



City Council Procedures Manual

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1.1 Introduction

The role of a councilmember is legislator. The Duvall City Council is a legislative body that has been given authority by the state constitution to make law within the City’s jurisdiction. This includes setting the annual budget and developing new legislation, including regulations and policies.

The roles and responsibilities of the Mayor and City Council are identified in RCW 35A.11 (Council) and RCW 35A.12 (Mayor and Council). The City of Duvall is a Mayor-Council form of government where all power to legislate lies within a majority vote of the legislative body. The role of the Mayor is to implement directives and policies approved by the Council and oversee administrative authority of City departments.

As in any governmental entity, Duvall has three branches: Legislative, or Council; Executive, or Mayor; and Judicial, or the District Court contract we have with King County. Each branch provides a checks and balance on the other. Bottom line, we all work together to make our community a better place to live, work, play and visit.

1.2 Overview of Basic City Documents

This procedures document provides information on City Council activities and documents; however, it does not include all information and laws necessary to carry out Council duties. In addition to the summaries listed below, other laws, plans and documents exist that the Council is required to follow and practice.

A. Duvall Municipal Code

The Duvall Municipal Code contains all local laws and regulations adopted by ordinance. Title 2 addresses the role of the City Council, including committee structure and appointment of the Mayor Pro Tempore. Additionally, this title also addresses Boards, Commissions and Advisory Committees.

B. Revised Code of Washington

The Revised Code of Washington (RCW) contains many requirements for operation of city government and administration of meetings of city councils in Washington State. The City of Duvall is classified as a “code city” by the RCW. This means it operates under the general laws of the state.

C. Annual Budget

The annual budget is the most significant policy document approved by Council. It should be utilized as the primary tool for accomplishing Council goals and directing policy for processes. Approval of the budget sets the priorities of the City, allocates financial resources, and provides the framework for government operations.

D. Annual Financial Report

The annual financial report includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole.

E. Comprehensive Plan

A state-mandated comprehensive plan addresses the City's long-range planning needs relative to land use, transportation, economic development and other planning elements. The City's comprehensive plan is reviewed on an ongoing basis, but may only be revised once per year, except as provided by state law. State law currently requires a full review and update of the plan every 10 years.

F. Six-year Capital Improvement Program

The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support or improve the physical infrastructure, capital assets, or productive capacity of city services.

G. Comprehensive Emergency Management Plan

The City maintains a Comprehensive Emergency Management Plan that outlines actions to be taken during times of emergency. The Mayor has authority to declare an emergency. The City Council may be called upon during an emergency to establish policies related to a specific incident or to assist in other capacities. As such, it is a core duty of each councilmember to know the City plan and understand his or her role when an emergency is declared.

1.3 Orientation of New Councilmembers

It is important for new members of the Duvall City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the Council, it is beneficial for new members to tour municipal facilities and meet with key staff, as requested through the City Administrator. It shall also be a requirement for new members to attend the Association of Washington Cities-sponsored Newly Elected Officials training, or similar training, and complete fundamental emergency management preparedness training within their first year of service. Pursuant to the Open Government Trainings Act, new councilmembers must take Public Records Act and Open Public Meetings Act training no later than 90 days after they take their oath of office or duties of office.

Chapter 2. Powers and Responsibilities of City Council

2.1 General Role of City Council

The powers of the City Council are to be utilized for the good of the community and its residents, and to provide for the health, safety and general welfare of the citizenry. The City Council is the policy making and law-making body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

It is important to note that the Council acts as a body and speaks with one “corporate voice”. No member has any extraordinary powers beyond those of other members. All members are equal. Policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority binds the Council to a course of action. Councilmembers should respect adopted Council policy. Additionally, staff has a responsibility to respect adopted policy and ensure it is upheld and implemented.

A. Council Non-Participation in Administration

In order to uphold the integrity of the Mayor-Council form of government and to provide proper checks and balances, members of the City Council shall refrain from becoming involved in directing the administrative affairs of the City. As the Council is the legislative policy making body and the maker of local laws, its involvement in enforcement of ordinances could conflict with the administrative purposes of government if these duties were combined. Except for the purpose of inquiry, Council shall be limited in their requests to City staff or other administrative services of the City. Administration of the City is the sole responsibility of the Mayor or his/her designees, and neither the Council nor any committee or member of a committee shall give orders to any subordinate of the Mayor.

Additionally, it is recognized that the Mayor may request that individual Councilmembers or a committee of Councilmembers participate in the development of administrative policies such as job position descriptions, candidate interviews, program evaluations, and program development. When such request is made by the Mayor, or permission is granted by the Mayor upon request of the Council, the councilmember(s) may work with City staff for a defined purpose. There can be a fine line between Legislative and Executive branches and their roles and responsibilities. It is important that Councilmembers seek to understand this distinction and their role in City government.

2.2 Role of Councilmembers

Members of the Council are collectively responsible for establishing policy, adopting a budget and providing vision and goals to the Mayor. The following outline is a brief description of the various duties of *Councilmembers*. The description is not intended to be comprehensive, but an effort to summarize the primary responsibilities of the Council.

A Summary of Council Duties and Responsibilities as Provided in, but not Limited to, the Washington Administrative Code and Revised Code of Washington:

1. Establish Policy
 - a. *Adopt goals and objectives*
 - b. *Establish priorities for public services*
 - c. *Approve/amend the operating and capital budgets*
 - d. *Approve contracts over \$25,000*
 - e. *Approve resolutions*
2. Enact Local Laws
 - a. *Adopt ordinances*
3. Provide Public Leadership
 - a. *Relate wishes of constituents to promote representative governance*
 - b. *Mediate conflicting interests while building a consensus*
 - c. *Call special elections as necessary*
 - d. *Communicate the City's vision and goals to constituents*
 - e. *Represent the City's interest at regional, county, state, and federal levels*
4. Decision-Making
 - a. *Study problems*
 - b. *Review Alternatives*
 - c. *Determine best course of public policy*

2.3 Role of the Mayor

The Mayor is the chief executive of the City and is responsible for the administration of the City, including the hiring and termination of appointed officers and employees. The Mayor presides over meetings of the Council pursuant to RCW 35A.12.100 and RCW 35A.12.110. The Mayor holds veto authority over ordinances but may be overruled by a 2/3 majority vote of Council. The role and responsibilities of the Mayor are also described in several sections of the DMC.

2.4 Role of Mayor Pro Tempore

The Mayor Pro Tempore (Mayor Pro Tem) shall act as Mayor in the Mayor's absence. The Mayor Pro Tem shall have such powers and authority, in the absence or temporary disability of the Mayor, as the Mayor, but will retain their Councilmember voting privileges. If a permanent vacancy occurs in the Office of Mayor, the Mayor Pro Tem will act as Mayor until the vacancy is filled at the next general election. If the Mayor Pro Tem is acting as Mayor on a semi-permanent basis, an Alternate Mayor Pro Tem will be chosen by the Councilmembers through nomination and majority vote of the Council. The Mayor Pro Tem shall also work with the Mayor and City Administrator to play an active role in setting Council and Committee agenda items.

Councilmembers shall nominate and elect by majority vote one of their peers as Mayor Pro-Tem. The election of the Mayor Pro Tem shall occur every two years and the Council reserves the right to elect a Mayor Pro Tem more often, if necessary. The selection of Mayor Pro Tem is codified under 2.01.080 of the DMC. In years in which no municipal election is held, selection of the Mayor Pro Tem shall occur at the first council meeting in December. In years in which a municipal election is held and there will be new members of council on January 1, the Mayor Pro Tem shall be elected at the first council meeting in January to include the majority vote of new members.

Unless otherwise determined by Council, the term of the Mayor Pro Tem shall be from January 1 through December 31 of the following year. In those instances where the Mayor Pro Tem designated by the Council at the December vote is a different person than that person currently holding the position of Mayor Pro Tem, the person so designated shall be deemed to be the “Mayor Pro Tem Elect” between the time of the Council’s vote and the beginning of the new term for the Mayor Pro Tem.

The Mayor Pro Tem is the Chair of the Committee of the Whole (COW) which convenes when the Council holds a Council Workshop or when a quorum of Councilmembers convenes outside of a regularly scheduled meeting of the City Council to discuss items of City Council business, such as at Council Retreats. While there are no State statutes that specifically address the establishment and operation of council committees, the authority for committees is recognized in RCW 35A.12.120, which provides, in relevant part: “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.” That language is interpreted for the purpose of these procedures as giving the City Council the authority to create committees and to determine how these committees will conduct their business.

