

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Council Rules of Procedure <b>DEPARTMENT:</b> City Council <b>PRESENTED BY:</b> Robert L. Olander, City Manager
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**PROBLEM/ISSUE STATEMENT:**

At the City Council March 2006 retreat the Council discussed a number of possible changes to the Council Rules of Procedure designed to find an appropriate balance between the need for the public to have input into policy decisions early in the process and the Council's need to conduct public business in a timely and efficient fashion. The draft rules provide for early notification of the public for upcoming items, early participation with the Council in formulating policies and more efficient utilization of time during regular business meetings.

**BACKGROUND:**

At the April 17 meeting, the Council discussed the draft changes to the Council Rules of Procedure (see attachment A). During the discussion, staff was directed to modify the Rules of Procedure by adding to the second business meeting of the month an opportunity for nonprofit organizations and government agencies to provide to the Council, staff and public a "community presentation." The Rules of Procedure outlines the procedures for making such a request and guidelines for making presentations. Requestors are required to complete a request form (see attachment C for a copy of the draft form).

Likewise, staff modified sections 6.1, 6.2, and 6.7 to allow individuals speaking on behalf of recognized organizations to have up to five (5) minutes to speak whether at a Council Business Meeting, Study Session or Public Hearing. The attached Council Rules of Procedure (attachment B) includes both changes.

**RECOMMENDATION**

Staff recommendations that Council move to adopt Resolution 244 to amend Council Rules of Procedure.

Approved By: City Manager  City Attorney 

**ATTACHMENTS**

- A. April 17, 2006 Staff Report
- B. Resolution No. 244, Council Rules of Procedure (with modifications)
- C. Request to Appear Before the Shoreline City Council Form

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Council Meeting Date: April 17, 2006

Agenda Item: 6(b)

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**PROBLEM/ISSUE STATEMENT:**

At the City Council retreat last month the Council discussed a number of possible changes to the Council Rules of Procedure designed to find an appropriate balance between the need for the public to have input into policy decisions early in the process and the Council's need to conduct public business in a timely and efficient fashion. The draft rules provide for early notification of the public for upcoming items, early participation with the Council in formulating policies and more efficient utilization of time during regular business meetings.

**PROPOSED CHANGES TO THE COUNCIL RULES OF PROCEDURE:**

The attached Rules of Procedure show the preliminary changes discussed by Council in legislative format. In order to provide more distinction and clarification between the various types of council meetings the draft rules propose renaming the meetings to business meetings, study sessions, and workshop dinner meetings. This should also help reduce the confusion between the definition of "regular meeting" contained in state statutes and use of that term in our council rules to refer to business meetings. Under state guidelines all regularly scheduled meetings, be they business, workshops, or study sessions, are called regular meetings.

The following are the areas identified by the City Council for possible rule changes:

- A. Section 3.5 This is a new section that would add a requirement that legislative items (ordinances) would generally receive three readings. This is intended to provide adequate notice to the public and Councilmembers of upcoming legislation and to provide ample opportunity for public input.
- B. Section 4.4 This section is proposed for deletion in that public input for business meetings would be consolidated at the beginning of the meeting under general public comments (except for public hearings).

C. Section 5.1 As explained above the meeting titles are proposed to be changed to business meetings, study sessions, and workshop dinner meetings.

D. Section 5.4 (B) It is proposed to delete the mandatory time for public hearings to provide more flexibility and to not interrupt the flow of Council business. We have found only one other city that has a set time for all public hearings.

E. Section 5.5 Additional language is proposed for this section to reflect the City Council desire to discuss items informally at study sessions including public process scope, budget reviews, and general issue identification. Additional clarification is added in that no final votes will be taken at the study session but the Council may provide administrative direction to the staff by consensus or a vote.

F. New Section. The new section is added on page 6 after section 5.6 explaining the scheduling and purpose of workshop dinner meetings. This is in accord with Council desire to have the topics at workshop dinner meetings are more transparent to the public with specific agenda topics.

