



250301

250301

NOTE :

The previous ~~of~~ frame
read -

File No. CF 250301

City Council Rules

Filed March 4, 1964

(to be kept in file)

Res. 19808

AMENDMENTS TO RULES

Res. 19808-3-23-64.....Establishes ~~rules~~ and amends Rules 2A and 8.

FILE NO. 250301

CITY COUNCIL RULES

FILED: MARCH 4, 1964

C.G. ERLANDSON
Comptroller and City Clerk

By:

W. A. Berne
Deputy

Rule 1. The President, or in his absence, the President pro-tem, elected by the Council, shall take the chair at the regular hour for meeting, or at the hour to which the Council shall have adjourned at the preceding session and, a quorum being present, shall cause the journal of the preceding meeting to be read, unless otherwise ordered.

RES 19808
Rule 2. Three members, including the President, or four members in his absence, having chosen a President, pro-tem, shall be authorized to call the Council, compel the attendance of the absent members, make an order for their fine and censure, or may adjourn from day to day, or until the time for the next regular meeting.

Rule 2-a. In the absence of the President or when he shall act as Mayor, a President pro tem shall be chosen by the City Council. In the event the President pro tem so chosen is required to act as Mayor, or if he is otherwise incapacitated from acting as President, a second President pro tem shall be chosen to act during such absence or incapacity only.

Rule 3. The President shall preserve order and decorum, may speak to points of order, in preference to other members, and shall decide questions of order, subject to an appeal to the Council by any two members, on which appeal no member shall speak more than once, unless by leave of the Council.

Rule 4. The President shall rise to address the Council on any question, but may remain seated while stating the question.

Rule 5. Questions shall be directly put in this form, to-wit: "As many as are in favor of (as the question may be), say 'Aye'." and after the affirmative is expressed, "As many as are opposed say, 'No'." If the President doubt, or a division is called for, the Council shall divide.

Rule 6. The President shall have the general direction and supervision of the Council Chamber and Business Office and the employees and property of the Council. While speaking upon any question before the Council, the President shall have the right to designate any member to occupy the chair.

RES 19805
Rule 7. The President shall vote when the ayes and noes are called for, his name being called last, and in case of an equal division the question shall be lost.

Rule 8. Within five days next preceding the first Monday in June after each councilmanic election, the President of the Council shall call a joint conference of all holdover council members and of members-elect to consider the reorganization of the Council, the making of its committees, the filling of its positions, and informal balloting therefor.

Such conference shall be open to the public and shall be held in the Council Chamber.

The standing committees are to be elected by the Council, unless otherwise ordered, and to consist of not less than three nor more than seven members. The committees are to be elected by the Council at its first meeting and to serve for two years, unless excused. The committees, their duties and powers, shall be as follows:

"1. JUDICIARY COMMITTEE (three members). To consider all council bills, resolutions and matters of a general nature, proposed amendments of ordinances and the charter, the drafting of ordinances ordered by the Council, and the proper engrossing of the same. The preparation of rules and regulations for the conduct of the business of the Council and matters relating to elections and to precinct boundaries.

"2. FINANCE COMMITTEE (five members). To consider all matters and legislation of a financial nature, appropriations, salaries and expenditures, make annual tax levy, investigate and report on all claims filed against the City (except such claims as are by the charter placed under the control of the Auditing Committee). to examine demands for cancellation or reduction of assessments and taxes, and do all things required to be done by said committee by the City Charter.

"3. STREETS & SEWERS COMMITTEE (five members). To consider all matters relating to and providing for the laying off, opening and establishing of streets, the grading, sewer-ing, side-walking, planking, paving and otherwise improving of the same and maintenance thereof (except the laying of water mains and lighting) and investigate and make changes and recommendations on assessment rolls prepared for the levying of assessments for street improvements.

"4. CITY UTILITIES COMMITTEE (five members). To consider and have charge of all mat-ters relating to the Lighting and Water Departments, the extension and enlarging of said systems and the expenditure of the funds thereof.

"5. PERSONNEL AND EFFICIENCY COMMITTEE (four members). To investigate and report upon the efficiency of all city departments and the operation and development thereof, and to investigate and report on labor matters and to examine into and make recommendations as to civil service.

"6. LICENSE COMMITTEE (five members). To examine and report upon all applications for licenses and make such recommendations concerning license matters as may be deemed necessary.

"7. PUBLIC SAFETY COMMITTEE (five members). To consider all matters pertaining to the public health and safety.

"8. FRANCHISE COMMITTEE (three members). To consider and report upon applications for franchises and the operation and conduct of public utilities in the streets and public places of the city, operated under and by virtue of a franchise.

