

Resolution No. 31027

A RESOLUTION revising certain City Council procedures; adopting a new set of Rules and Procedures of the Seattle City Council to supersede those adopted by Resolution 30627.

The City of Seattle – Legislative Department

Resolution sponsored by: _____

Committee Action:

Date	Recommendation	Vote
	pass as amended	4-0 NL, PS, JM, RC
		12/13/07
		UH

Related Legislation File: _____

Date Introduced and Referred: <u>11-26-07</u>	To: (committee): <u>Public Safety, Governmental Relations and Arts</u>
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: <u>12-17-07</u>	Date Presented to Mayor: _____
Date Signed by Mayor:	Date Returned to City Clerk: <u>12-20-07</u>
Published by Title Only <u>✓ 2</u>	Date Returned Without Concurrence:
Published in Full Text _____	

This file is complete and ready for presentation to Full Council. _____

Full Council Action:

Date	Decision	Vote
<u>12-17-07</u>	<u>Adopted</u>	<u>8-0 (Absent: Drago)</u>

RESOLUTION 31027

A RESOLUTION revising certain City Council procedures; adopting a new set of Rules and Procedures of the Seattle City Council to supersede those adopted by Resolution 30627.

WHEREAS, by Resolution 30627, as amended by Resolutions 30905 and 30948, the Seattle City Council adopted "Rules and Procedures of The City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies; and

WHEREAS, the Council procedures and rules should guide and facilitate Council deliberations as well as provide the public with an understanding of council functioning; and

WHEREAS, although the rules affecting public interaction with the Council are still well-suited to their objectives, alterations to the council's internal procedures are appropriate to better serve the Council's needs;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE:

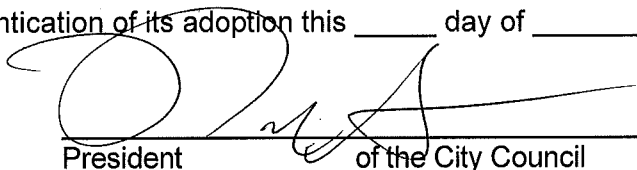
Section 1. The "Rules and Procedures of the Seattle City Council" dated January 16, 2007, attached to this Resolution, are adopted as the official rules and procedures of the Seattle City Council, as directed by the City Charter.

Section 2. The "Rules and Procedures of the Seattle City council" adopted in Section 1 shall be filed with the City Clerk forthwith, and copies shall be made available to the public by the Clerk for the fee prescribed by ordinance.

Section 3. This Resolution shall take effect immediately. The "Rules and Procedures of the City Council" adopted by Resolution 30627 in 2003, revised by Resolution 30905 in July 2006, and amended by Resolution 30948 in January 2007 are hereby superseded.

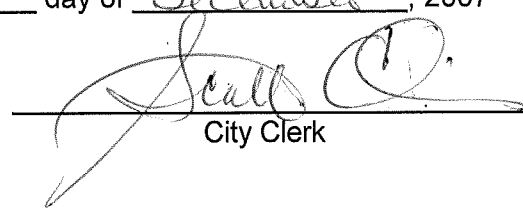


Adopted by the City Council the 17th day of December, 2007 and signed by me
in open session in authentication of its adoption this _____ day of _____, 2007.



President _____ of the City Council

Filed by me this 17th day of December, 2007



City Clerk

Attachment A: "Rules and Procedures of the City Council"

(Seal)

GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

I. MEMBERS AND OFFICERS

A. Members.

1. The members of the City Council shall establish rules for its proceedings. (*City Charter Article IV Section 4*)
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. No individual member of the Council shall have or execute executive or administrative power, except as provided in the Charter. (*City Charter Article IV Section 4, Fifth*)
4. Duties and Responsibilities of Members of the City Council include, but are not limited to:
 - a. Upholding the public trust, demonstrating integrity, honesty and fairness;
 - b. Exercising budget and fiduciary responsibility;
 - c. Being responsive to citizens;
 - d. Disqualifying themselves from acting on City business when disqualification is required by the City's Code of Ethics (SMC 4.16), by common law, or by the Appearance of Fairness Doctrine (*See "Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 31001.*) (*See also Article VI, A, 1 of this document*)

B. President.

1. Biennially, and also whenever the position becomes vacant, the Council shall choose from its members a President, who shall perform the usual functions of a presiding officer. (*City Charter Article IV Section 4, First*)