If the Mayor Pro Tem resigns the City Council will appoint a new Mayor Pro-Tem by majority vote at the next regularly scheduled Council Meeting to serve the remainder of the unfinished term.

2.5 Absence of Mayor, Mayor Pro Tem and Councilmembers

In the absence of the Mayor, the Mayor Pro Tem shall perform the duties of the Mayor. When both the Mayor and Mayor Pro Tempore are absent, the Council shall choose from among its members a person to serve as acting Mayor Pro Tem, who shall, for the term of such absence have the power of the Mayor Pro Tem.

If the Mayor Pro Tem or other Councilmembers are absent from the City for more than 15 days, they shall notify the City Clerk of such planned absences.

2.6 Emergency Response

The Mayor shall sign the declaration of emergency. In the event of the Mayor’s absence, the Mayor Pro Tem shall refer to the City Emergency Management Plan for direction.

A. Emergency Management Training

Councilmembers fulfill an important official role during times of large, declared disasters. It is therefore recommended that councilmembers complete Federal Emergency Management Agency (FEMA) online training courses such as IS-100.b and IS-700.a within their first year of office, and to attend other training as provided by the Emergency Management Director and/or County, State, and Federal agencies.

B. Comprehensive Emergency Management Plan

It is the responsibility of each councilmember to be familiar with the City Emergency Management Plan and be knowledgeable of his/her official role during a declared emergency.

2.7 Appointments to Advisory Bodies, Boards and Commissions

A. Mayor Appointments and Council Confirmation

Boards, commissions and citizen committees provide a great deal of assistance to the City of Duvall. The City has several standing boards and commissions. The Mayor makes recommendations for appointments to City Advisory Bodies, Boards and Commissions with Council confirmation, unless Duvall Code or the RCW state otherwise. The following procedures will be followed when making appointments to boards, commissions, or other positions requiring Council confirmation.

1. On a Council Agenda at a regular Council Meeting a business item will require a formal motion from the Council confirming the Mayor's appointment. The candidate for appointment will be also asked to attend the Council Meeting and the appointment will be placed on the agenda near the beginning of the meeting.
2. The Mayor may recommend a reappointment of a board member, examiner or commissioner to an additional term based on regularity of attendance, understanding of board or commission function, demonstrated leadership, effectiveness, demonstrated contribution and objectivity.
3. If the appointment is not confirmed by a majority of the Council, the Mayor may appoint another applicant and the Council will again vote on confirmation of that applicant.

B. Representation by Councilmembers

The City Council is often requested to appoint, or make recommendations to appoint, Councilmembers to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies for the benefit of the City. The City Council appoints members to some of the groups on an as-needed or as-requested basis.

Membership appointment to these groups shall be made by consensus of the Council and a record of decision and length of term shall be maintained by the City Clerk. If more than one Councilmember desires to serve as a member of a particular outside group, the member for that group will be appointed by a majority vote of the council.

Where applicable, Council will appoint an alternate to attend outside boards, councils, commissions or committees, if the main delegate to such group is unable to attend a meeting of the group. If after hours, the main delegate will notify the alternate as soon as possible after the main delegate realizes they will be unable to attend an upcoming meeting of the outside group.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the Mayor or their designees.

C. Councilmembers Role and Relationship with City Advisory Bodies

1. In accordance with the provisions of state law, Councilmembers shall not be appointed to City advisory bodies concurrent with their term of office as Councilmember.
2. Unless specifically authorized by majority vote of a quorum of the Council, no Councilmember shall be authorized to state or testify to the policy position of the Council or before any advisory board or commission of the City.
3. Limitations on the conduct of Councilmembers before the City's advisory boards and commissions should be voluntarily undertaken in order to assure public confidence in the decision-making process and avoid the appearance of bias, prejudice, or improper influence. Toward this purpose, the following protocol should be observed:
 - a. Councilmembers shall not testify in quasi-judicial matters pending before any advisory board or commission that will receive, or could potentially receive future appeal or review before the City Council. Violation of this protocol may require the Councilmember to disqualify him- or herself from participating in any appeal or review proceedings before the City Council.
 - b. Councilmembers, in their capacity as private citizens, should refrain from providing testimony in legislative or administrative matters pending before any advisory board that will receive, or could potentially receive, future review or other action before the Council. Where a Councilmember elects to provide such testimony, the following rules shall apply:
 - (i) The Councilmember shall declare at the outset and upon the record that the Councilmember is present in his or her private capacity as an interested citizen, and not on behalf or at the request of the City Council.
 - (ii) The Councilmember shall refrain from stating or implying that the Councilmember's position or opinion is that of the City Council.
 - (iii) The Councilmember shall refrain from directing City staff or the advisory body to take any action on behalf of the Councilmember.
 - (iv) The Councilmember shall observe any rules of procedure or protocol that apply to any other private citizen testifying before the advisory board.

Chapter 3. Support Provided to City Council

3.1 Staff/Administrative Support for Council Requests

Staff/Administrative support to members of the City Council is provided through the Mayor or his/her designees, with the exception of constituent concerns. When a councilmember receives a constituent concern he/she will forward the concern to the City Administrator with the expectation of a timely response. Constituent concerns brought forward by Councilmembers are not to be considered personal requests by Councilmembers; providing information and responses to constituents is at the core of the elected official's responsibility. Councilmembers shall also use discretion in the submittal of requests, as the quantity and complexity of requests may have repercussions on City resources. Relayed constituent concerns and requests should be objective, in writing, and shall be as clear as possible to state the desired information. The Councilmember should also be willing to assist with the request if not in conflict with the roles and responsibilities of a Councilmember.

3.2 Office Equipment

To enhance Councilmembers service to the community and their ability to communicate with staff and the public, the City shall provide meeting facilities and office equipment for City business.

A. Computing Option

The Administration will provide a computing option at the request of a councilmember. The use of the device shall be governed by the City technology policies.

B. Cellular Phones

The City will provide councilmembers with cell phones to be used for City business. Pursuant to the City Attorney's advice and for the purpose of reducing legal risk and increasing access to public records, Councilmembers are required to use City issued phones for City business. If this advice is waived and if Councilmembers utilize personal phones, Councilmembers shall be individually responsible for complying with public records requests.

C. Other Equipment

Councilmembers are permitted to use copy machines and similar equipment for the purpose of conducting City business.

3.3 Meeting Rooms

Use of City meeting rooms may be scheduled by contacting the City Clerk.

3.4 Mail, Deliveries

Members of the City Council receive a large volume of mail and other materials that are primarily delivered through the use of mailboxes located in City Hall. Individual mailboxes are maintained for each Councilmember by City Hall staff. Mail received by councilmembers is stamped with the date received and opened by the City Clerk or his/her designee and copies made where appropriate. Councilmembers are encouraged to check mailboxes often.

Chapter 4. Financial Matters

4.1 Council Compensation

The Duvall Municipal Code provides for payment of a salary to members of the City Council. A seated City Council may not increase its own compensation. Councils may only pass an ordinance to adjust the compensation of an incoming City Council. It is suggested that the Council form a Salary Commission no less frequent than every 10 years to evaluate the compensation of the Council and Mayor.

4.2 Council Legislative Budget

The annual budget includes appropriations under the legislative department for expenses necessary for members to conduct official City business. Funding may be provided for membership in professional organizations, attendance at conferences or educational seminars, purchase of publications and office supplies based upon the availability of funding and the priorities set by Council. The Mayor Pro Tem shall submit to the Mayor an annual a budget request during the appropriations period and request a consensus with the full Council on a Council Legislative Budget during the annual budget process.

4.3 Financial Disclosure

Candidates for the office of Councilmember shall file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Council, the appointee shall file a financial disclosure statement with the Commission, covering the preceding 12-month period, within two weeks of being so appointed. Councilmembers are required to file a financial disclosure statement with the Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. Councilmembers whose terms expire on December 31 shall file the statement for the year that ended on that December 31. Statements filed in any of the above cases will be available for public inspection.

Failure to file or filing a false or incomplete financial disclosure statement, if done knowingly, is a Class 1 Misdemeanor. There are also civil penalties for violations.