"9. PARKS AND PUBLIC GROUNDS COMMITTEE (five members). To consider and make recom-mendations as to matters relating to the improvement and maintenance of harbors and wharves, public buildings and grounds, libraries, parks and boulevards."

Rule 9. Special committees may be appointed, or elected, as the Council may from time to time direct.

Rule 10. In case of disturbance or disorderly conduct in the lobby, the presiding officer shall have power to order the same be cleared.

Rule 11. No committee shall sit during the sittings of the Council without special leave, and all writs, warrants and subpoenas, issued by order of the Council, shall be under the hand of the President, and attested by the Clerk, except as otherwise provided by the City Charter.

Rule 12. All questions relating to the priority of business shall be decided without debate.

Rule 13. Business shall be disposed of in the following order:

1. Roll Call.
2. Approval of Journal
3. Special Order

4. Communications from City Officials and Petitions.
5. Introduction of bills and first reading.
6. Reports of Standing Committees and second reading of bills.
7. Resolutions for referral.
8. Adoption of Resolutions.
9. Third reading of bills.
10. Unfinished business.
11. Other business.

Provided, however, that the Council shall not consider and/or adopt any resolution the subject matter of which is extraneous to the conduct of the business of the City of Seattle.

Rule 14. The president shall announce to the Council the business in order, agreeable to the preceding rule, and no business shall be taken up or considered until the class to which it belongs shall be declared in order without suspension of the rules, but communications from the Mayor or city officers or departments may be read at any time.

Rule 15. When any member is about to speak in debate or deliver any matter to the Council, he shall rise from his seat and respectfully address himself to the President, and shall confine himself to the question under debate and avoid personalities; and no member shall impugn the motive of any other member's vote or argument.

Rule 16. If any member, in speaking or otherwise transgress the rules of the Council, the President, shall or any member may call to order, in which case the member called to order shall immediately sit down, unless permitted to explain; and the Council shall, if appealed to, decide the case, but without debate. If there be no appeal, the decision of the Chair shall be permitted to stand. If the decision be in favor of the member called to order, he shall be at liberty to proceed; if otherwise, and the case requires it, he shall be liable to the censure of the Council.

Rule 17. If any member be called to order for words spoken in debate, the person calling him to order shall repeat the words excepted to, and they shall be taken down in writing at the Clerk's table, and no member shall be held to answer or be subject to the censure of the Council for words spoken in debate if any other member has spoken or other business has intervened after the words are spoken or before exception to them shall have been taken.

Rule 18. When two or more members rise at once, the President shall name who is the first to speak.

Rule 19. No member shall speak more than once to the same question, and then not to exceed three minutes, without unanimous leave of the Council, except the chairman of the committee or author of the bill or other measure, who may close debate by speaking not to exceed three minutes.

Rule 20. While the President is putting the question, no member shall walk across the Council Chamber, or out of the bar of the Council, nor when a member is speaking shall any member engage in private discourse or pass between the speaker and the Chair.

Rule 21. No member shall vote on any question in which he is financially or personally interested, or in any case when he was not within the bar of the Council before the last name was called, unless by unanimous consent; and when any member shall ask leave to vote, the President or Chairman shall propound to him the question: "Were you within the bar when the last name was called?"

Rule 22. Upon a division and a count of the Council on any question, no member without the bar shall be counted.

Rule 23. Every member who shall be within the bar of the Council when the question was put shall give his vote, unless the Council for special reasons shall excuse him. All motions to excuse a member from voting shall be made before the Council divides, or before the call of yeas and nays is commenced; and any member requesting to be excused from voting may make a brief and verbal statement of the reasons for making such request, and the question shall then be taken without further debate.

Rule 24. When a motion is made and seconded, it shall be stated by the President, or being writing, it shall be handed to the Chair and read aloud before debate.

Rule 25. Every motion shall be reduced to writing if the President or a member desires it.

Rule 26. After a motion is stated by the president, and read, it shall be deemed to be in possession of the Council, but may be withdrawn at any time by consent of the Council, before amendment or decision.

Rule 27. When a question is under debate, no motion shall be received but to adjourn, to lay on the table, for the previous question, to postpone indefinitely, to postpone to a day certain, to recommit or amend; which several motions shall have precedence in the order in which they stand arranged, and a motion to postpone indefinitely being carried, the same shall not be acted upon again.

Rule 28. The previous question shall be put in this form; "Shall the main question be now put?" It shall only be admitted when demanded by two-thirds of the members present, and until it is decided, shall preclude all amendment and further debate on the main question. On a motion for the previous question, and prior to the seconding of the same, a call of the Council shall be in order, but after a two-thirds vote shall have seconded such motion, no call shall be in order prior to the decision of the main question.

