



CITY COUNCIL RULES OF PROCEDURE

**CITY COUNCIL RULES OF PROCEDURE
TABLE OF CONTENTS**

SECTION 1.	GENERAL	1
SECTION 2.	ORGANIZATION	1
	Swearing in of Councilmember	1
	Vacancies of Office.....	1
	Election of Mayor and Mayor Pro Tem.....	1
	Nomination Procedure.....	1
	Voting Procedure.....	1
	Quorum.....	2
	Voting.....	2
	Attendance, Excused Absences.....	2
	Absences	2
	Late Arrivals.....	2
	Unexcused Absences	2
	General Decorum	2
	Confidentiality	3
	City Clerk	3
	Attendance of Officers or Employees.....	3
SECTION 3.	OFFICERS	3
	Presiding Officers	3
	Presiding Officer's Duties	3
	Presiding Officer, Question or Order	4
	Presiding Officer, Participation	4
	Legislation	4
SECTION 4.	DUTIES & PRIVILEGES OF COUNCILMEMBERS	4
	Forms of Address	4
	Seating Arrangement at Regular Meetings	4
	Dissents and Protests.....	4
SECTION 5.	COUNCIL COMMITTEES/APPOINTMENTS	4
	Council Committee of the Whole.....	4
	Council Committees	4
	Subcommittees of the City Council	4
	Councilmember Appointments	5
	Liaison/Representative Appointments.....	5
	Finance Committee	5
SECTION 6.	MEETINGS	5
	Regular Meetings	5
	Special Meetings	5
	Study Sessions.....	5
	Emergency Meetings.....	5
	Adjournment	5
	Televised Meetings.....	5
SECTION 7.	COUNCIL ORDER OF BUSINESS	5
	Order of Business for Regular Meetings	5
	Order of Business for Special Meetings/Study Sessions.....	6
	Council Agenda	6

SECTION 8.	CONDUCT OF BUSINESS	6
	Motions	6
	Staff input.....	6
	Reconsideration.....	6
SECTION 9.	PUBLIC TESTIMONY	6
	Public Comment	6
	Identification of Speakers	7
	Instructions for Speakers.....	7
	Addressing Council Outside of a Public Hearing or Public Comments	7
SECTION 10.	CONSENT AGENDA	7
SECTION 11.	PUBLIC HEARINGS	7
	Legislative/Information Gathering Public Hearing	7
	Quasi-Judicial Public Hearings.....	8
SECTION 12.	AGENDA AND LEGISLATION.....	8
	Agenda Development	8
	Preparation of Legislation.....	8
	Study Session Review.....	8
9010		
SECTION 13.	EFFECT/WAIVER OF RULES.....	9

9010SECTION 1. GENERAL

These rules constitute the official rules of procedure for the University Place City Council. In all decisions arising from points of order which are not covered by these rules, the Council shall be governed by the most current published edition of Robert's Rules of Order, a copy of which is maintained in the office of the University Place City Clerk. The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at the Council meeting.

SECTION 2. ORGANIZATION

- A. Swearing in of New Councilmembers. New Councilmember(s) shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows new Councilmembers to be sworn in (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office. Under current State law, the oath may be administered and certified by "any officer or notary public who administers oaths, without charge therefore." This includes but is not limited to, the City Clerk and any judicial officer.
- B. Vacancies of Office. A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent's conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember appointees under this section shall be sworn in prior to assuming their seat on the Council.
- C. Election of Mayor and Mayor Pro Tem. The Mayor shall serve as the Presiding Officer of the Council. In the temporary absence of the Mayor, the Mayor Pro Tem shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business.

The motion to elect the Mayor and the Mayor Pro Tem will be placed on the Agenda of the first regular City Council meeting in January following certification of the election and the Mayor and Mayor Pro Tem will serve in office for two (2) years.

In the event the Mayor is unable to serve the remainder of the term, due to his or her removal from office as provided in RCW 42.12.010, or his or her resignation as Mayor or from the City Council, or upon his or her death, the Mayor Pro Tem shall serve as Mayor for the remainder of that term and a new Mayor Pro Tem shall be elected.

In the event the Mayor Pro Tem is unable to serve the remainder of the term, a new Mayor Pro Tem shall be elected at the next Regular Meeting.

- 1. Nomination Procedure. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do **not** require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is **not** necessary.
- 2. Voting Procedure. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Councilmembers will be asked for a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare the nominee elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receive a majority vote, the Chair will call for

Council Rules of Procedure

nominations again and repeat the process until a single candidate receives a majority vote before the Office of Mayor Pro Tem is opened for nominations.