2. The President may be removed by the affirmative vote of not less than two-thirds of all the members. (*City Charter Article IV Section 4, First*)

3. Duties and Responsibilities of the President include but are not limited to:

a. The President shall call the Council to order at the hour appointed for meeting, or at the hour to which the Council shall have adjourned at the preceding session, and if a quorum be present in attendance, shall proceed with the order of business and adjourn the Council when business is deemed finished.

b. The President shall, in open session, sign all Council Bills in authentication of their passage, (*City Charter Article IV Section 11*); and the President shall sign all Resolutions in authentication of their adoption.

c. The President shall promote efficient operation of the Council, which shall include setting the Full Council agenda and expediting parliamentary debate, or if there is no objection from any other member, expediting the passage of routine motions.

d. The President may speak to points of order, inquiry or information in preference to other members and shall decide all questions of order subject to an appeal to the Council by any member. (*Editor's note: See also Article V, E of this document*)

e. While speaking upon any question before the Council, the President shall have the right to turn the chair over to the President pro tem.

f. The President shall preserve order and decorum within the Chambers.

g. The President shall appoint the membership to special or other committees as required or as deemed necessary to efficiently conduct the business of the Council.

h. The President shall monitor standing committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or otherwise assigned.



i. In the absence from the City or incapacitation of the Mayor, the President shall act as Mayor. (*City Charter Article V Section 9*)

j. The President may simultaneously serve as Council President and act as Mayor; however, when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it, as to the particular matter he/she shall act as Mayor only.

k. The President shall provide for the orientation of new Councilmembers.

l. The President shall head the Legislative Department. (*City Charter Article III Section 3*)

C. President Pro Tem.

1. Biennially the Council will designate by Resolution a list of Presidents pro tem. The list will be based upon seniority and will rotate the position monthly.

2. In the absence of the President Pro Tem, the Councilmember designated for the next month shall assume the role of President Pro Tem.

3. Duties and Responsibilities of the President Pro Tem, include but are not limited to:

a. The President Pro Tem will act as President in the case of incapacitation or absence of the President. (*City Charter Article V, Section 9*)

b. For the purposes of this section the President is not "absent" when acting as Mayor.

II. MEETINGS

A. Regular Meetings.

1. Full Council Meetings (*City Charter Article IV Section 6*)

a. The Full Council shall meet each Monday with exceptions as listed below.

b. If Monday is a legal holiday, then the regular Full Council meeting shall be held on the next day not a legal holiday



c. Regular meetings will not be held on the last Monday in August and the last two Mondays in December.

d. Regular Meetings shall convene at 2:00 p.m. The time of adjournment shall be entered in the Journal.

e. Any regular meeting of the Full Council may be canceled with the concurrence of a majority of the members of the Council.

f. Preliminary agendas of upcoming regular Full Council meetings, listing items on which action is expected to be taken, will be made available to the public.

g. Full Council Meetings shall normally be held in the Seattle City Hall. However, the City Council may meet at another location if necessary to deal with an emergency, such as but not limited to fire, flood or earthquake; or if an emergency, disaster, attack or imminent attack makes it imprudent, inexpedient or impossible to meet in the Seattle City Hall. *(Revised by Rules amendment July 31, 2006, Resolution 30905)*

h. Unless another location is posted, Full Council Meetings are held in the Council Chambers. (See also Article III, C, 2 of this document)

i. A quorum shall consist of a majority of all nine Councilmembers, except as set forth in Subsection K. *(City Charter Article IV, Section 3A)*

j. Less than a quorum of councilmembers may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the Council shall prescribe. *(City Charter Article IV, Section 3A)*

k. Under any of the following circumstances, a quorum shall be determined under this section (Subsection k):

1) Except when Subsection k 2) applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those Councilmembers holding office at the time the Council makes the selection, and for such purpose a majority of such members holding office at the time the council

makes the selection shall constitute a majority of the council. (*City Charter Article IV, Section 3A*)

2) During a declared emergency under Article V, Section 2 of the City Charter, a quorum shall for all purposes consist of a majority of all those Councilmembers who are available to participate in Council meetings and are capable of performing the duties of office, and a majority of such members available to participate in Council meetings and capable of performing the duties of office shall constitute a majority of the Council. (*City Charter Article IV, Section 3A*)