Rule 29. On the previous question there shall be no debate; all incidental questions of order arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

Rule 30. Motions and reports may be committed at the pleasure of the Council.

Rule 31. Any member may call for the division of any question which shall be divided if it comprehends propositions in substance so distinct that, on being taken away, a substantive proposition shall remain for the decision of the Council. A motion to strike out being lost, shall preclude neither amendments nor a motion to strike out and insert.

Rule 32. No motion or proposition on a subject different from that under consideration shall be admitted under the color of amendment. No bill or resolution shall at any time be amended by annexing thereto or incorporating therewith any other bill or resolution pending before the Council.

Rule 33. When a motion has been made and carried affirmatively, it shall be in order for any member voting with the majority to move a reconsideration thereof at the same meeting; but when a motion has been made and fails to pass, a motion to reconsider shall not be acted upon before the next meeting of the Council.

Rule 34. When a reading of a paper is called for, if any objection is made, it shall be decided by a vote of the Council.

Rule 35. The unfinished business at which the Council was engaged preceding adjournment shall have the preference in the order of the day, and no motion or any other business shall be received without special leave of the Council until the former is disposed of.

Rule 36. If a question pending be lost by adjournment of the Council and revived on the succeeding day, no member who shall have spoken twice on the preceding day shall be permitted again to speak without leave.

Rule 37. Petitions, memorials and other papers addressed to the Council may be presented by the President or any member, and shall not be debated or decided on the day of their being first read, unless when the Council shall direct otherwise, but shall lie on the table, to be taken up in the order they may be read, or be referred to the proper committees.

Rule 38. A motion to adjourn shall always be in order; that the motion to lie on the table to be taken up in the order named.

Rule 39. It shall be in order for the Judiciary Committee to report on engrossed and enrolled bills at any time when no motion is before the Council. The committee may report without notice to the Council by handing the report to the Clerk.

Rule 40. Bills introduced by members shall be referred to a committee, unless otherwise ordered. Bills introduced by committees shall lie on the table until next meeting, unless otherwise ordered. The President may refer all bills, resolutions, petitions or other matters to a committee or committees without motion.

Rule 41. A bill on any reading shall be read in full when demanded by three members.

Rule 42. After commitment and report thereon to the Council, or at any time before its passage, a bill may be recommitted.

Rule 43. All bills amended on second reading shall be engrossed by the Clerk.

Rule 44. No amendment shall be received to a bill on its third reading, but it may be referred or recommitted for the purpose of amendment.

Rule 45. When a bill shall pass, the Clerk shall note the day of its passage at the foot, thereof, and hand it to the President of the Council for signature.

Rule 46. The Council may go into Committee of the Whole at any time, for the consideration of such matters as may be referred to the Committee of the Whole by the Council. The Committee of the Whole shall select its chairman.

Rule 47. When a bill is committed to the Committee of the Whole, it shall be read and debated by sections, leaving the preamble and title to be last considered. The body of the bill shall not be defaced or interlined, but all amendments (noting the page and line) shall be duly entered by the Clerk on a separate paper as the same shall be agreed to by the committee, and shall be so reported to the Council. After a report the bill shall be again subject to debate and amendment by clauses before a question to engross it be taken.

Rule 48. All questions, whether in the Committee of Whole or in the Council, shall be propounded in the order in which they are moved, except in filling blanks the largest sum and the longest time shall be put first, and the order of precedence of motions shall be as follows:

- UNDEBATABLE (Cannot be Amended).
 - To adjourn (when unqualified).
 - For the special order of the day.
 - To lay on the table.
 - The previous question (two thirds vote).
- DEBATABLE (Can be Amended).
 - To fix time to adjourn.
 - To postpone to a certain time.
 - To commit or refer.
 - To amend.
 - To postpone indefinitely.

Rule 49. Upon the passage of any question, the vote shall be taken by yeas and nays, and entered on the Journal of the Council, when demanded, before any vote has been taken.

Rule 50. The Rules of Proceeding in the Council shall be observed in the Committee of the Whole Council, so far as they may be applicable, but no member shall speak twice on any question until every member choosing to speak shall have spoken.

Rule 51. No standing rule or order of the Council shall be rescinded or changed without one week's notice being given of the motion therefor, nor shall any rule be suspended except by a vote of a least two thirds of the members present; nor shall the Order of Business established by the Council be postponed or changed, except by a vote of at least two-thirds of the members present.