Chapter 5. City Council Meetings

5.1 Purpose of Meetings

The City Council's collective policy and law-making powers are put into action at council meetings. It is here that the Council conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of council meetings all lend themselves to the essential democratic nature of local government. Time will be allocated for public comments at regularly scheduled Council Meetings and Hearings. No public participation is allowed during the course of any Council Committee or Retreat unless permitted by the consent of a majority of the Councilmembers present. No formal voting or final action or shall be taken on any matter at any Committee of the Whole (COW); however, it is customary to allow for a consensus of the Council to be determined during a COW. Voting or final action shall occur only during Council Meetings.

5.2 Meeting Schedule

Regular meetings of the City Council are to be held at a regularly scheduled time and location set by the City Council. Meetings shall adjourn by 9:30 p.m. unless superseded by a Council motion and majority vote. Meetings are preceded by the Committee of the Whole beginning at 5:30 p.m. or as otherwise noticed. If a regular meeting falls on a legal holiday, the meeting must be held on the next business day unless Council votes to cancel the meeting.

5.3 Public Notice of Meetings and Hearings

Pursuant to RCW 35.22.288, cities are charged with establishing a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meetings. The procedure followed by the City of Duvall is as follows:

A. Notices

Except where a specific means of notifying the public of a public hearing is otherwise provided by law or ordinance, notice of upcoming public hearings before the City Council or the City's Boards and Commissions shall be given by one publication of a notice containing the time, place, date, subject, and body before whom the hearing is to be held, on the City Website and in the City's official newspaper at least (10) days before the date set for the hearing.

B. Preliminary Agenda of Council Meeting

The public shall be notified of the preliminary agenda for the forthcoming regular City Council meeting by posting a copy of the agenda in the public notice window at City Hall and posting a link to the agenda on the City Website and on City Social Media the Friday before the scheduled council meeting. When agenda packets are complete, all scannable documents must be posted online and available in hard copy format at City Hall during business hours up to the day of the meeting.

C. Duties of the City Clerk

The City Clerk is responsible for publishing notices and posting agendas.

RCW 42.30.080 addresses the subject of special meetings. For special meetings, only those items specifically listed on the agenda may be discussed, considered, or decided.

The City Clerk is responsible for posting the notice of a special public meeting at a legally required minimum 24 hours in advance of the meeting.

5.4 Special Meetings

Special meetings may be called by the request of four Councilmembers in writing. Notice of a special meeting shall be made by the City Clerk on the City Website and via Social Media for all special meetings at least 24 hours before the time of such meeting as specified in the notice. The 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.

As with all regular Council meetings and public hearings, public comments are invited during special meetings and a time allocated for public comment will be provided on the special meeting agenda. Public comment is appropriate on any matter within the jurisdiction of the City Council.

5.5 Development of Council Agenda

An agenda setting forth matters to be considered by the City Council shall be prepared for each regular meeting in accordance with the provisions of this section:

- A. An Agenda Meeting will be scheduled by the City Administrator with the Mayor Pro Tem and coordinated with the office of the Mayor to review agenda items preceding the regularly scheduled council meetings.
- B. A Draft Agenda for the upcoming meeting along with an updated agenda calendar of scheduled topics for future meetings will be circulated via e-mail to Councilmembers the week preceding council meeting to allow time for information or requests to be submitted to the City Administrator, Mayor, or Mayor Pro Tem.
- C. Councilmembers are encouraged to introduce agenda topics and discussion items. Items of consideration for future council or committee agendas may be introduced by councilmembers during a regularly scheduled council meeting through a motion, second, and majority vote. Alternatively, agenda items may be introduced by an individual Councilmember request made to the City Administrator.

- D. Individually requested agenda discussion items from Councilmembers made to the City Administrator shall include a written summary of items for inclusion in the Proposed Council Agenda by the Monday of the week preceding the scheduled council meeting. The City Administrator may approve or deny the request for the next council agenda, schedule the item for a future agenda, request clarification from the party, or direct the request to a specified Council committee. The determination of whether an individually requested item shall be so directed is within the discretion of the City Administrator and a statement of the decided direction shall be provided to inform the requester of the action in a timely manner. The City Administrator will report at each council meeting any requests referred by Council and the action of an item, either to be placed on a council agenda, referral to a committee, or denied.
- E. All decisions as to the final form of the Proposed Council Agenda are determined by the City Administrator and are subject to an adoption of the Final Agenda at the regularly scheduled Council Meeting. Any items or materials required of Council for the Council Agenda shall be given to the City Clerk by 4:00 p.m., Wednesday, the week preceding the council meeting for inclusion in the Council packet. Councilmembers cannot remove items from the agenda prior to a council meeting. Efforts should be made by all parties to avoid adding items to the agenda at a Council meeting.
- F. Agenda packets are made available Friday afternoon the week preceding the Council Meeting. Councilmembers shall review packets over the weekend and any comments regarding packet materials are to be provided to the City Administrator by the following Monday during business hours. Addressing detailed comments on packet materials during regularly scheduled council meetings is discouraged. It is the responsibility of the requesting Councilmember to provide questions to the City Administrator, Mayor, or Mayor Pro Tem in a timely manner.
- G. In the event that a council agenda is changed after it is distributed, Councilmembers should be notified by the City Clerk of such change as early as possible and any substantial changes to the agenda shall be addressed at the Council meeting under “Additions and Corrections to the Agenda” portion of the City Council Meeting.
- H. 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 publically at the meeting, and the issue shall be included in the minutes of the meeting.

5.6 Process for Agenda Bills (AB) to Receive Final Action

It is the intent of the City Council to ensure transparency, and opportunity for public feedback on its actions. As such, the following procedures are to be utilized by City staff and Councilmembers when seeking legislative body approval of formal action items:

- A. If a Councilmember or Committee initiates an agenda item, the AB development should be by the City Administrator, who will delegate the task of AB preparation to an appropriate staff member.
- B. Prior to placement on the City Council agenda, ABs must first be submitted in a Council packet with corresponding information, heard in a Committee of the Whole, or Ad Hoc Committee unless approved by the City Administrator and subject to committee referral at the will of the Council.
- C. Once submitted and/or heard by a committee, an AB may be placed on the agenda as New Business. Unless the item is of an unplanned and time sensitive nature the item may not be voted on by council during New Business, unless approved by a minimum 2/3 majority vote of the Council.
- D. After introduction as New Business, Council will decide by voiced consensus whether they choose to put the item on the next meeting agenda under Unfinished Business for continued discussion or decision, on the Consent Agenda, or to leave it off of future agendas. Council is not under obligation to vote on every item presented, unless compelled by law.
- E. Changes to the Duvall Municipal Code may not, under any circumstances, be placed on the Consent Agenda and may not be approved without a minimum opportunity for the public to be heard during the Public Comment section of the Agenda.

5.7 Changes to the Agenda Packet after it has been published and distributed.

Any changes to the council agenda packet after the packet has been published or changes to the content of the business items in the packet after the packet has been distributed are highly discouraged. If, however, there is a pertinent addition, correction, revision or change to the agenda, or to the content of the packet, notice will be emailed immediately to all Councilmembers and staff. Any revised documents will also be emailed, if possible, to Councilmembers and staff. Any substantial changes to the agenda will still need to be addressed at the council meeting under “Additions and Corrections to the Agenda” portion of the City Council Meeting.

5.8 Approval and Modification of the Agenda at the Council Meeting.

The Council Agenda shall be approved by a motion, second, and majority vote unless new items are added during the Council Meeting. Interjecting new items during Council Meetings into published Preliminary Agendas is discouraged. A new item may be placed on the agenda under “Additions & Corrections” at the Council Meeting prior to the approval of the final agenda if extenuating circumstances

exist. The new item shall be placed on the agenda under “Additions & Corrections” to the agenda by a Councilmember, Mayor, or at the request of City staff. The new item must receive a motion, second, and 2/3 vote of the Council.

5.9 Recording of Meetings

The City Clerk, or designee, shall make and keep audio recordings of all meetings of the Duvall City Council and including Committees and Committee of the Whole except those meetings or portions of meetings conducted in Executive Session. Recordings and related records of all City Council and related Committee and Committee of the Whole meetings, except as referenced above, shall be retained by the City in accordance with the Washington State Records Retention Schedule.

- A. Any party other than the City that desires to conduct a visual or audio recording of a meeting of the City Council shall be permitted to do so as long as the methods, placement, or locations of recording devices are not disruptive to the purpose of the meeting. The designated location for audio and video recording shall be from the audience seating location for Council and Committee of the Whole meetings and from the back or side of any meeting room for Committee meetings.