2. Council Briefings

a. The Council will hold Council Briefings to discuss and receive briefings on issues of general interest.

b. Regular Council Briefings shall ordinarily be held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day not a legal holiday.

c. The Council President or his/her designee chairs the Council Briefing.

d. No binding votes may be taken at Council Briefings.

e. Preliminary agendas of upcoming regular Council Briefings, listing items for which discussion is expected, will be made available to the public.

f. Council Briefings shall be held in the Seattle City Hall. Unless another location is posted, Council Briefings shall be held in the Council Chambers, in Seattle City Hall.

g. Council Briefings may be canceled by the Council President at any time.

h. There shall be no quorum requirement for Council Briefings.

3. Standing Committee Meetings.

- a. Standing committee meetings will generally be held twice monthly, in accordance with committee assignment guidelines.
- b. Preliminary Agendas for upcoming regular standing committee meetings, listing items for which discussion and/or recommendation is expected, will be made available to the public.
- c. Standing committee meetings are generally held in the Seattle City Hall in Council Chambers, but specific alternative locations may be determined by the Chair with the concurrence of a majority of the regular members of that committee, and will be announced in meeting agendas and posted outside Council Chambers.
- d. The committee Chair may cancel a committee meeting at any time.
- e. There shall be no quorum requirement for standing committee meetings.
- f. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to do so.

B. Special Meetings.

1. Full Council

- a. The Mayor, the President of the City Council, or any three Councilmembers, may call a special meeting of the Council consistent with the provisions of RCW 42.30.080. (*City Charter Article IV Section 6*)
- b. Notices of special meetings shall be in accordance with RCW 42.30.080.
- c. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.
- d. Special meetings will generally be held in the Council Chambers.

2. Standing Committees

- a. Special meetings of standing committees may be scheduled by the committee Chair.
- b. Reasonable efforts will be made to provide notice of special meetings of standing committees. (See RCW 42.30.080 for guidance.)

C. Executive Sessions.

1. Executive sessions may be held during Full Council Meetings, Council Briefings, meetings of the Committee of the Whole, or standing or special committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.140, and, when applicable, shall be conducted in compliance with RCW 42.30.110 as it now exists or as hereafter amended.

2. Issues which may be considered in executive session include, but are not limited to:

- a. Consideration of certain real estate transactions and/or prices;
- b. Evaluation of complaints against a public officer or employee;
- c. Evaluation of qualifications of candidate for appointment to elective office;
- d. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
- e. Discussion with legal counsel when the City or a Councilmember acting in an official capacity is, or is likely to become, a party to litigation;
- f. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

3. The presiding officer or a majority of those Councilmembers in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those Councilmembers in attendance.

4. Before convening an executive session, the presiding officer shall announce the purpose of the executive session and the time when the executive session is expected to conclude.

5. Attendance at executive session shall be limited to:

- a. Councilmembers;
- b. assistants to Councilmembers representing their Councilmember in the Councilmembers' absence(s) (and this attendance shall be limited to presence, not participation);
- c. City staff members and others representing the City (e.g. consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend;
- d. legal counsel assigned to the issue.

6. Those persons attending an executive session shall not disclose the contents of discussions held within said session.

7. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only by unanimous agreement of those Members attending said session*.

*[*Editor's note: Discussion of legal matters between City officials and their lawyer, usually the City Attorney, are protected by the attorney-client privilege from being used against the City in court.]*

D. Public Hearings.

Public Hearings differ from regular comment periods (See Articles III, B and X, A of this document) in that they are more formal opportunities for members of the public to speak on a particular proposed ordinance, resolution, or other legislative action. If any public hearings are scheduled for a particular regular or special meeting, the agenda for the meeting will specify the proposed ordinance, resolution, or other legislative action that is the subject of the public hearing. The agenda may also specify the total time allotted for the public hearing and time limits for individual speakers.

1. Public Hearings generally serve the purpose(s) of gathering data and/or opinions from citizens, and/or to provide opportunities for citizens to be heard.

2. Public Hearings are not generally required, except for certain types of actions as provided by law.

3. Specific rules apply when there are covered capital projects; refer to City of Seattle Standard Operating Procedure (SOP) 99-12-01.

4. When not required by law, Public Hearings are at the discretion of the committee Chair or the Council President.

5. Public Hearings may be held as part of a regularly scheduled public meeting, but the Public Hearing shall be conducted as a separate agenda item.

