearings and Hearings on petitions, appeals, ordinances, etc.
- (9) Reports from City Council
- (10) Reports of Standing Committees – First meeting of the month
- (11) Reports of Ad Hoc Committees – First meeting of the month
- (12) Reports of City Officers – First meeting of the month
- (13) Consent Agenda
- (14) Action Items
- (15) Parking Lot Review & Additions
- (16) Adjournment

The Consent Agenda may contain items which are of routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, vouchers, claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Council member. Items may be moved from the Action Agenda to the Consent Agenda upon approval of a majority of the council present under Agenda Approval.

5.2 Order of Business: The order of business for all workshop meetings shall be transacted as follows unless the Council, by a 2/3 vote of the members present, suspends the rules and changes the order:

- (1) Call to order. The Mayor calls the meeting to order.
- (2) Roll call. The Clerk-Treasurer calls the roll of the Council.
- (3) Workshop – description of the workshop topic.
- (4) Adjournment

6. PREPARATION OF AGENDA

6.1 Staff Duties: The City Clerk Treasurer, under the direction of the Mayor, will prepare the agenda for each Council meeting setting forth a brief description of each item and any supporting documentation to be considered by the Council. The agenda prior to submission to the Council shall be reviewed by the Chair.

6.2 Agenda Items: An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, Clerk Treasurer or any member of Council. Agenda items should be vetted through one of

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the city council standing committees or a council workshop before being placed on the agenda.

- 6.3 **Timing of Preparation:** The preliminary agenda will be e-mailed to all members of Council 5:00 p.m. on Tuesday prior to the following Monday evening Council meeting. The deadline for agenda item submission shall be 12:00 p.m. Wednesday. The agenda will be put in final form by 5:00 p.m. Wednesday prior to the following Monday evening Council meeting. Agendas will be distributed via e-mail on Wednesday and hard copies distributed to City Council and City Staff, who have requested hard copies, by 5:00 p.m. Thursday. In addition the agenda shall be posted on the city's website no later than 5:00 p.m. Wednesday. If there is a holiday the week of agenda preparation, the deadlines all move forward one business day.

7. WRITTEN CORRESPONDENCE WITH THE COUNCIL

- 7.1 **Written Correspondence:** Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular citizens of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Woodland residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.

One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

Correspondence of an Information only Nature – Correspondence which is purely of an informational nature and which does not require a response or action will be placed in the Council member's mailbox location at the City Hall Annex, distributed by email or put in the city council agenda packet.

Routine Requests – items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be placed in the Councilmembers mailbox and/or emailed. A brief staff memorandum or note should accompany each letter explaining the request and recommending a course of action or which department is replying or taking action.

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The Chair inquires as to whether any Council member has questions to ask the proponents, opponents, speakers or staff. If any Council member has questions the appropriate individual will be recalled to the podium.

The Chair continues the public hearing to a time specific or closes the public hearing.

10.4 Quasi-Judicial Hearings: Except as provided in Section 8.5, the Council reserves the right to adopt specific rules for quasi-judicial hearings in a separate resolution or ordinance.

1. The Chair shall announce the matter for consideration and ask Council members to indicate any ex parte oral or written communications with a party, conflicts of interest or any appearance of fairness issues. After all disclosures are made, the Chair will ask if any party to the quasi judicial matter desires to challenge or request a Council member abstain from the decision on the matter. The challenge shall be placed on the record.

11. DUTIES AND PRIVILEGES OF CITIZENS:

11.1 Meeting Participation: Citizens are welcome at all Council meetings and are encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting, be the speaker a citizen, Council member, or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out of order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones that disrupt the proceedings are prohibited in the Council Chambers. Citizens addressing the City Council are expected to follow the same general rules of decorum as outlined in Section 10.3.

11.2 Subjects Not on the Current Agenda: Under agenda items "Citizens Communications for Items Not on Agenda" citizens may address any item they wish to discuss with the Mayor and Council within the jurisdiction and competence of the City of Woodland. They shall first obtain recognition by the Chair, state their name, address, and the subject of their comments. The Chair shall then allow the comments, subject to a five (5) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary.

11.3 Subjects on the Current Agenda: Any member of the public who wishes to address the Council on an item on the current agenda shall make such

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