D. Quorum. At all Council meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business.

E. Voting. The votes during all Council meetings shall be conducted as follows:

1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote may be taken by the Clerk. A vote by open ballot may be taken, pursuant to a two-thirds vote, without debate, of the full Council. The City Clerk will conduct the ballot vote, providing a ballot to each Councilmember, and announcing for the record each Councilmember's vote.
2. In case of a tie on any motion, the motion shall be considered lost.
3. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under State law is present. Failure to vote shall be deemed to be an affirmative vote. Councilmembers may submit written comments for the record on an issue that will be voted on in their absence.

F. Attendance, Excused Absences.

1. Absences. Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process, will be considered unexcused and it shall be so noted in the minutes. Councilmembers may participate in meetings by speaker phone. Participation will not constitute attendance and the Councilmember will not be able to vote via teleconference.
2. Late Arrivals. Members of the Council who anticipate a late arrival to a City Council meeting should contact the Mayor prior to the meeting and state the reason for the expected late arrival. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. Councilmembers who do not follow the above process and are not in attendance at the time of roll call, will be considered as an unexcused tardy. Three unexcused tardies will constitute one unexcused absence. Councilmembers who are not in attendance within one hour of roll call, and have not followed the above process, will be considered as an unexcused absence. Arrival times of Councilmembers will be noted in the minutes.
3. Unexcused Absences. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

G. General Decorum.

1. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules. Members shall refrain from restating minority opinions on issues previously acted upon solely for the purpose of continued

Council Rules of Procedure

debate. Councilmembers shall emphasize and encourage respectful behavior from everyone in attendance.

2. Any person making personal or slanderous remarks or who becomes disorderly while addressing the Council or while in the Council Chamber while the Council is in session, shall be asked to leave by the Presiding Officer. To limit distractions, the Presiding Officer shall request any person participating in side conversation to abstain from conversing or to resume the conversation outside of the Council Chamber.

H. Confidentiality.

1. Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington or under Public Disclosure Ordinance adopted by the Council.
2. If the Council, after Executive Session, has provided direction or consensus to City staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated City staff representative handling the issue. Councilmembers should consult with the City Manager and/or City Attorney prior to discussing such information with anyone other than other Councilmembers, the City Attorney or City staff designated by the City Manager. Any Councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the City Manager and Council in a timely manner.

- I. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore for the meeting only.

- J. Attendance of Officers or Employees. Any City officer or employee shall have the duty when requested by the City Manager to attend Council meetings and shall remain for such time as the City Manager may direct.

SECTION 3. OFFICERS

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

- B. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner.
 - a. Every Councilmember who wishes an opportunity to speak must be recognized by the Chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
4. State each motion before it is discussed and before it is voted upon.
5. Put motions to a vote and announce the outcome.

Council Rules of Procedure

- C. Presiding Officer, Question or Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. Presiding Officer, Participation. The Presiding Officer may at his or her discretion, call the Mayor Pro Tem or, in his or her absence, any member to take the Chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. Legislation.
 - 1. The City Council adopts laws and regulations of the City by written ordinance, which after passage shall be codified in the University Place Municipal Code.
 - 2. The City Council approves agreements, and expresses its legislative policies and intent by written resolution, which after adoption, are retained in the files of the City Clerk.
 - 3. Where exigent circumstances exist as determined by a majority vote of the City Council, the Council may approve agreements, and express its legislative policies and intent by oral motion, which after passage will be documented verbatim in the minutes of the Council meeting and retained in the files of the City Clerk.

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

- A. Forms of Address. The Mayor shall be addressed as “Mayor (surname),” “Your Honor,” or Mr./Madam Mayor. Members of the Council shall be addressed according to their preference as “Councilmember (surname),” “Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname). First names shall not be used in the Council Chamber.
- B. Seating Arrangement at Regular Meetings. The Mayor shall sit at the center of the Council, and the Mayor Pro Tem shall sit at the left hand of the Mayor. The most recent former Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.
- C. Dissent and Protests. Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

The City may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.