6. The Chair of the body conducting the Public Hearing shall:

a. Establish and announce at the beginning of the Public Hearing the specific rules, guidelines and time limits for speakers.

b. Require all speakers to sign in on registers provided by Legislative Department staff.

E. Town Meetings.

1. The purpose of a Town Meeting is to afford the public an opportunity to address the Council at a location outside the Council Chambers or City Hall in an informal setting.

2. The Council shall hold at least two special Town Meetings per calendar year.

3. The Council President shall determine the date, time and location of the Town Meetings.

4. The President may, when announcing the date, time and location of each such meeting, establish the subject or subjects to which public comment shall be limited.

5. Public comment at Town Meetings shall be in accordance with Legislative Department policy regarding public comment at meetings.

6. A Town Meeting shall not be scheduled unless there is a minimum of four Councilmembers agreeing to attend.

7. Council shall take no vote or other final action at a Town Meeting.

8. Town Meetings are required to be electronically recorded.

F. Emergency Meetings.

1. Special Emergency Meetings may be called by the President, or by a majority of the Councilmembers. (RCW 42.30.070)
2. Meeting time, location and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.
3. Emergency Meetings are open to the public unless exempt under RCW 42.30.

F. Attendance During an Emergency

In the event that a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency renders a Member's physical attendance at a meeting impracticable, such Member may attend by any electronic means (e.g. multi-party telephone or video conferencing) utilized by the Council for such purpose.

III. PUBLIC PARTICIPATION

A. Public Sessions.

1. All meetings of the Council, and all meetings of standing committees (except executive sessions or as otherwise permitted by law) shall be open to the public, and shall be conducted in a manner which provides the opportunity for attendees to hear and see the proceedings of those Members physically present and to hear those Members, if any, attending by electronic means, as provided by these rules. *(See XII, H of this document regarding requests for reasonable accommodation)*
2. The Council shall not adjourn its regular Full Council Meetings to any place other than its regular meeting place, which is the Seattle City Hall, except as provided by law. *(See Article III, C, 1 of this document and City Charter Article IV Section 6)*
3. Meetings of the Committee of the Whole shall not convene in or adjourn to any place other than its regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair, and appropriate public notice and access are provided, or as otherwise permitted by state law.

4. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair and appropriate public notice and access are provided, or as otherwise permitted by state law.

B. Public Comment at the Full Council and Committee Meetings

Comment Periods differ from Public Hearings (See Article II, D of this document) in that they are brief opportunities, usually at the beginning of regular council and standing committee meetings, for members of the public to comment regarding any item on the agenda for that regular meeting. The agenda for a particular regular meeting may specify the total time allotted for the comment period and for time limits for individual comments.

1. The Council shall not take public comment at special meetings of the Full Council, except at Town Meetings, as discussed in Article II, E of this document.

2. The Council shall take public comment at regular Full Council Meetings:

- a. on matters on that day's regular Full Council meeting agenda for vote or final action;
- b. speakers must sign up prior to the start of the meeting;
- c. the Chair shall set time limits for speakers and for the total comment period;
- d. all public comment shall be in accordance with Legislative Department policy regarding public comment at meetings. *(See Article X, A of this document)*

3. Standing Committees shall, and Committees of the Whole and Special Committees may, allow public comment at committee meetings, in accordance with Legislative Department policy regarding public comment at meetings *(See Article X, A of this document)*

4. The Council is not required to allow public comment at Council Briefings.

5. Persons speaking before the Full Council, the Committee of the Whole, or any standing committee, will identify themselves for the record as to name, address, and organization (if applicable).



a. The Chair of the meeting, at his/her discretion, may waive Article III, B, 5 above, in the interest of personal safety of the person speaking.

C. Interruption(s) to Council Meetings and Committee Meetings.

1. It shall be the responsibility of the Chair to maintain order and adjourn any meeting as he/she deems necessary.

2. In the event that any meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of such meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the Members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by majority vote of the Members present. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. *(refer to RCW 42.30.050 for Council only)*

3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

4. When a meeting is adjourned due to an interruption, Councilmembers and staff shall leave the meeting room until the meeting is reconvened.

IV. COUNCIL BUSINESS

A. Business Brought Before the Council.

1. All Council Bills, Resolutions and Clerk Files brought before the Council shall be prepared for introduction according to established policies and procedures of the Legislative branch Department.