5.10 Order of Business at City Council Meetings

The City Council, by adoption of these procedures, establishes the general order of meetings. This section summarizes each meeting component.

A. Call to Order

The Mayor, or in the Mayor’s absence the Mayor Pro Tem, presides over all meetings of the City Council, and after determining that a quorum is present, calls the meeting to order. In the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order, whereupon a temporary Mayor Pro Tem 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. Roll Call

The Mayor or City Clerk, or designee, takes roll and each Councilmember announces their presence. The absence of any Councilmember is recorded by the City Clerk.

C. Additions and Corrections to the Agenda

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

D. Adoption of the Council Agenda

This is the time when Councilmembers adopt the final agenda.

E. Comments from the Audience

This is the time when Citizen Requests and Public Comments are taken. Each member of the public will have 3 minutes to provide the Council during this time. Each individual is allowed three (3) minutes to speak on any issue, or five (5) minutes if they are representing a group of individuals or recognized organization.

F. 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.

No discussion shall take place regarding any item on the consent agenda beyond asking questions for simple clarification. Unless a member of the Council requests a reading of the minutes of a Council meeting, such minutes may be approved without reading, if the Clerk has previously furnished each member with a copy thereof.

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.

The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include:

1. Approval of Council minutes;
2. Acceptance of advisory board and commission minutes;
3. Approval of vouchers;
4. Final approval of leases and agreements;
5. Final acceptances of grants, deeds or easements;
6. Setting dates for public hearings/meetings;
7. Acknowledging receipt of claims against the City;

G. Scheduled Items

1. Mayor: this is the time that the Mayor is allocated to speak to Council regarding items relevant to the City.
2. Council: this is the time that Councilmembers may speak regarding items relevant to the City. Chairpersons or other representatives of various municipal committees or agencies may be asked to report to the Council concerning the activities for which they are responsible for or involved in. For discussion to occur on these items, they must be listed with some specificity on the agenda and have brief written reports from the representatives to regional committees or agencies submitted for inclusion in the agenda packet prior to the meeting if available.

H. Special Presentations

The City Council may receive or give awards or special recognition's to or from various agencies, committees, or individuals during this segment of the meeting. This can also include other presentations of interest to the Council. The Mayor and Council may also take the opportunity to acknowledge outstanding achievements or present awards to employees, groups, or other individuals.

I. Public Hearings (see Chapter 10)

J. New Business

Items of new business shall be described on the agenda as "Presentation" or "Introduction", or as "Discussion" or "Decision" if previously introduced in the Committee of the Whole. Presentations with informative content relevant to the City may also be provided to the Council during this time.

K. Unfinished Business

Items of unfinished business shall be described on the agenda as "Update", "Discussion" and/or "Decision"

L. Executive Session

Executive Sessions are not open to the public and are allowed by the Open Public Meetings Act (OPMA), chapter 42.30 RCW, and refer to situations in which a governing body, as part of a regular or special meeting, can meet privately during that public meeting to discuss certain topics. Following is a list of the topics that can be discussed in executive session.

1. Matters affecting national security: RCW 42.30.110(1)(a)
2. Potential Property Acquisition: RCW 42.30.110(1)(b)
3. Potential Property Sale: RCW 42.30.110(1)(c)
4. Publicly bid Contract negotiations: RCW 42.30.110(1)(d)
5. Personnel: RCW 42.30.110(1)(f)
(state the reason ie: to evaluate complaints against public officer or employee)
6. Personnel: RCW 42.30.110(1)(g)
(to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.)
7. Appointment to Elected Office RCW 42.30.110(1)(h)
8. Litigation RCW 42.30.110(1)(i)(A)
9. Potential Litigation RCW 42.30.110(1)(i)(B)
10. Labor Negotiations RCW 42.30.140(4)(a)

M. Adjournment

Chapter 6. Council Administration

6.1 Rules of Order

Rules of order not specified by statute, ordinance or resolution shall be governed by the most recent edition of Robert's Rules of Order, or the abridged version provided in Appendix A. Robert's Rules has been generally abbreviated in Appendix A for convenience. A copy of the complete Robert's Rules of Order is maintained in the office of the City Clerk and shall prevail if there are any discrepancies in comparison to the abridged information in Appendix A.

6.2 Council Retreats

Council Retreats will be held twice each calendar year:

A. First Quarter Yearly Retreat

A council retreat will be scheduled during the month of January of each year for the following purposes: to set the Council Committees; review Council Procedures; review goals and implementation of those goals; set out Council representation on regional bodies; and also other items as determined to be necessary for the good of the Council. Each Councilmember and which council committees and regional bodies they serve on will be posted and updated on the City's Web Page and every effort will be made to share this information with citizens.

B. Mid-Year Retreat

At mid-year, a retreat will be held to evaluate the status of the goals set during the First Quarter Retreat.

6.3 Communications

A fundamental role of a Councilmember is to facilitate communication:

- A. Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents;
- B. Communication as a legislative body with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.
- C. Communication with the Mayor and Council pursuant to Robert's Rules of Order to maintain order and decorum during public meetings.

Because the Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

6.4 Council Correspondence

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by the Public Disclosure Act, are **public records**. Letters received by or from Councilmembers are considered public information subject to the Public Records Act (RCW 42.56). Copies of such letters, memoranda, and interactive computer communication shall be kept by Councilmembers according to the Washington State Records Retention Schedule. Email messages to City owned, personal and business addresses discussing city related business are also considered public information subject to the Public Records Act (RCW 42.56) and should be treated as such. Electronic messages must also adhere to retention schedules and guidelines. If a Councilmember writes a letter as a Councilmember, the Councilmember may use City stationary; however, the letter must clearly state that any opinion expressed in the letter is his or her own opinion unless the Council has taken action on the subject matter of the letter. The Councilmember must sign his or her name and title.

Councilmembers may occasionally be asked to prepare letters of personal recommendation for students or others seeking employment or appointment. It is appropriate for Councilmembers to utilize City letterhead and their Council titles for such letters.

6.5 Electronic Communications

Improper use of electronic communications between elected officials of a governing body may violate the Open Public Meetings Act. If a quorum of Councilmembers is discussing City business via e-mail, texts, or social media, it constitutes a meeting and may create a violation of the Open Public Meetings Act. Such correspondence directly between Councilmembers shall be limited to a maximum of three, including the sender and recipients.

Communications that are intended to be shared among four or more Councilmembers, whether concurrently or serially must be considered in light of the Open Public Meetings Act. If the intended purpose of the correspondence is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. Further, the use of e-mail communication to form a collective decision of the Council is inappropriate.

Communication of information to the full Council shall be coordinated for dissemination through either the Mayor, City Administrator, City Clerk, or Mayor Pro Tem depending on the content.

Informal messages with no retention value and transitory in nature that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. The user may delete these messages once their transitory purpose is served.

6.6 Local Ballot Measures

At times, initiatives may be placed on the ballots that affect City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, State Statutes that prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the

outcome of elections. What the City can do is distribute informational reports or pamphlets for the purpose of informing the public of the facts of an issue(s).

6.7 Proclamations

Proclamations are issued by the Mayor and/or Council as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy, and do not require approval or action. Proclamations are a manner in which the City can make special recognition of an individual, event or issue.

Chapter 7. Appointments

7.1 Council Committees

Council Committees are to be policy review and discussion arms of the City Council, providing an opportunity to explore the implications of policy alternatives and the policy development process; and to serve in an advisory capacity to the Council in reviewing policy matters referred to them; informing and educating the Council on existing City programs and issues, and other such matters as the Committee deems appropriate. The City Council Committees shall not become involved in the direct administration of City government. Council Committees are codified under 2.01.070 of the DMC.

