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**RESOLUTION NO. 306**

**A RESOLUTION OF THE CITY COUNCIL, CITY OF SHORELINE, WASHINGTON, AMENDING COUNCIL RULES OF PROCEDURE TO REVISE THE SCHEDULED TIME FOR ITS REGULAR PUBLIC MEETINGS WITH BUSINESS AND STUDY SESSION MEETINGS BEGINNING AT 7 PM AND WORKSHOP DINNER MEETINGS AT 5:45 PM; AND AMENDING RULES 5.3, 5.4 and 5.5.**

**WHEREAS**, the City Council at its Workshop Dinner Meeting of June 14, reviewed Council rules and procedures regarding the starting time of its regular meetings and determined that to avoid confusion both the Business Meeting and Study Sessions should start at the same time, and the Dinner Workshop Meeting before the Business Meeting should be adjusted accordingly; now therefore

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:**

That the Shoreline City Council Rules of Procedure Rule 5.3, 5.4 and 5.5 are amended as follows:

5.3 The Council shall hold *Business Meetings* on the second and fourth Monday of each month at ~~7:30~~ 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 held at the same hour and place on the following day. There will be no Business Meeting between December 15<sup>th</sup> and the end of the year.

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

Business Meeting (~~7:30~~ 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
6. Approval of the Agenda
7. Consent Calendar
8. Action Item: Public Hearings (Hearings should commence at approximately ~~8:00~~ 7:30 p.m.)
9. Other Action Items: Ordinances, Resolutions and Motions

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The following procedures shall be used:

- Introduction of item by Clerk staff
- Presentation by staff
- Council motion to move adoption of legislation
- Council discussion and possible action

10. Unfinished Business

11. New Business

12. Executive Session, if needed

13. Adjournment

5.4 The Council shall hold ***Study Sessions*** on the first and third Monday of each month at ~~6:30~~ 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 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. 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 Study Sessions between December 15<sup>th</sup> and the end of the year.

A. Order of Business for Study Sessions. The order of business shall as follows:

Study Session (~~6:30~~ 7:00 p.m.)

1. Call to Order
2. Flag Salute/Roll Call
3. City Manager's Report and Future Agendas
4. Council Reports
5. Study Items

The following procedure shall be used:

- Staff Reports
  - Public Comment as set forth in Section 6.2
  - Council discussion
6. Executive Session, if necessary
  7. Adjournment

B. The Council shall make available at its second study session of each month, a ***Community Group 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 to inform the Council, staff and public about

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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. In order to schedule the presentation, two Councilmembers under Rule 3.2B 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:

1. Each organization or agency must complete a request form and submit it to the Shoreline City Council Office. The form shall be available on the web, from the City Clerk's Office, and also published in the Council 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. Presentation 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.
8. Organizations which may have alternative, controversial positions or information will be scheduled at the next Study Session.

5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at ~~6:00~~ 5:45 p.m. in the Council Conference Room (C-104) of the Shoreline City Hall, located at 17500 Midvale Avenue N, 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.

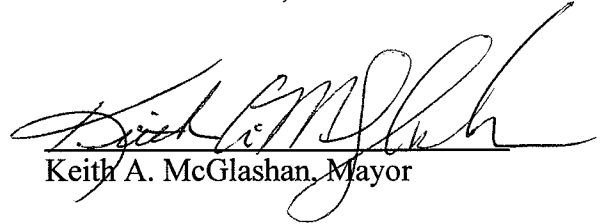
- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies, and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts

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Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager.

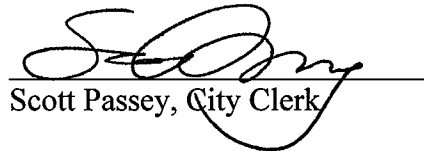
- B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Business Meeting agenda and posted and distributed in the same manner as the Business Meeting agenda.

**ADOPTED BY THE CITY COUNCIL ON AUGUST 9, 2010.**



Keith A. McGlashan, Mayor

**ATTEST:**



Scott Passey, City Clerk