2. A Resolution cannot be adopted at the same meeting at which it is introduced except by a 2/3 vote of the members present.

3. A Bill cannot be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries and claims. *(City Charter Article IV Section 8)*



4. No Bill shall become an ordinance unless on its final passage at least a majority of all Councilmembers vote in its favor. (*City Charter Article IV Section 8*)

In some cases, passage requires more than a majority vote.

5. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.

B. Order of Business.

1. The President shall announce to the Council the business in order. Business of the Council at regular Full Council meetings shall ordinarily be disposed of in the following order:

- a. Call to Order
- b. Roll Call
- c. Approval of the Agenda
- d. Approval of the Journal
- e. Presentations
- f. Public Comment
- g. Ratification of Referrals Calendar (Clerk Files, Bills, and Resolutions)
- h. Payment of Bills, Claims and Salaries
- i. Committee Reports, (Discussion and vote on Resolutions, Bills and Clerk Files)
- j. Adoption of Other Resolutions
- k. Other Business
- l. Adjournment

2. Upon the passage of each Bill, the President shall announce that he/she is signing the Bill, and if so requested by any Councilmember, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled. (*City Charter Article IV Section 11*)

C. Vetoed Bills.

1. The Council shall reconsider and vote again on the passage of any Bill which is vetoed by the Mayor, in accordance with the City Charter. (*City Charter Article IV Section 12*)

2. Reconsideration shall occur not less than five days after the Mayor's publication of said veto, and not more than 30 days after the return of said Bill by the Mayor. (*City Charter Article IV Section 12*)



3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the members of the Council. (*City Charter Article IV Section 12*)

4. Any Bill presented to Council for reconsideration which does not pass during the first vote of reconsideration shall be deemed finally lost. (*City Charter Article IV Section 12*)

D. Journal of Proceedings

1. The City Clerk shall record into the Journal of Proceedings the proceedings of the Full Council at its regular and special meetings, and reports to the Full Council by committees.

2. The Journal of the Proceedings shall be presented to the Council for approval at the next regular Full Council Meeting.

3. The Journal of the Proceedings shall be a public document.

V. PARLIAMENTARY PROCEDURES (for Full Council meetings)

If the current General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the then-current edition of Robert's Rules of Order Newly Revised will govern the Council in all cases to which they are applicable.

A. Rules of Debate.

1. When any Councilmember wishes to speak, he/she shall rise and address the Chair.

2. When recognized, the Member shall, in a courteous manner, confine comments to the question under debate.

3. The Councilmember who sponsors a Bill, Resolution or motion shall have the privilege of speaking first and last upon it.

4. No Councilmember shall impugn the motives of any other Member, or speak more than twice except for explanation during the consideration of any one question.

B. Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the President.

2. The motion shall be recorded and, if requested by any Councilmember, it shall be read by the City Clerk before it is debated.
3. If no Councilmember objects, a motion may be withdrawn by the maker before amendment or action.
4. Motions shall be entertained in the order of precedence outlined in the then-current edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Second?	Debateable?	Amendable?	Vote?	May be reconsidered?
Adjourn	Yes	No	No	Maj	No
Recess	Yes	No	Yes	Maj	No
Reconsider (except on final passage of legislation)	Yes	Yes	No	Maj	No
To table	Yes	No	No	Maj	No
To move the Previous question	Yes	No	No	2/3	Yes
To hold to a certain time	Yes	Yes	Yes	Maj	Yes
To commit to a committee	Yes	Yes	Yes	Maj	Yes
To amend or substitute	Yes	Yes	Yes	Maj	Yes
To hold indefinitely (see section 6)	Yes	Yes	No	Maj	Sometimes

5. When a question has been held by motion, to a time certain, the question shall not be introduced again at the same meeting.

6. When a question has been held indefinitely by motion, it the question shall not be introduced again for at least 60 days.

7. A motion to table an amendment shall not carry the main question with it unless so specified in the motion to table.

C. Recognition by the President.

1. When two or more Councilmembers rise at the same time to address the Chair, the President shall designate the one who shall speak first.

D. Division of a Question.

1. Any Councilmember may call for a division of a question, which shall be divided if it embraces subjects so distinct that one being

taken away, a substantive proposition shall remain for the decision of the Council, but a motion to strike out and insert shall not be divided.