G. Section 5.15 This section provides for clarification of how Councilmembers should address each other.

H. Section 6.1 This section provides for expanding public testimony under general public comment at business meetings from 20 to 30 minutes. It also adds clarification as to how time will be allocated if there are a number of speakers. One significant change is that there will be no public comments after each agenda item. Additional time is provided under general public comments and also under study sessions as indicated in Section 6.2. The intent of council is to shift public comment to an earlier stage in policy development to offer more meaningful input and to balance this against the need for the Council to accomplish work during the business meeting.

I. Section 6.2 This section provides for expanded public comment time under the study session topics.

J. New Section. This new section provides guidance for the public and the Mayor when there are a large number of speakers with a similar point of view.

K. Section 6.3 This section would add clarification that additional public comments would not be allowed after the Council has closed the official public record on a topic or hearing.

### **RECOMMENDATION**

It is recommended that the City Council review and discuss the proposed rule changes and provide guidance to staff for any final wording or changes.

Approved By: City Manager  City Attorney \_\_\_\_\_

Attachment: Council Rules of Procedure

**RESOLUTION NO. 244**

**A RESOLUTION OF THE CITY OF SHORELINE,  
WASHINGTON, AMENDING THE COUNCIL'S RULES OF  
PROCEDURE RELATING TO AGENDA PREPARATION,  
COUNCIL MEETINGS AND PUBLIC TESTIMONY AND ADDING  
NEW SECTIONS RELATING TO READINGS FOR  
LEGISLATIVE ITEMS, COMMUNITY PRESENTATIONS,  
WORKSHOP DINNER MEETINGS, AND GROUP  
REPRESENTATION**

**WHEREAS**, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

**WHEREAS**, the City Council desires to find an appropriate balance between the need for the public to have input into policy decisions early in the process and the Council's need to conduct public business in a timely and efficient fashion; and

**WHEREAS**, the City Council has reviewed its rules of procedure and wishes to add and delete certain provisions and amend other provisions, as well as reformat the rules for clarity and ease of use;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

**Section 1. Amendment.** The City Council hereby amends the "Rules of Procedure" attached hereto as "Exhibit A."

**ADOPTED BY THE CITY COUNCIL ON MAY 22, 2006.**

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Mayor Robert L. Ransom

**ATTEST:**

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Scott Passey, CMC  
City Clerk

**RULES OF PROCEDURE**  
**Resolution No. 183**  
**Amended by Resolution No. 196**  
**Amended by Resolution No. 205**  
**Amended by Resolution No. 224**  
**Amended by Resolution No. 244**

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## **Section 1. Authority.**

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order<sup>2</sup>, a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

## **Section 2. Council Organization.**

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
  - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
  - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
  - C. In the event the Mayor is unable to serve the remainder of the term, a new mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
  - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single

candidate receives a majority vote. Upon election, the Mayor conducts the election for Deputy Mayor following the same process.

- E. A super majority vote (5) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

### 2.3 Duties of Officers

- A. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
  - 1. Call the meeting to order.
  - 2. Keep the meeting to its order of business.
  - 3. Control discussion in an orderly manner.
    - a. Give every Councilmember who wishes an opportunity to speak when recognized by the chair.
    - b. Permit audience participation at the appropriate times.
    - c. Require all speakers to speak to the question and to observe the rules of order.
  - 4. State each motion before it is discussed and before it is voted upon.
  - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the chair so the Presiding Officer may make a motion or for other good cause yield the Chair.

### 2.4 Filling a Council Vacancy

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.
- B. The Council will draw up an application form to aid the Council's selection 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 (noon) five 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 3) 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. The applicable portion of the Council Agenda Planner will be appended to the Business or Study Session agendas and distributed and posted along with these agendas.
- B. The second reading will be scheduled for a Study Session for review and discussion by the City Council. Items of a routine nature may bypass a Study Session and be scheduled directly to a Consent Calendar at a Business meeting. 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/or adoption at a Business 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.
- ~~4.4 If, after the motion is made to approve the agenda, the Council is considering moving an item to the Consent Calendar, the Mayor will first call for public comment on that item in order to enable members of the audience to provide input if they wish to do so.~~

#### **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~~Business Meetings, Study Sessions, Special Meetings and Workshops Dinner meetings of the Council shall be open to the public.
- 5.2 Any ~~Regular Meeting or Workshop~~ 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 Business Meetings*** on the second and fourth Monday of each month at 7:30 p.m. in the Shoreline Conference Center, located at 18560 First Ave. NE, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be held at the same hour and place on the following day. There will be no Regular Business Meeting between December 15<sup>th</sup> and the end of the year.
- 5.4A. Order of Business for Regular Business Meetings. The order of business for each ~~Regular Meeting~~ shall be as follows:

~~Regular Session~~ Business Meeting (7:30 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager
4. Council Reports of Boards and Commissions
5. Public Comment
6. Approval of the Agenda
7. Consent Calendar
8. Action Item: Public Hearings (~~these shall be noticed for and start promptly at 8:00 p.m.~~)
9. Other Action Items: Ordinances, Resolutions and Motions
10. Unfinished Business
12. New Business
13. Executive Session
14. Adjournment

- B. The Council shall make available at its second business meeting of each month, a ***Community Presentation***. The order of business shall omit Council Report and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non- profit organizations or government agencies 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 nonprofit organization or government agency. In order to schedule the presentation, two Councilmembers must sponsor the request under rule 3.2 B. The

presentations shall be limited to 30 minutes with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

1. Each organization or agency must complete a request form and submit it to the Shoreline City Council Office. The form shall be published in the agenda packet.
2. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
3. Information and sources used in the presentation should be available in hard copy or electronically for reference.
4. Up to three (3) members of the organization are invited to participate.
5. The presentation must support the adopted position/policy of the organization.
6. 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.
7. Presentations shall not include:
  - i. Discussion of ballot measures or candidates.
  - ii. Issues of a partisan or religious nature.
  - iii. Negative statements or information about other organizations, agencies or individuals.
  - iv. Commercial solicitations or endorsements.

5.54 The Council shall hold ~~Workshops~~ **Study Sessions** on the first and third Monday of each month at 6:30 p.m. in the Shoreline Conference Center, located at 18560 First Ave. N.E., Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting may be canceled or postponed to the same hour and place on the following day at the discretion of the Mayor in consultation with the City Manager. ~~Workshops~~ Study Sessions will be informal meetings for the purpose of reviewing upcoming agenda items, current and future programs or projects, public process scope, budget review, issue identification, or other information the City Manager or Council feels is appropriate. No final votes may take place at a Study Session, however, the Council may provide administrative direction to staff by consensus or vote. There will be no ~~Workshop Study Session~~ between December 15<sup>th</sup> and the end of the year.

5.6A. Order of Business for Workshops Study Sessions. The order of business ~~for each Workshop~~ shall be as follows:

Workshop Study Session (6:30 p.m.)

1. Call to Order
2. Flag Salute/Roll Call

3. City Manager's Report and Future Agendas
4. Council Reports
5. ~~Public Comment~~
- 6.5. Workshop Study Items (including public comment as set forth in Section 6.2)
- 7.6. Executive Session
- 8.7. Adjournment

5.65 The Council shall hold ***Workshop Dinner Meetings*** on the second and fourth Monday of each month at 6:00 p.m. in the Shoreline Conference Center, located at 18560 First Ave. N.E., Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting may be canceled or postponed to the same hour and place on the following day at the discretion of the Mayor in consultation with the City Manager. 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 Arts Commission, Sound Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager.

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 Business Meeting agenda and posted and distributed in the same manner as the Business Meeting agenda.

5.76 ***Special Meetings*** may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered.

5.87 An ***Emergency Meeting*** is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.

- 5.98 The Council may hold ***Executive Sessions*** from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
- 5.409 Council meetings will be at a time and place as Council directs.
- 5.140 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.121 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.132 Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.
- 5.143 General Decorum.
- A. While the Council is in session, the members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
  - B. Any person making disruptive, impertinent, or slanderous remarks while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience before the Council for that meeting.
- 5.154 The Mayor shall be addressed as "Mayor (surname)" or "~~Your Honor.~~". The Deputy Mayor shall be addressed as "Deputy Mayor (surname)." Members of the



Council shall be addressed as "Councilmember (surname)\_" ~~or the Honorable (surname).~~"

- 5.165 The Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.
- 5.176 Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.
- 5.187 Motions shall be reduced to writing when required by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.
- 5.198 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.
- 5.2019 Prior to commencement of discussion of a quasi-judicial item, the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration.
- 5.240 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" to review agenda priorities.
- 5.221 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the Mayor or Deputy Mayor shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.