A. Committee of the Whole

1. The Council shall meet as a Committee of the Whole proceeding the regular City Council Meetings. The Committee of the Whole will meet at the location of the Regular City Council Meeting, unless otherwise publicly noticed.
2. Meetings of the Committee of the Whole shall be held for the primary purpose of considering current items of City Council business and determining if an issue should receive further review by an individual Standing or Ad Hoc Committee of the City Council or be referred to a regular Council meeting for discussion or decision. The Committee of the Whole shall have no power to take any official action other than to refer matters to committees or to a regular Council Meeting for decision.
3. Committee of the Whole Agenda Process:
 - a. An Agenda Meeting will be scheduled by the City Administrator with the Mayor Pro Tem and coordinated with the office of the Mayor to review agenda items preceding the regularly scheduled committee of the whole meetings. The Agenda will specify the item to be considered, the estimated discussion time and state whether the item is being presented for information purposes only, or if direction on the item is being requested of the Council.
 - b. The draft agenda for the Committee of the Whole will be emailed to each Councilmember the week preceding the meeting to allow time for information or requests to be submitted to the City Administrator or Mayor Pro Tem.
 - c. Requests by Councilmembers to have items added to the Committee of the Whole agenda will be submitted to the City Administrator or Mayor Pro tem. Council will send their items or questions to the City Administrator or Mayor Pro tem the week before the meeting.
 - d. Any items or materials required of Council for the Committee of the Whole Agenda shall be given to the City Clerk by 4:00 p.m., Wednesday, the week preceding the meeting for inclusion in the packet. Councilmembers cannot remove items from the agenda prior to a meeting. Efforts should be made by all parties to avoid adding items to the agenda at a Committee of the Whole meeting.

- e. Committee of the Whole Agenda packets will be distributed with the Regular City Council Agenda packet and are made available Friday afternoon the week preceding the meeting. Councilmembers shall review packets over the weekend and any comments regarding packet materials are to be provided to the Mayor Pro Tem or the City Administrator by the following Monday during business hours.
- f. Ordinarily, items may not be referred to the Regular Council Meeting for decision on the same day as the Committee of the Whole Meeting in which the item was discussed, unless a majority of the Councilmembers present agree that there are extraordinary or urgent circumstances for doing so, or that it is in the best interest of the City.

B. Standing Committees

- 1. Standing Committees will convene as directed by Council and will meet as necessary. The Standing Committees may include the following: 1) Finance and Administration Committee; 2) Land Use Committee; 3) Public Works Committee; 4) Public Safety Committee; 5) Economic Development Committee.
- 2. Standing Committees shall consist of not more than three Councilmembers each.
- 3. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council.
- 4. The Council will decide amongst themselves during the First Quarter Retreat if Standing Committees will be convened on a yearly basis and who will serve on each Committee.
- 5. The Chair of each Committee will be determined by the attending Councilmembers during the first meeting of each committee and shall be for a one-year term.

C. Ad Hoc Committees

- 1. The City Council may establish such Ad Hoc Committees at any time as may be appropriate to consider special matters that do not readily fit the Standing Committee or Committee of the Whole structure or that require special approach or emphasis.
- 2. Ad Hoc Committees shall consist of not more than three Councilmembers each. The Council will decide amongst themselves which Councilmember(s) will serve on Ad Hoc Committees.
- 3. The City Administrator shall assign an appropriate City Department Director or Department staff to be an ex-officio member of any and all such Committee(s).
- 4. The Chair of each Ad Hoc Committee will be determined by the attending Councilmembers during the first meeting of each committee.

7.2 Filling of City Council Vacancies

Pursuant to RCW 42.12, should a council position become vacant for any reason (resignation or removal) before the expiration of the Councilmember's term of office, the position shall be filled only until the next regular municipal election to serve the remainder of the unexpired term. A council position shall be

officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember vacating his/her position cannot participate in the appointment process.

As a matter of council policy, the Council shall schedule the appointment process and vote at the end of new business on the agenda where action is to be taken on the filling of City Council Vacancies.

7.3 Appointment Process

- A. The City will advertise the position for a minimum of 21 days.
- B. Staff receives and distributes applications to City Councilmembers after closing date (staff verifies the address of each applicant to verify they are residing in the City limits).
- C. Each Councilmember telephones or personally interviews each candidate.
- D. If there are 3 or less candidates, skip to step F. If more than 3 candidates apply, the field of candidates is narrowed to three 3 in the following manner:
 1. In a Council Meeting, Council goes into executive session to discuss the qualifications of each candidate.
 2. When the Council Meeting resumes, a vote by matrix is conducted in open secession.
 3. Each Councilmember receives one vote per candidate.
 4. Candidates with the top 3 quantities of tallied votes will be selected for subsequent interviews.
 5. Ties will be determined by a subsequent runoff vote, preferably conducted during the same meeting, until three candidates remain.
- E. Staff notifies all candidates of status.
- F. Remaining candidates attend a Council Meeting to be publicly interviewed and compete for selection in the following manner:
 1. Questions asked in the interviews will be determined in advance by the City Council. Each Councilmember will submit 1-2 questions by email to the Mayor Pro Tem at least one week prior the Council Meeting when interviews are scheduled. The Mayor Pro Tem will review those questions and come up with a slate of questions to be asked of candidates.
 2. During a Council Meeting, the Mayor Pro Tem will ask each candidate the same 2-3 questions while other candidates stay outside the room during individual interviews.
 3. After interview, candidate can make a 2 minute closing statement.
 4. After interviews are completed, Council shall go into executive session to discuss the qualifications of each candidate.
 5. When the Council Meeting resumes, a vote by matrix is conducted in open session.

6. Each Councilmember receives one vote per candidate.
 7. Ties will be determined by a subsequent runoff vote, preferably conducted during the same meeting, until one candidate remains.
- G. Councilmember to fill position is named and may be sworn-in at that time.

Chapter 8. Conduct of Elected Officials

8.1 Conflicts of Interest

Councilmembers must discuss potential conflicts with a private attorney or the City Attorney. It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such a conflict of interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

8.2 Liability

The City must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, with such a wide variety of high profile services (i.e., police, parks, roads, land use), risk cannot be eliminated. To better manage insurance and risk, the City participates in risk- and loss-control activities.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in the member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Elected and appointed officials will participate in risk management training to reduce liability due to actions taken, especially in the areas of land use.

Chapter 9. Council Meetings

9.1 Absences

Councilmembers are expected to attend Council Meetings. The City Clerk shall keep a record of the attendance of each Councilmember.

- A. If a Councilmember is absent following roll call, the Mayor shall inform the Council of the member's absence, stating the reason for such absence if provided.
- B. The City Clerk will take note of any absent Councilmembers in the minutes of each Council Meeting.
- C. Absences may be excused for good cause by a motion, second, and majority vote of Councilmembers. Examples of "good cause" include a councilmember's serious illness, the serious illness or death of a councilmember's family or friend, or a commitment relating to City business, which would preclude the councilmember from participating in the meeting.
- D. A council position shall become vacant if a Councilmember fails to attend three (3) consecutive regular meetings of the Council without being excused by the Council pursuant to RCW 35A.12.060.

9.2 Attendance via Speakerphone (AVS)

Due to extenuating family or personal health circumstances, a Councilmember may not be able to be physically present at a Council meeting, but may need to be involved in the discussion and/or critical decision on a particular agenda item or items.

If a Councilmember requests to attend a Council meeting via speakerphone for an agenda item, the Councilmember must notify the City Clerk of this request at the earliest indication of the need in advance of the Council Meeting. Even with this notice, it may not be possible for the City Clerk to make the necessary arrangements to allow attendance via speakerphone. Attendance via speakerphone should be the rare exception, not the rule. A motion and majority vote of Council is necessary for a Councilmember to attend via speakerphone. Attendance via speakerphone will be noted in the minutes and will not constitute an absence for that Council Meeting.

9.3 AVS – Procedure

- A. The Councilmember attending via speakerphone
 - 1. Must be able to hear the discussion on the agenda item taking place in the Council chambers, and
 - 2. Must be able to be heard by all present in Council chambers.
- B. When the particular agenda item is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record:

1. Let the record reflect that Councilmember _____ is attending via speakerphone for Agenda Item(s) No(s). _____ relating to _____.
 2. Councilmember _____ can you hear me? [There must then be a clearly audible response in the affirmative.]
 3. Let the record reflect that Councilmember _____, who is attending via speakerphone, can be heard by all present in Council chambers.
- C. Upon conclusion of the particular agenda item(s), the Mayor (or presiding officer, if the Mayor is not physically present) should state:
1. Councilmember _____, discussion on Agenda Item(s) No(s). _____ has concluded. Thank you for your attendance via speakerphone. The telephone connection will now be terminated. [Connection should be terminated at this time.]
 2. Let the record reflect Councilmember _____'s attendance via speakerphone has been terminated. Next on the agenda is ...