E. Point of Order.

1. The President shall decide all points of order.
2. If dissatisfied with the decision of the President, any Member may appeal the decision.
 - a. In all cases of appeal, the question shall be: "Shall the decision of the Chair be sustained?"
 - b. No Member may speak more than once on an appeal without the consent of a majority of the Councilmembers in attendance.
 - c. The decision in response to the appeal shall be by majority vote of the Councilmembers in attendance. In case of a tie vote, the decision of the President shall stand.

F. Previous Question.

1. The previous question may be demanded by two Councilmembers in this form: "Shall the main question now be voted upon without further debate?" When a two-thirds (2/3) majority of the Councilmembers in attendance vote to end debate, such debate shall end.

VI. VOTING AT SESSIONS OF THE FULL COUNCIL

A. Voting Required.

1. Every Councilmember in attendance shall participate in the voting process for all actions before the Full Council, except that Councilmembers must disqualify themselves from voting if disqualification is required by either the City's Code of Ethics (*SMC 4.16*) or the Washington State Appearance of Fairness Doctrine, and may disqualify themselves from voting to avoid the appearance of a conflict of interest.
2. Abstentions are not allowed. Members not having disqualified themselves pursuant to Article VI, A, 1 above, shall vote "Aye" or "No."

B. Roll Call Voting.

1. A roll call vote is required when voting on final passage of Council Bills.
2. A roll call vote on other business may be demanded by two Councilmembers in attendance, or by the President. In the case of a demand for a roll call vote, the votes shall be recorded by the City Clerk in the Journal of Proceedings. (*City Charter Article IV Section 4, Third*)
3. Roll for a roll call vote will be called in alphabetical order, except for the President, provided that each week that the Full Council meets, the name at the beginning of the roll will be moved to the end of the roll in a systematic rotation.
4. The President's name will be called last.

C. Voice Vote.

1. A voice vote may be taken on any matter of business before the Council except for the final passage of a Bill, unless a roll call vote has been requested as provided in Article VI, B, 2 of this document.

D. Announcing and Recording Votes.

1. Upon the conclusion of the roll call or voice vote, the City Clerk shall announce the "ayes" and "no's" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.
2. When a Councilmember is in attendance, and has disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but disqualified from voting."
3. When a Councilmember is in attendance but does not vote and has not disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but did not vote."

E. Proxy Votes.

1. There shall be no proxy votes. A Member may only cast a vote if he/she is in attendance to do so at the time the vote is taken.

F. Tie Vote.

1. In the event of a tie vote, the motion does not pass.

G. Reconsideration.

1. After the final vote on any motion, Resolution or Bill, and before the adjournment of that Full Council session, any Member who voted with the prevailing side may move for reconsideration. Seconds to motions for reconsideration may be from either the prevailing or non-prevailing side.

- a. When the result of the final vote is to pass any motion, Resolution or Bill, any reconsideration vote must take place before adjournment of that day's session, or else there shall be no reconsideration vote.

- b. When the result of the final vote is to not pass a motion, Resolution or Bill, the reconsideration shall not be acted upon before the next regular meeting of the Full Council. (*City Charter Article IV Section 10*)

2. A motion to reconsider shall have precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided at once.

VII. COMMITTEE OF THE WHOLE - All Councilmembers are members of the Committee of the Whole

A. Assignment of Business to the Committee of the Whole.

1. The President or a majority of all Councilmembers may assign any matter to the Committee of the Whole for appropriate review and action, when the subject to be considered contains many items and relates to diverse subjects, or is of significant concern to all Councilmembers.

2. At the time of assigning of any matter to the Committee of the Whole, the President shall designate the Committee of the Whole Chair for this specific action.

B. Meetings of the Committee of the Whole.

1. The Council President shall approve the scheduling of meetings of the Committee of the Whole.
2. By a majority vote of the Members in attendance, the Full Council may at any time suspend the General Rules and Procedures of the Council in order to resolve itself into the Committee of the Whole for consideration of an issue.
3. When a Committee of the Whole meeting is scheduled for a future date, the Full Council shall adjourn until the appointed time.
4. The Committee of the Whole does not adjourn, but shall resolve itself back into Full Council for adjournment.
5. A quorum for convening or taking action at Committee of the Whole meetings is a majority of all Councilmembers. (*City Charter Article IV Section 3*)

C. Report of the Committee of the Whole.

1. When the Committee of the Whole has completed its consideration of a matter before it, and wishes the Full Council to take action, it shall report to the Full Council.
2. A motion for the Committee of the Whole to report is always in order, and shall be considered without debate.
3. A report is not required if the Committee of the Whole has no recommendation for action to the Full Council.

