

---

<b>Meeting Date:</b>	March 3, 2025
<b>Subject:</b>	New Governance Manual – Rules of Procedure Amending TMC Section 2.05.050 – Procedural rules
<b>Attachments:</b>	Resolution No. 2025-12, New Governance Manual – Rules of Procedure  Ordinance No. 2025-03, Amending TMC Section 2.05.050 – Procedural rules
<b>Presented by:</b>	Daniel B. Heid, City Attorney
<b>Approved for Agenda by:</b>	Dan Ford, PE, City Manager

---

**Discussion:**

The current provisions of the Governance Manual, while comprehensive, may be more lengthy than would lend itself to ease of utility. A 60 – 70 plus page Governance Manual is much more than what is typically seen in cities in this state, where a 15 to 25 page governance manual is typically sufficient for even very large cities in this state.

Additionally, while I know that the Governance Manual has a lot of provisions that speak to specific issues, some of those provisions may not fit Toppenish as well as they might fit other cities. Moreover, some of the language may be (appears to be) inconsistent with the City Code.

Additionally, and certainly adding to the length of the Governance Manual are references to a number of provisions of state law (statutes) and other provisions (boards and commissions), for instance, that may differ with what the City typically does.

The reason for bringing the revised Governance Manual to the City Council is to make it more user-friendly, and including those things that more appropriately apply to Toppenish, and that do not duplicate provisions of the City Code.

It also makes sense to put the Rules of Procedure, *Robert Rules of Order*, in the Governance Manual because that is something the City Council may want to be a little more flexible than if it was spelled out as the Code of the City.

If the Council were inclined to adopt the proposed governance manual, it would also be appropriate to amend the City Code by pulling out the language of rules of procedure now contained in section 2.05.050 of the City Code. Ordinance No. 2025-03 amends TMC Section 2.05.050 with changes as recommended.

**Fiscal Impact:** None.

**Recommendation:**

1. Approve Resolution No. 2025-12 adopting new Governance Manual – Rules of Procedures for the Toppenish City Council.
2. Adopt Ordinance No. 2025-03 amending TMC Section 2.05.050 - Procedural rules.