9.4 Voting.

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

- A. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest (RCW 42.23) or appearance of fairness (RCW 42.36) question precludes a Councilmember's participation on an issue or question under state law. Any Councilmember who abstains from voting without one of the above reasons must state his reason for abstaining. Any Councilmember who remains silent during a voice vote, shall be deemed to have cast his or her vote with the majority on any issue so voted upon.
- B. Roll call votes may be requested by the Mayor.
- C. In case of a tie vote on any motion, the motion shall be considered failed.
- D. The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money (RCW 35A.12.100).

9.5 No Surprise Rule

Council will make every attempt to notify staff in advance of public meetings about key questions and discussion points that the Council would like addressed during the council meeting. Council will make every effort to contact staff prior to the council meeting if they have any questions or corrections regarding the current agenda.

Staff will make every attempt to notify Council in advance of public meetings about any changes to the Council Agenda, or any new or revised changes to the content of the business items in the council packet. Any revised documents will also be emailed, if possible, prior to the Council Meeting to all Councilmembers and other staff.

9.6 Council Discussion

Members should address all remarks through the Chair. Upon recognition by the Chair, Councilmembers should confine themselves to the motion under debate. Councilmembers should not be interrupted while speaking unless it is to call him/her to order. No member shall speak a second time on the same motion before the opportunity has been given each other member to speak on the same motion.

9.7 Cellular Telephones and SMS Usage During Council Meetings

If a Councilmember needs to take a telephone call, or is engaging in regular text messaging, email, or other electronic communications, they are expected to engage in this activity outside of council chambers. During Council committees and meetings Councilmembers are prohibited from communicating with each other, staff, and members of the audience via electronic devices.

Councilmembers, like members of the staff and the public, are expected to either turn off their cell phones or deactivate the ringer function during the course of the council meeting.

9.8 Citizen Requests/Public Comment

Council Meetings are an opportunity for citizens to give their thoughts on issues to their elected officials. An opportunity to take citizen input is provided at the Council Meeting under “Public Comments.”

- A. Usually citizens are not asked to sign up to speak under Public Comments but Council may establish a procedure to require sign-up prior to commencement of the meeting, and the Mayor should recognize speakers in the order of sign-up. Each individual is allowed three (3) minutes to speak on any issue, or five (5) minutes if they are representing a group of individuals or recognized organization.
- B. Each speaker and all remarks shall be addressed to the City Council as a body, and not to individual members of Council or staff.
- C. If the speaker has written comments, a copy should be handed to the City Clerk during the meeting. The Clerk will distribute any provided copies to Council.
- D. The Mayor has the authority to limit the number of speakers or otherwise exercise such control over this portion of the meeting to ensure that it does not interfere or impede the Council’s ability to conduct its business.
- E. Citizens with complaints, questions, or requests should be referred to the City Administrator or to the appropriate Council Committee with the background information for action.
- F. The Mayor should announce that no Council action will be taken on the citizen request or comment at the meeting at which it is made, unless it is deemed by majority vote that an emergency exists.
- G. No citizen participation is allowed during the course of any study session (e.g. the Committee of the Whole or Retreat) unless permitted by the consent of a majority of the council present.

Chapter 10. Public Hearings

10.1 Introduction

A Public Hearing is a formal opportunity for citizens to give their view to the Council for consideration in its decision-making process. In this case, the speaker should sign his/her name on the Public Hearing Sign-Up Sheet. During the public testimony period of the Public Hearing Councilmembers, staff and the audience will remain silent. After the last person has spoken, the hearing will be closed. The issue will then be opened for Councilmember discussion and decision. The audience may not comment during Council's deliberation unless requested by the Council to do so and such request has been permitted by the Mayor. At the Mayor and Council's discretion, some questions that were brought up during the Public Hearing testimony period may be addressed by the appropriate staff member after the hearing has been closed. These Public Hearing Procedures have been established for the purpose of conducting fair and orderly Public Hearings before the Duvall City Council.

10.2 Standard Agenda for Public Hearing.

- A. Hearing Opened
- B. Staff Report
- C. Proponent/Applicant Comments
- D. Public Comments
- E. Applicant Response to Public Comments (if any)
- F. Staff Responses
- G. Hearing Closed
- H. Council Discussion/Decision

10.3 Public Hearing Procedures

- A. Every person desiring to speak during the Public Comments portion of a Public Hearing before the Duvall City Council must (1) sign in on the form provided for the Public Hearing, and (2) fill out the appropriate portions of the form completely.
- B. When the Hearing is opened, the Chair (typically the Mayor) will announce the opening of the Public Hearing, and the subject matter of Public Hearing. The Clerk will present the Chair with the sign in sheet for the Public Hearing.
- C. The Chair will proceed with the Agenda for the Public Hearing.
- D. Each speaker will be called to the podium to speak in the order appearing on the Sign-In form. All speakers must speak from the podium, give their name and, if appropriate, identify their address and any organization or group on whose behalf they are appearing and speaking; as well as their role or position within such group or organization.

- E. Unless modified by a majority vote of the council present, the following time limits will apply to each speaker: three (3) minutes for any person speaking on behalf of themselves or in an individual capacity, and five (5) minutes for any person who is designated to speak on behalf of a group or organization. A speaker will only be permitted to speak once at any given Public Hearing. For the purposes of this rule, an organization or group is treated as an individual speaker, and may not have more than one representative speak on behalf of the organization or group.
- F. The Clerk will set a timer for each speaker, and will begin timing the speaker once they begin to speak. Time limits are to be strictly enforced by the Chair.
- G. All comments should be addressed to the City Council, should be relevant and germane to the subject matter of the Public Hearing, and should not be of a personal nature. Any comment that is not relevant to the Public Hearing is out of order; and will be addressed by the Chair.
- H. It is expected that speakers act in a respectful manner toward all persons present at the hearing, including the City Council, the Mayor, the Staff, other speakers and those in the audience.
- I. Unruly behavior, such as booing, hissing or harassing remarks is prohibited. Continued behavior of this kind will be grounds to either recess the Public Hearing to another time or to have the Chair direct the Sergeant-at-Arms to remove the offending speaker or members of the audience from the Council Chambers or other Public Hearing location.
- J. A speaker may submit a written statement in addition to or in lieu of providing testimony before the City Council. If a speaker intends to submit a written statement into the record, an original must be submitted to the clerk, who will add it to the Letters of Record for the Public Hearing.
- K. Any questions raised by speakers during the Public Hearing will not be answered at the time posed. Instead, any questions will be reserved to the end of the Public Hearing and, if appropriate, answered by the Applicant or by City Staff following the close of the comment period.
- L. A copy of City Council and Public Hearing Procedures will be available upon request, and shall be made available to the public at the beginning of every Public Hearing before the Duvall City Council.

11.1 Reserved

Appendix A — Parliamentary Procedure

1. Introduction

By approval of the Council Policies and Procedures, the City Council has adopted a modified version of Robert's Rules of Order. The abridged rules of order that will be entertained by the Duvall City Council are found in this Appendix.

2. Customs of Formality

The presentation and disposition of motions at a City Council meeting involves significant interaction between the presiding officer and the members of the Council. Therefore, members should understand the customs of formality that are followed by the presiding officer and members in conformance with parliamentary procedure.

A. Customs Observed by Members

1. The regular presiding officer of the Council is addressed as "Mayor _____" or Mr. (or Madam) Mayor." Even at meetings where no citizens are present, the presiding officer is called by the individual's proper title and is never addressed or referred to by his or her first name or the personal pronoun "you".
2. As a general rule, the presiding officer is addressed as "the chair" when additional reference required. For example, "Mr. Mayor, do I understand the chair to state..." The presiding officer's place or station in the chambers is also called "the chair." Therefore, the term "the chair" applies to both the presiding officer and to that person's station in the council chambers.
3. Members may address only the chair, or may address each other through the chair, and generally refer to each other by title. For example, "Mr. Mayor, may I ask Councilmember Jones to explain..."

B. Customs Observed by the Presiding Officer

The presiding officer refers to himself or herself as the chair and never uses the personal pronoun "I." For example, "The chair rules that..." The presiding officer also does not address an individual member as "you," but refers to members by their proper title.

3. Meeting Decorum and Order

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal by the Council. During Council meetings, Councilmembers shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the chair or the rules of protocol. Any Councilmember may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

4. Order of Discussion

The presiding officer should follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer will clearly announce that

the Council has decided to rearrange the agenda. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

5. Obtaining the Floor

A Councilmember shall address the presiding officer and gain recognition prior to making a motion or engaging in debate. The presiding officer will recognize Councilmembers by their last name, such as “Councilmember Jones.” Councilmembers will address each other as “Councilmember”, followed by last name, such as “Councilmember Jones.” Cross-exchange between Councilmembers and the public should be avoided. This is to prevent general conversation and to keep the order necessary to maintain decorum and accomplish the business of the Council.