VIII. STANDING COMMITTEES - To Facilitate Legislative Functions of the Council (*City Charter Article IV Section 4*)

A. Formation of Committees.

1. Standing committees are formed after the biennial selection of a Council President.
2. Formation of standing committees, i.e. the identification of committees' scopes of work, meeting schedules and membership and Chair assignments, is accomplished by a process of discussion and consensus among Councilmembers, which shall be submitted to the members for ratification by Resolution.

3. If no consensus is reached, the President shall poll the members and make a decision, which shall be submitted to the Members for ratification by Resolution.

B. Membership of Standing Committees.

1. Membership of a standing committee generally consists of a Chair, two members and an alternate, but may be established as resolved by the Council.

2. In the event of a vacancy of a Council position which requires the appointment and/or election of a replacement Councilmember, the committee duties and responsibilities of the replacement Councilmember shall be proposed by the Council President, and shall be established by Council Resolution to be adopted within 45 days of the date the replacement Councilmember takes office.

3. Any Councilmember may attend a standing committee meeting.

C. Duties and Responsibilities of Standing Committees and Members.

1. Members of standing committees shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the Full Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) will advance the interests and promote the welfare of the people of the City.

2. It shall be the duty of each member of a standing committee to attend the committee's meetings. The attendance policy for standing committees shall be as follows:

a. Members of standing committees must attend all meetings of said committees, unless excused.

b. A committee member may obtain a leave of absence or be excused with the consent of the committee Chair.

c. Committee members requesting a leave of absence or to be excused from a meeting shall be responsible for securing another Councilmember to attend the meeting(s).

d. Members attending standing committees shall not leave standing committee meetings without notifying the committee Chair.

3. Any Councilmember attending a standing committee meeting may vote, or abstain from voting, on issues before the committee.

4. Committee Reports:

a. Bills reported to the Full Council from a standing committee must have a written report, which shall be prepared in accordance with the established policies and procedures of the Legislative Department.

b. Reports of standing committees shall be entered in the Journal of the Proceedings of the City Council.

c. Divided Reports

1) Standing committees shall file a divided report when there is not unanimity on the committee's final recommendation to the Full Council.

2) A divided report containing the different recommendations from the committee shall be made available after said committee meeting for signing by those Members wishing to subscribe to it.

3) At least three days before scheduled presentation of the recommendation to the Full Council, the signed report shall be made available to all Councilmembers.

4) Only those Councilmembers having attended a discussion of the Bill or Resolution which is the subject of the committee's recommendation, and having voted "aye" or "no" on the recommendation, shall subscribe to the report.

5) Unless authorized by the Council President and the committee Chair, a divided report shall be not be presented to Full Council until one week has elapsed from the divided committee vote, in order to allow Councilmembers time to review.

6) When reporting recommendations to the Full Council:

a) the position signed by the majority shall be considered first;

b) when there is no majority position, the position of the chair shall be considered first, if he/she so desires.

5. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to take do so.

IX. SPECIAL COMMITTEES

A. The Budget Committee is a special committee, comprised of all Councilmembers and chaired by the Chair of the finance committee.

B. The President may appoint other special committees from time to time as the need arises.

C. A quorum for convening meetings of a special committee, or for taking committee action, shall be determined by the Council President at the time that special committee's assignments are made.

D. Special committees may be of limited duration or focus.

X. DUTIES OF COMMITTEE CHAIRS

A. Duties of the Chairs of Committees shall include:

1. Allow at each meeting a comment period for members of the public to address the committee on matters on that day's agenda for that meeting, in accordance with Legislative Department policy regarding public comment at meetings.

Comment Periods differ from Public Hearings (See Article II, D of this document) in that they are brief opportunities, usually at the beginning of regular council and standing committee meetings, for members of the public to comment regarding any item on the agenda for that regular meeting. The agenda for a particular regular meeting may specify the total time allotted for the comment period and for time limits for individual comments.

This provision (Article X,A,1 of this document) does not apply to Special Committees.