Rule 52. No member shall absent himself from the service of the Council unless he shall have leave or be sick or unable to attend.

Rule 53. The time of meeting of the Council shall be at 2 p.m. on Monday of each week, unless otherwise ordered by the Council.

Rule 54. On the final passage of every bill the yeas and nays shall be taken and entered in the Journal.

Rule 55. Three members may demand a call of the Council at any time and thereupon the doors shall be closed until further proceedings upon the call have been dispensed with, which shall not be done until the absentees have been sent for, if requested by any member; but arrests of any members for absence shall not be made unless ordered by a majority of the members present.

Rule 56. The Mayor, City Comptroller, Corporation Counsel and members of the Board of Public Works, reporters of newspapers publishing the proceedings of the Council, and such other persons as may be invited by the members of the Council shall have the privileges of the Council Chamber during sessions.

Rule 57. Smoking shall not be permitted within the Council Chamber during Council sessions.

Rule 58. The Clerk may require a receipt to be given for every paper delivered by him to any member or committee of the Council.

Rule 59. Any member of the Council present at a meeting of any standing committee, though not a member thereof, shall be entitled to participate in the deliberations of such committee, but shall not be entitled to a vote therein.

Rule 60. The rules of Parliamentary Practice comprised in "Reeds Rules" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Council.

Rule 61. If, after a committee has been constituted, another councilman shall be elected to it to fill a vacancy, or pro tempore, such person so elected shall rank thereon in order of election, unless otherwise ordered by the Council or the committee.

Rule 62. The Mayor, the President of the Council, or any three councilmen, may call a special meeting of the Council.

Rule 63. All nominations and appointments requiring confirmation or approval of the council shall be referred to the proper committees, unless otherwise ordered by the Council.

RESOLUTION

A RESOLUTION establishing rules for the proceedings of the City Council and establishing Standing Committees thereof.

WHEREAS, this Council desires to establish rules for its proceedings as contemplated by City Charter Art. IV, Sec. 4, Second, those "City Council Rules" contained in C. F. 250301 and formally to ratify such rules; and

WHEREAS, this Council desires also to adopt the recommendations of the special Judiciary Committee (C. F. 250291) relating to and establishing Standing Council Committees; Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE:

That the "City Council Rules" contained in C. F. 250301 are hereby adopted, ratified and confirmed by this Council and established as rules for its proceedings as contemplated by Art. IV, Sec. 4, Second, of the City Charter but that in lieu of Rules 2A and 8 thereof relating to Standing Committees the recommendation of the Special Judiciary Committee in C. F. 250291 is hereby adopted and Rules 2A and 8 shall read as follows:

Rule 2A. A President pro tem shall be chosen each month by the City Council to act in the absence of the president or when he shall act as Mayor. In the event the President pro tem so chosen is required to act as Mayor, or if he is otherwise incapacitated from acting as President, a second President pro tem shall be chosen to act during such absence or incapacity only.

Rule 8. Within five (5) days next preceding the second Monday in January after a councilmanic election the President of the Council shall call a joint conference in the Council chambers, open to the public, consisting of all hold over Council members and of members elect, to consider the reorganization of the Council, the filling of the positions on its

Standing Committees and informal balloting therefor. Members of the Committees shall be elected by the Council at its first meeting and shall serve for two years unless excused. Standing Committees, the membership thereof and meeting times thereof shall be as follows:

License Committee, 5 members. To examine and report upon all applications for licenses and to make such recommendations concerning license matters as may be deemed necessary.

Parks and Public Grounds, 5 members. To consider and make recommendations as to matters relating to the parks and recreation department and the improvement and maintenance of grounds and boulevards and the acquisition or disposition of public real property, and matters relating to the arts and aesthetic design.

Streets and Franchise Committee, 5 members, to consider all matters relating to and providing for the laying off, opening and establishing of streets, the grading, sewerage, sidewalking, planking, paving and otherwise improving of the same and maintenance thereof (except the laying of watermains and lighting) and to investigate and make changes and recommendations on assessment rolls prepared for the levying of assessments for street improvements and to consider and report upon applications for franchises and the operation and conduct of public utilities in the streets and public places of the city which are operated under and by virtue of a franchise.

Public Safety Committee, 4 members. To investigate matters pertaining to health, police and fire protection, garbage and to air pollution.

Planning and Codes, 5 members. To deal with matters pertaining to urban renewal, zoning, rezoning, appeals from the Board of Adjustment; with Building and all other technical codes.

City Utilities Committee, 5 members. To consider and have charge of all matters relating to the Lighting and Water Departments, the extension and enlarging of said systems and the expenditures of the funds thereof.