Council Committee structure shall be as determined by the City Council in January of each year and may include:

- A. Council Committee of the Whole – (Seven Councilmembers)
- B. Council Committees – Standing Committees established for special purposes, tasks, or timeframes (four or more Councilmembers)
- C. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers)

Council Rules of Procedure

- D. Councilmember Appointments – To task teams or City advisory boards, commissions and committees (three or fewer Councilmembers)
- E. Liaison/Representative Appointments – To other advisory bodies or groups.
- F. Finance Committee – The City Council shall meet as it deems necessary as a Finance Committee comprised of all City Council Members. The Finance Committee may be scheduled for any regular or special City Council meeting to review City finances. The Council shall elect a Finance Chair from among its membership to act as the presiding officer of the Finance Committee for a two-year term. Election of the Finance Chair shall occur at the same time, and through the same process, as is provided in these Rules for election of the Mayor and Mayor Pro Tem.

SECTION 6. MEETINGS

- A. Regular Meetings. Regular meetings will occur as provided by resolution of the City Council.
- B. Special Meetings. Special meetings may be scheduled in accordance with State law.
- C. Study Sessions. Study Sessions may be held during Regular or Special meetings for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions, and policy issues in detail.
- D. Emergency Meetings. If at any time there is a need for expedited action by the City Council to meet on emergency situation, the Mayor, or in the absence of the Mayor, the Mayor Pro Tem or any four members of the Council, may call an emergency meeting at a place and time as necessary, and the meeting shall be noticed and conducted in accordance with State law.
- E. Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m.; Study Sessions shall adjourn at 9:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a “Point of Order” at 8:30 p.m. to review agenda priorities. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.
- F. Televised Meetings. Regular meetings, including Study Sessions held during Regular meetings, will be televised, and that the televising of any study session outside of the regular meetings will be approved by a super majority vote of the Council.

SECTION 7. COUNCIL ORDER OF BUSINESS

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

Regular Session (6:30 p.m. – 9:00 p.m.)

1. Call to Order
2. Roll Call, Pledge of Allegiance
3. Executive Session (as necessary)
4. Approval of Minutes of Previous Meeting
5. Approval of Agenda
6. Commendations/Presentations
7. Public Comments
8. Council Comments/Commission Reports
9. Consent Agenda
10. Public Hearing
11. Ordinances, Resolutions and Motions

Council Rules of Procedure

12. Council Considerations
13. Report of City Manager
14. Report of Mayor
15. Executive Session (as necessary)
16. Adjournment

- B. Order of Business for Special Meetings or Study Sessions. The order of business for each Special Meeting or Study Session is as follows:

Special Meeting/Study Session (6:30 p.m. – 9:00 p.m.)

1. Call to Order
2. Roll Call
3. Public Comments
4. Study Items
5. Council Considerations
6. Ordinance, Resolutions and Motions
7. Council discussion of upcoming preliminary agenda items
8. Council Comments
9. Council Committee Reports
10. Executive Session (as necessary)
11. Adjournment

- C. Council Agenda. When necessary, the Mayor or other Councilmember, with the consent of the Council, may change the order of business. No legislative item not on the agenda shall be voted upon; a motion to suspend the rules would be necessary in order to vote on a legislative item not on the agenda.

SECTION 8. CONDUCT OF BUSINESS

- A. Motions. Business is brought before the Council by motions, which constitute a formal procedure for taking actions. To make a motion, a member must first be recognized by the Presiding Officer. After the member has made a motion (and after the motion is seconded if required) the chair must then restate it or rule it out of order, then call for discussion.
- B. Staff Input. During Regular or Special Meetings of the Council, the Presiding Officer will call for a staff report on business items as the agenda is considered and before a motion is entertained by the Presiding Officer. Councilmembers shall withhold questions until the staff report is completed. Once a motion is pending, debate is limited to Councilmembers; additional staff input will be limited to providing clarification on issues if requested by a Councilmember.
- C. Reconsideration. A motion to reconsider is in order during the meeting after a motion has been acted upon either at the same meeting or at the next Regular or Special Meeting of the Council. It must be made by a member who voted on the prevailing side, i.e., if a motion fails to pass, reconsideration must be moved by one who voted against the motion. It is debatable and requires a majority vote.

SECTION 9. PUBLIC TESTIMONY

- A. Public Comment. During Regular or Special Meetings of the Council, public comments will be invited during the Public Comment portion of the agenda. The public is also invited to provide written comment on any non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the City Clerk by 1:00 p.m. of the Wednesday preceding the Regular Meeting. If written comments are given at the meeting, the presenter should provide eleven copies for the Council and staff.

Council Rules of Procedure

In addition, public oral testimony may be taken on other non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to Councilmembers and no further public comment will be taken, unless a Councilmember requests further testimony.

Public comments should be limited to no more than three minutes per person. The Presiding Officer may further limit the public comments to one to two minutes per person to accommodate additional commentary and shall have the discretion to notify and allow the speaker to conclude its statement within the next minute to stay within the allotted time period.