- 5.232 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct.

## **Section 6. Public Testimony.**

- 6.1 General Public Comment. Members of the public may address the City Council at the beginning of any ~~Regular or Workshop~~ Business meeting under "Public Comments," ~~Agenda Item #5, on topics other than those listed on the agenda for~~ three minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated 2 minutes. When representing the official position of a registered non-profit organization or agency, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five minute presentation. The total public comment period under Agenda Item 5 will be no more than 230 minutes. Individuals will be required to sign up prior to the start of the Public Comment period and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.
- 6.2 Study Session Agenda Items Public Comment. Members of the public are also provided an opportunity to address the City Council for three minutes or less, depending on the number of people wishing to speak, after the staff report and before Council action review on any ~~Regular or Workshop~~ Study Session agenda item. The total public comment period on each agenda item will be no more than 230 minutes, and comments shall be limited in scope to the specific agenda item. If more than 10 people are signed up to speak on an item each speaker will be allocated 2 minutes. When representing the official position of a registered non-profit organization or agency, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five minute presentation. Individuals will be required to sign up prior to the start of the agenda item on which they wish to speak and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.
- 6.3. When large numbers of people are signed up to speak on the same topic, the Mayor may request that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation.
- 6.34 Public testimony authorized in Sections 6.1 and 6.2 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record.

- 6.45 No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.
- 6.56 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.
- 6.67 An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.
- 6.78 The following rules shall be observed during any Public Hearing:
- A. Individuals will be allowed three minutes to speak or ~~or~~ When representing the official position of a registered non-profit organization or agency, a speaker will be given five minutes, and it will be recorded as the official position of that organization. ~~e~~Each organization shall have only one five (5) minute presentation. ~~If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.~~
  - B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
  - C. The Clerk shall be the timekeeper.
- 6.89 Time cannot be donated by one speaker to another.
- 6.910 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.

## **Section 7. Motions**

- 7.1 Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.
- 7.2 Prior to discussion of an action item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
- 7.3 In case of a tie vote on any motion, the motion shall be considered lost.
- 7.4 Motions shall be clear and concise and not include arguments for the motion.

- 7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council's consensus at the conclusion of the discussion.
- 7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11. A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Mayor, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Mayor shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under state law is

present. In such cases the Councilmember(s) may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.

- 7.16 Unless a member of the Council states that he or she is abstaining, his or her silence or is silent on a vote, it shall be recorded as an affirmative vote.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.
- 7.19 After the question has been decided, any Councilmember who voted in the majority may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.
- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedures shall prevail.

**Section 8. Items Requiring Four Votes.** The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (4 votes) [RCW 35A 13.170 and 35A.12.120].

## **Section 9. Council Representation**

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.

- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be presented to the full Council in the Council agenda packet prior to publication so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

**Section 10. Suspension and Amendment of Rules.**

- 10.1 Any provision of these rules not governed by state law or City ordinance may be temporarily suspended by a majority vote of the Council.
- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

**REQUEST TO APPEAR BEFORE  
THE SHORELINE CITY COUNCIL**

**ATTACHMENT C  
DRAFT**

Date Request Submitted: \_\_\_\_\_

Council Business Meeting Date Requested: \_\_\_\_\_

Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Government Agency/Nonprofit Organization: \_\_\_\_\_ Registration #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Topic: Summary overview of the presentation you wish to make and statement of action you wish Council and/or the community to take if relevant. Attach additional sheets if necessary.

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*I have received and read Council rule 5.5-Community Presentations and affirm that my presentation will comply with this rule.*

Signature of Requestor: \_\_\_\_\_

(1) Sponsoring Councilmember: \_\_\_\_\_

(2) Sponsoring Councilmember: \_\_\_\_\_

This form must be returned to the Shoreline City Council Office 4 weeks prior to the City Council business meeting date requested. For confirmation, staff from the Council Office will contact you to discuss arrangements. Please send this form to:

Shoreline City Council  
17544 Midvale Avenue North  
Shoreline, WA 98133-4921  
Fax: (206) 546-2200 or Email: [Council@ci.shoreline.wa.us](mailto:Council@ci.shoreline.wa.us)

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