

**RESOLUTION NO. 151**

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON,  
ESTABLISHING RULES OF PROCEDURE FOR THE CITY COUNCIL  
AND REPEALING RESOLUTION NOS. 129, 137 AND 148**

WHEREAS, Chapter 35A.11.020 RCW gives the City Council of each code city the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, a comprehensive procedure for Council Meetings combining all applicable statutes will provide the most expedient means of conducting Council Meetings; and

WHEREAS, the City Council wishes to amend certain provisions of Section 8(A) 1 and 2 of Resolution No. 129, its Rules of Procedure;

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

**Section 1. General.** 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 Robert's Rules of Order (newly revised 1990 edition), a copy of which is maintained in the office of the Shoreline City Clerk.

**Section 2. Organization.**

A. Swearing in of New Councilmembers. New Councilmembers shall be sworn in by the City Clerk.

B. Election of Mayor. The Council shall elect a Mayor and Deputy Mayor for a term of two years. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first Regular Meeting of even-numbered years. In the temporary absence of the Mayor, the Deputy Mayor shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business. In the event the Mayor is unable to serve the remainder of the term, a new mayor shall be elected at the next regular 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 regular meeting.

1. 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 Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair 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 for a voice vote and a raise of hands. As soon as

one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.

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

C. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date.

D. Voting. The votes during all Council Meetings shall be conducted as follows:

1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Council-member, a random roll call vote shall be taken by the Clerk (Robert's Rules of Order, Newly Revised, 1990 edition).

2. In case of a tie vote on any motion, the motion shall be considered lost.

3. 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. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

4. Motions 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 next succeeding Regular Meeting.

E. Attendance, Excused Absences. 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 or Clerk, 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 nondebateable. 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.

F. General Decorum.

1. While the Council is in session, the members must preserve order and decorum, and 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.

2. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience before the Council for that meeting.

G. Confidentiality.

1. 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.

H. Adjournment. 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.

I. City Clerk. The Clerk or an authorized Deputy 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.

J. Attendance of Officers or Employees. 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 3. Officers.**

A. Presiding Officers. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members to the Council to act as a temporary Presiding Officer.

B. Presiding Officer's Duties. 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. Presiding Officer, Question of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.

D. Presiding Officer, Participation. 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.

E. Request for Written Motions. 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.

#### **Section 4. Duties and Privileges of Councilmembers.**

A. Forms of Address. 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)."

B. Seating Arrangement. 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.

C. Dissents and Protests. 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.

**Section 5. Meetings.** All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings and Workshops of the Council shall be open to the public. Any Regular Meeting or Workshop may be canceled by a majority vote of the Council taken at least one week before said meeting.

A. Regular Meetings. The Council shall hold Regular 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. Only the first Regular Meeting will be held in the months of August and December.

B. Workshops. The Council shall hold Workshops 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 will be informal meetings for the purpose of reviewing upcoming agenda items, current and future programs or projects or other information the City Manager or Council feels is appropriate. Only the first Workshop will be held in the months of August and December.

C. Special Meetings. 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.

D. Executive Sessions. The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in Chapter 42.30.110 RCW. 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.

E. Meeting Place. Council Meetings will be at a time and place as Council directs.

F. Public Notice. 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.

## **Section 6. Council Order of Business.**

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

Regular Session (7:30 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager

4. Reports of Boards and Commissions
5. Public Comments
6. Approval of the Agenda
7. Consent Calendar
8. Action Item: Public Hearings
9. Other Action Items: Ordinances, Resolutions and Motions
10. Unfinished Business
11. Continued Public Comments
12. New Business
13. Executive Session
14. Adjournment

B. Order of Business for Workshops. The order of business for each Workshop shall be as follows:

Workshop (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 Comments
6. Workshop Items
7. Continued Public Comments
8. Executive Session
9. Adjournment

C. Council Agenda. No legislative item not on the agenda shall be voted upon.

**Section 7. Consent Calendar.**

A. 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.

B. 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. 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 8. Public Testimony.**

### **A.1 Workshops**

The Council will take general public comments at Workshops in the beginning (Section No. 5). Section 5 will be limited to a maximum period of twenty minutes. Each speaker will be allowed to speak for two minutes. A maximum of three persons will be permitted to speak to each side of any one topic. Speakers will be allowed to speak at the end of the meeting (Section No. 7) for five minutes, with no other limitations. Speakers are also invited to speak during scheduled workshop items for two minutes. During workshop items, the public will be invited to comment after staff provides a report to the Council.

### **A.2 City Council Regular Meetings**

The Council will take public testimony at the Regular Meeting only during the Public Comments sections (Nos. 5 and 11) and the Action Item Sections (Nos. 8 and 9). Individuals speaking under the initial Public Comments Section (No. 5) shall speak for no more than two minutes, or no more than three minutes when presenting the official position of a recognized organization. Section 5 will be limited to a maximum period of twenty minutes. A maximum of three speakers will be permitted to speak to each side of any one topic. The later Public Comments Section will provide for five minutes of testimony, with no other limitations. All action items on the agenda will begin with a staff report followed by a public comment period of two minutes per person.

Suspension of this rule will require four votes. The Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused. Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure.

The City Attorney shall advise as to what state law permits as to public comment on quasi-judicial matters. If comments on quasi-judicial matters are provided in writing, they will be reviewed by the City Attorney for appropriateness before being presented to the Council. Such written comments must be filed with the City Clerk by 1:00 p.m. of the Wednesday preceding the Regular or Special Meeting.

**B. Identification of Speakers.** Persons testifying shall identify themselves for the record as to name, address and organization.

**C. Instructions for Speakers.** 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.

**D. Rules for Public Testimony.** The following rules shall be observed during any Public Hearing:

1. Individuals will be allowed three minutes to speak or five-minutes when presenting the official position of a recognized organization, and 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.

2. The Presiding Officer may allow additional time for receipt of written testimony when needed.

3. The Clerk shall be the timekeeper.

E. Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

**Section 9. Agenda Preparation.**

A. The 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.

B. An item for a Regular Council meeting may be placed on the agenda by any of the following methods:

1. A majority vote of the Council for a Regular Council Meeting.

2. Council consensus.

3. 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.

4. By the City Manager.

5. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.

C. An item may be placed on the agenda for a Regular Council Meeting at the time the Council approves the agenda only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so.

D. Agenda bills in City Council packets shall be in a standard format agreed upon by the City Council with the City Clerk.



- E. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
- F. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- G. It is the intent of the City Council that council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures shall be considered in the month of January of every even-numbered year, and may be considered at any other time that Council shall choose to review them.

**Section 10. Correspondence.** All correspondence from the City Administration to the City Council shall be signed or initialed by the individual responsible for the correspondence and shall contain the name and title of that individual in the address block.

**Section 11. Effect/Waiver or Rules.** 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. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

**Section 12. Repealer.** Resolution No. 129 establishing rules of procedure for the City Council and Resolution Nos. 137 and 148 amending the time and agenda for workshop meetings are hereby repealed.

**ADOPTED BY THE CITY COUNCIL ON MARCH 22, 1999.**

  
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Mayor Scott Jepsen

**ATTEST:**

  
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Sharon Mattioli, CMC  
City Clerk