After a member has concluded comments and yielded the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the Chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer should assign the floor to a person who may not have been the first to address the chair. These are:

- A. The Councilmember who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
- B. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
- C. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

6. Questions to Staff

A Councilmember may, after recognition by the presiding officer, address questions to staff members.

7. Discussion Limit

A Councilmember should not speak more than once on a particular subject until every other Councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process.

8. Basic Steps to Conducting Business

Specific requests or proposals that are presented to Council for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, 13 separate steps are required. The basic steps to conducting business include:

- A. The Presiding Officer (chair):
 1. Introduces the item to be considered as presented on the agenda

2. Opens a public hearing
 3. Closes the public hearing after receiving comments (if any) from the public
 4. Calls for discussion
- B. A member of the Council:
5. Addresses the chair
 6. Is recognized by the chair
 7. Proposes the motion
- C. A second member of the Council:
8. Seconds the motion
- D. The Presiding Officer (chair):
9. States the motion
 10. Calls for any further discussion or debate
 11. Restates the motion and puts the motion to a vote
- E. The City Clerk:
12. Takes the vote
 13. Announces the results

9. Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Council for its consideration:

- A. A Councilmember makes a motion;
- B. Another Councilmember seconds the motion, and
- C. The chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order*, a member must obtain the floor to make a motion. Once the chair has recognized a Councilmember, the individual makes the motion by saying, "I move that..." or "I move to..." and announcing what is proposed.

Councilmembers should attempt as much as possible to state motions in the positive form--that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Councilmembers, but also for staff and citizens.

If a proposal has only minimal support, a Councilmember might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

10. Seconding a Motion

After a motion has been made, and if it requires a second, another Councilmember who wishes to see the motion considered says, without obtaining the floor, “I second the motion,” or simply, “Second.” A second merely implies that the member agrees the motion should come before the meeting, not necessarily that the member favors it. If another member of the Council does not second the motion, the chair normally asks, “Is there a second to the motion?” If there is no second, the chair should say, “Since there is no second, the motion is not before this meeting.” If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Council makes a motion, no person shall address the Council without first securing the permission of the Mayor or Council to do so.

11. Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Council for consideration. This can be done only by the chair when the presiding officer repeats the exact motion and indicates that the motion is open for debate by stating: “It has been moved and seconded that ... Is there any discussion?”

A. *Right to Withdraw or Modify a Motion*

Until the chair has stated the question, the maker has the right to modify or withdraw the motion. After the motion has been stated, however, it can be withdrawn only with the Council’s consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

B. *Pending Motions*

When the chair has stated a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

12. Amendment of the Main Motion

When the main motion does not exactly suit the members of the Council, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the chair, a Council Member may make the motion to amend by stating, “I move to amend the motion by...” ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended.

If the motion on the amendment passes, the chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The member, who offers the motion, until it has been stated by the chair, can modify the motion, or withdraw it entirely; after it is stated, he/she can do neither without the consent of the body (majority). For example, the mover may state, “With the consent of the body I will modify my

motion to state as follows...” If no one objects, it shall be deemed that he/she has the consent of the body to modify his/her motion. When the mover modifies his/her motion, the one who seconds it can withdraw his/her second.

13. Postponement of Business

A. Postpone to a Time Certain

Council may delay action on a pending question by making a motion to postpone the item either indefinitely or to a time certain. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

B. Postpone Indefinitely

Council may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

C. Table

Commonly misused in place of a motion to postpone, Council may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. Lay on the Table is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a question has been laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

14. Debate

The term “debate” applies to the discussion of the merits of any pending question during a Council meeting. All main motions and certain other motions are entitled to debate.

Any member of the City Council may move to close debate by saying, “I move that debate on the motion be closed,” or “I move the previous question.” However, Councilmembers should refrain from using the term, “call the question,” as a means to end debate. The audience better understands, “Move that debate on the motion be closed,” rather than “calling the question.” The motion must be seconded. The presiding officer immediately requests a vote, to which a two-thirds vote is required to close debate.

A motion to close debate can neither be debated nor amended. The motion to close debate affects the immediately pending question, whether it is an amendment or the main motion. Should the motion fail, debate is reopened. If the motion passes, then the Council shall vote on the motion for which debate was closed.

Debate shall not be closed until every Councilmember present has had at least one opportunity to speak on the motion.

While debate on a main motion is under way, amendments and subsidiary, privileged and incidental motions may be introduced (if they are in order), debated (if debatable) and disposed of.

In addition to the customs of formality discussed in Section 9.01, observance of the following practices will make debate smooth and orderly. Members of the Council should:

- A. Confine their comments to the merits of the pending question;
- B. Refrain from speaking against their own motions;
- C. Refrain from reading reports, quotations, etc., without permission of the Council; and
- D. Speakers should yield the floor to the chair whenever the chair interrupts to give a ruling or information, or to otherwise speak.

15. Voting Procedures

Each Councilmember shall vote on all questions put to the City Council, unless a conflict of interest under State law or appearance of fairness question is present. Unless a member of the Council states that he or she is not voting, his or her silence shall be recorded as an affirmative vote.

If a member asserts a conflict of interest under State law or appearance of fairness question, and it is not apparent to all Councilmembers present, the member shall be excused from voting on an issue only by majority vote of the Councilmembers present.

If it is determined by majority vote of the City Council as a whole, plus one, that a Councilmember has a conflict of interest under State law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Council, then the member determined to have the conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member(s) requests additional time prior to the challenge having been voted on by the City Council in order for the Councilmember to present further information to the Council, then the City Council's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the City Council, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the City Council shall make its determination as provided hereinabove.

When the debate appears to be over and if no one indicates a desire to continue discussion, the Chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Councilmember will not participate in the discussion and will abstain from the voting process by leaving the Council Chambers until such time as consideration of the item has been concluded.

Only those ordinances, resolutions, or motions that receive an affirmative vote by the majority of the present and voting members of the City Council who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law in which case Washington State law shall prevail. In order for an ordinance or resolution to become effective immediately, the City Council must declare that an emergency exists and approve the ordinance or resolution by the affirmative vote of three-fourths of the members of the City Council.

A Affirmative Vote

Affirmative votes will be cast in an audible tone of voice.

B Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason.

C Tie Vote

A tie vote results in the motion having failed. The presiding officer may publicly explain the effect of the tie vote for the audience.

D Reconsideration

Reconsideration of an item will be considered by a majority vote of the Council. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

16. Right of Protest

A Councilmember is never required to state reasons for a dissenting vote; provided, however, that any member of the City Council shall have the right to state the reasons for his or her dissent from, or protest against, any action of the Council. Such statement shall be noted in the minutes along with the record of the vote in the following format: "Councilmember XX verbally stated his/her reasons for voting in the minority on this matter." No other statement is proper or will be allowed to be recorded in the minutes of the meeting.

17. General Rules of Procedure

A. Standing to Question Procedures

These rules shall govern the parliamentary procedures of the members and by the members only. Procedures may be questioned only by members of the body, and then only in accordance with these rules. The decision of the chair will be final and conclusive as to all, subject only to a motion by a member of the body, duly and timely made, in which case the ruling of the body shall be final and conclusive. Nothing in these rules will be construed to prevent the chairman or a member from requesting aid in the interpretation of these rules or other matters from the City staff or officials.

1. Precedence

Motions having precedence on those that may be made while another motion is pending.

2. To Yield

Motions yield when they are pending and another matter can be considered while the yielding motion still pends.

3. Applied

Where a motion can have no subordinate motion applied to it, the fact is stated. For example, the motion to continue may not be applied to the motion to lay on the table

18. Specific Rules of Procedure

The following motions are permissible in considering any matter on the agenda, and unless otherwise specified, shall rank in precedence and application as set forth below:

A. *Undebatable Motions*

1. Question of Order and Appeal

A question of order takes precedence of the question giving rise to it, may be put when another member has the floor, needs no second, and must be decided by the chairman without debate. If a member objects he may appeal, which if seconded, will immediately be put to the body. An appeal is waived if not made immediately. On appeal, the decision of the chair is sustained on a tie vote.