Public comment period is a time to comment and request information; however, it is not a question and answer session. Council should indicate that concerns will be looked into and addressed appropriately at a later time.

The Council may more informally take public comments at a Study Session, when appropriate and practical, upon approval of motion to do so. In addition, individuals may petition to appear on the agenda of a future Study Session to address the Council on specific issues or requests. Such petitions should be directed to the City Clerk or the City Manager for scheduling up to 15 minutes on a future Study Session agenda as time allows.

- B. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization.
- C. Instructions for Speakers. An instruction notice and/or sign-up sheet will be provided at the entrance to the Council Chambers. Speakers will be advised by the Mayor that their testimony is being recorded. Persons testifying should address their comments to the City Council, not the audience.
- D. Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

SECTION 10. CONSENT AGENDA

- A. The City Manager in consultation with the Presiding Officer, shall place matters on the Consent Agenda which: (a) have been previously discussed or policies set by the Council; or (b) based on the information delivered to members of the Council, by administration, can be reviewed by a Councilmember without further explanation; or (c) are so routine or technical in nature that passage is likely. Council shall email or phone staff with questions concerning items on the Consent Agenda prior to the meeting to enable staff to do additional research and preparation.
- B. The motion to adopt the Consent Agenda shall be non-debatable and have the effect of moving to adopt all items on the Consent Agenda. Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council meeting.

SECTION 11. PUBLIC HEARINGS

The Public Hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions which determine the legal rights, duties, or privilege of specific parties. The following rules shall be observed during public hearings:

- A. Legislative/Information Gathering Public Hearing.
 - 1. Open Public Hearing – The Presiding Officer will open the public hearing.

2. Staff Presentation – For an initial presentation of background information from a City Department, a City Board, Commission, or Committee, or an organization such as the Fire District, the Library District, or the School District, no more than 20 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
3. Commission/Committee Report – For presentation of Commission or Committee recommendations, and a minority report if applicable, to Council no more than 10 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
4. Citizen Comments – Comments will be limited to three (3) minutes from individuals or from persons speaking as a representative of an organization, club, or group. The Presiding Officer may allow additional time for receipt of written testimony, when needed.
5. Staff Comments – Additional staff comments may be requested by Council following citizen comments.
6. Close Public Hearing – At the conclusion of citizen or staff comments, the Presiding Officer will close the public hearing.
7. Council Deliberation.
8. Council Action.
9. Timekeeper. The City Clerk shall be the timekeeper.

B. Quasi-Judicial Public Hearings.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the public will be informed by the City Attorney as to what State law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in other City ordinances such as the Hearings Examiner Ordinance and the Ordinance Adopting New Administrative Procedures for the Processing of Project Permit Applications as required by the Regulatory Reform Act.

SECTION 12. AGENDA AND LEGISLATION

- A. Agenda Development. The City Manager will prepare an agenda for each Council meeting in consultation with the Mayor and Mayor Pro Tem specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. An item may be placed on the agenda by the City Manager, or by the request of at least two Councilmembers. During the meeting subject to the agenda, Councilmembers may by majority vote modify the agenda, including additions and deletions, to the extent allowed by law.
- B. Preparation of Legislation. When two or more Councilmembers desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager, and will work with the City Attorney in drafting the legislation to ensure that the draft is lawful and in proper form.
- C. Study Session Review. Consideration and voting on any subject, legislation, or communication by the Council shall not be placed on the agenda of a Council business meeting, unless the subject, legislation, or communication has been reviewed by the full Council in Study Session at least one week prior to the date it is considered in the business meeting. Where exigent circumstances exist as determined by a majority vote of the City Council, the Council may determine to consider a subject, legislation, or communication in its business meeting without prior Study Session review.
- D. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

Council Rules of Procedure

- E. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- F. The final Agenda is set by the Mayor and or the Mayor Pro Tem. Both Mayor and Mayor Pro Tem should be present during Agenda meetings. If the Mayor or Mayor Pro Tem is not available, an attempt should be made to bring another Councilmember in to participate in the meeting.

SECTION 13. EFFECT/WAIVER OF RULES

In the intent of the City Council that Council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures shall be considered in the month of January of every even-numbered year, and may be considered at any other time that Council shall choose to review them.

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by two-thirds vote of those members present and voting, determine to temporarily waive any of the provisions herein. A two-thirds vote is five of seven votes, four of six votes, four of five votes, and three of four votes.