2. Suspension of Rules

This motion may not be amended, nor another motion be applied to it, nor a vote on it reconsidered. Rules of the body may not be suspended except for a definite and specific purpose and by a vote of one more than a majority present. Nothing else may be done under the suspension. It may not be renewed at the same meeting if once defeated. It shall be in order to change the order of the agenda. No rule can be suspended when the negative vote is as large as the minority protected by that rule.

3. To Lay on the Table

This motion may not be used for purposes of continuance of a matter that has been specially called for public hearing, which is done by a motion to continue. It may not be amended, nor an affirmative vote on it be reconsidered.

If carried, the subject tabled may not be considered again until the body votes to take it from the table, which motion is also undebatable.

The object of the motion is to postpone the subject in such a manner that it can be taken up at any time, either at the same or some future meeting. It may be used to suppress a question for that meeting, but not for a matter for which a public meeting has been specially set. The effect of the motion is to place on the table everything that adheres to the subject, so that if an amendment were ordered to lie on the table, the subject whom it is proposed to amend is also tabled. However, it may be limited to the particular pending matter and if so adopted the remaining matters shall still be before the body.

4. The Previous Question

This motion is not amendable and applies to any debatable question, but is not debatable itself. It requires the vote of one more than a majority of the members present for its adoption. When called and seconded, the chair shall immediately put the question. If the motion fails to carry by a majority plus one of the members present, the debate will continue as if the motion had not been made. If adopted, the chair shall immediately bring the body to vote upon the pending question. If applied to an amendment to a pending question, it brings to a vote not only the

motion to amend, but also the question to be amended. However, the motion for the previous question may be limited to the pending amendment and, if adopted, debate will be closed only to the motion to amend.

It shall be proper for a member to submit a motion and at the same time move the previous question thereon and thus cut off debate on the motion. In this case, the chair shall first put the motion for previous question to vote.

B. Debatable Motions

1. Continue to a Certain Day

This motion yields to all undebatable motions, and takes precedence of all other debatable motions, except that it may be amended by altering the time, and the previous question can be applied to it without affecting any other motions pending.

2. To Commit or Refer

This motion is to commit or refer a matter to a committee. It can be amended by altering the committee, or giving the committee instructions. The debate on the motion opens the debate on the main question it is proposed to commit.

3. To Amend

This motion takes precedence over nothing but the question that it is proposed to amend and yields to all questions except to postpone indefinitely. It can be applied to all but undebatable questions, an amendment of an amendment, to postpone indefinitely, or to reconsider. It can be amended itself, but an amendment of an amendment cannot be amended.

An amendment may be inconsistent with the one already adopted, or may be directly in conflict with the spirit of the original motion, but it must have a direct bearing upon the subject of that motion. A motion to amend by inserting new words, once passed, may not be the subject matter of a new amendment to change the same words.

The proper motion is the motion to reconsider the vote by which the words were inserted.

A motion to amend may be made to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points.

4. To Postpone Indefinitely

This motion takes precedence of nothing except the question to which it is applied and yields to all motions except to amend. It cannot be amended, and opens to debate the entire question which it is proposed to postpone.

Its effect is to entirely remove the question from the body for that session. The previous question, if ordered when this motion is pending, applies only to it without affecting the main question. It cannot be applied to a matter that has been specifically set for public hearing. A negative vote on it cannot be reconsidered.

5. Principal Question

The main or principal question is a motion to bring before the body for its consideration any particular subject. No principal motion can be made when any other motion is before the body. It takes precedence over nothing and yields to all.

C. *Miscellaneous Motions*

1. To Rescind

This motion cannot be made for a matter that has been voted upon for which a matter has been specifically called for public hearing. However, for other matters to which it is appropriately addressed, as where it is too late to reconsider the vote, the motion is the course to pursue to rescind an objectionable policy, order or motion; it is debatable.

2. To Reconsider

This motion is not in order after the body has voted upon the principal question which is the subject matter of a specially called public hearing, unless made immediately after thereon and before the Council has moved to the next item of business. It is otherwise in order at any time, even when another member has the floor, but not after the Council has adjourned the meeting. Nothing herein shall be construed as preventing the Council from considering the same item at a subsequent meeting as a new item of business

A member who voted with the prevailing side must make the motion. It can be applied to the vote of every other question, except as noted above, and except to suspend the rules and an affirmative vote to lay on the table or to take from the table.

The motion may not be amended. Whether or not it is debatable depends upon whether the question to be reconsidered is debatable or undebatable. It may be laid on the table, in which case, the reconsider, like any other question, can be taken from the table.

3. Roll Call Vote

Any member may demand a roll call vote any time before or after any question is put. The demand needs no second and the chair must ask for a roll call vote on demand. It is not debatable and may be applied to any question. It is waived if after the vote it is not immediately made and prior to the next matter being considered.

19. Suggested Forms

A. *Undebatable Motions*

1. Question of order

Member: "I raise a point of order."

Chair: "State your point of order."

Member: States his/her point of order

Chair: Ruling by the chair, which may give reasons.

Member: "I appeal from the decision of the chair."

Chair: (If seconded) “Shall the decision of the chair stand as the decision of the body?”

2. Suspension of rules (majority plus one)

Member: “I move to suspend the rules requiring...”

3. To lay on the table (majority plus one)

Member: “I move to lay the question (stating it) on the table.”

Chair: (If seconded) “Shall the main question be now put?”

Member: “I call for the previous question on the amendment.”

Chair: (If seconded) “Shall the question be now put on the amendment?”

B. Debatable Motions

1. Continue to a certain day (majority)

Member: “I move to continue the question of (stating it) to the next regular (or recessed) meeting of (date).”

NOTE: Confirm date of meeting with City Attorney in matters of land use to ensure compliance with the DMC.

2. To commit or refer (majority)

Member: “I move to refer the subject to a committee.”

3. To amend (majority)

Member: “I move to amend the motion to ‘add’, or ‘insert’, to ‘strike’, to ‘strike out XYZ and insert ABC’, to ‘divide the question’ (into two or more questions), etc.”

4. To postpone indefinitely (majority)

Member: “I move to postpone the question indefinitely.”

5. Principal question (majority)

Member: “I move that...”

C. Miscellaneous Motions

1. To rescind (majority)

Member: “I move to rescind that motion, policy, etc.”

2. To reconsider (majority)

Member: “Having voted on the prevailing side, I move that we reconsider the vote on the motion to (stating it) and have such motion entered on the record.”

3. Roll call vote (any member)

Member: "I demand a roll call vote." No second needed.

Chair: "The clerk will please call the roll."

20. Other Protocols

A. Other Guidelines

Other guidelines are also in place to ensure meetings of the Council emphasize the importance of the business being conducted in a professional manner. Councilmembers and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Address Councilmembers as Councilmember, followed by last name, such as "Councilmember Jones," and staff by Mr./Ms., followed by staff member's last name or by their title, such as "Police Chief".
3. Discourage side conversations, disruptions, interruptions or delaying efforts.
4. Limit questions after motions that are meant to merely support position.
5. Focus on outcomes rather than the activities that create end result.
6. Inform the presiding officer when departing from a meeting.
7. Limit disruptive behavior. The presiding officer will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the presiding officer may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action as permitted by the law. The City Council discourages applause, booing or other similar behaviors from the public during meetings.
8. Recognize that only the City Council, staff, advisory body chairs or designated representatives, and those authorized by the presiding officer shall be permitted to sit at the Council or staff stations.

B. Enforcement of Order

The Chief of Police (or designee) acts as the sergeant-at-arms. It shall be the duty of the sergeant-at-arms to carry out all instructions of the presiding officer to preserve the peace and maintain order and decorum at Council meetings.

A portion or all of the public may be removed from the meeting site if willful disruption makes conducting the meeting unfeasible. Upon instructions of the Mayor, it shall be the duty of the sergeant-at-arms, or any of them present, to place any person who violates the order and decorum of the meeting under arrest, and cause him or her to be prosecuted in accordance with law.

C. Values of Respect

The City Council recognizes the importance of approaching the public's business in an environment of personal respect that places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the City Council include:

1. Discussion should focus on policy matters.
2. Personal criticism of members is inappropriate.
3. Proper decorum should be displayed as other members express their views.

21. Parliamentarian

The Mayor, or in the absence of the Mayor, the Mayor Pro Tempore, shall serve as Parliamentarian for the City Council and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order*. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney or City Clerk or designee. In cases where serious errors in procedure are being used or being contemplated, the City Attorney should give advice even when it has not been requested.