2. Call the meetings to order at the appointed times, and record the beginning and ending times of the meetings.
3. Determine and state the amount of time allowed for speakers, and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Advise speakers that their oral public comments are being recorded.
5. Recognize Councilmembers and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Keep to the time schedule.
7. Stop oral public comment when repetitive or irrelevant.
8. Suspend the rules when appropriate, in accordance with Article XI, B of this document.
9. Invite persons to the committee table for the purposes of providing information necessary to committee business, and explain to those in attendance his/her reasons for inviting parties to the committee table.
10. Set the committee's agenda consistent with the committee's assigned scope of work.
11. Preserve order and decorum.
12. Present to the Council each year at a Full Council meeting in January as designated by the Council President, the committee's Annual Legislative Report. The report will identify accomplishments of the committee in the preceding year and objectives of the committee for the coming calendar year, in a report format as determined by the Council President. *(Added by Rules amendment, January 16, 2007, Resolution 30948)*

XI. MISCELLANEOUS

A. Attendance at Sessions of the Full Council.

1. Councilmembers must attend all regular Full Council meetings, unless excused. (*City Charter Article IV Section 3*)
2. Three Councilmembers, including the President or President Pro-Tem acting in the capacity of the President, or four members in the President's or President Pro-Tem's absence, shall be authorized to compel the attendance of absent unexcused members at the Full Council meeting, but may adjourn from day to day if necessary until a quorum can be convened. (*City Charter Article IV, Section 3*)
3. A Councilmember may obtain a leave of absence or be excused from a particular meeting by vote of the Council.
4. No more than four Councilmembers may be excused from any one Full Council Meeting, except during the month of November, when no more than two Councilmembers may be excused from any one Full Council Meeting.
5. When the maximum number of Councilmembers has been excused for any one particular meeting, the last Councilmember having requested an excused absence for that meeting will be considered "on call". A Councilmember "on call" may arrange with any other excused Councilmember to trade places in the order of excused absences for a particular meeting.
6. Emergency absences may be authorized by the Council President, who will announce the emergency absence at the meeting.
7. The City Clerk shall record the attendance and requests for excused absence(s) from Full Council Meetings.

B. Suspension of General Rules and Procedures.

1. Any rule or procedure, except as noted below, may be temporarily suspended for a special purpose by a two-thirds vote in open session of the Members present.
2. The following rules or procedures established by this document may not be suspended:

- a. This section, XI, B
- b. Reconsideration section, VI, G
- c. Executive Session subsection, II, C, 7
- d. Those required by Charter
- e. Those required by state law

[Clerk's note: The Clerk will provide a list, as an annotated separate document, of the General Rules and Procedures that generally cannot be suspended for various legal reasons.]

3. When the suspension of a rule or procedure is requested, and no objection is offered, the President or Chair shall announce the rule or procedure suspended, and the Council or committee may proceed accordingly.

C. Action Requirement.

1. In March of each year, the Council shall consider for retiring any Clerk File, Resolution or Bill which has been in a standing committee or before the Council for at least one year prior to that date.

D. Breach of Decorum.

1. "The City Council shall have authority to punish its Members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any Member by the affirmative vote of not less than two-thirds of its Members, specifying in the order of expulsion the cause thereof." (*City Charter Article IV Section 4*)

E. Councilmember Objection to an Action of the Council

1. Any Councilmember may protest against the action of the Council upon any question and have the oral objection entered upon the Journal.

2. If the protesting Councilmember wishes the Journal to contain a written objection, he/she shall file that objection with the City Clerk within forty-eight hours following the action being objected.

F. Electronic Recording.

1. Public meetings of the Full Council, including regular Monday Briefings meetings, standing committees, ad hoc committees, Committees of the Whole and special Town Meetings, will be electronically recorded

whenever feasible. Executive sessions and those meetings exempted from the provisions of RCW 42.30 will not be recorded.

2. The President or committee Chair is responsible for notifying speakers that their oral public comment is being recorded.

3. The City Clerk shall maintain custody of the electronic recordings of the Full Council and committee meetings.

G. Public Access.

1. Members of the Public:

a. No individual other than the Legislative Department staff may approach the Councilmembers or the Clerks while the Council or committee is in session, unless permitted to do so by the President or Chair.

b. During committee meetings and Council Briefings, no persons other than Legislative Department staff shall join Councilmembers at the committee table, unless specifically invited by the committee Chair to provide information necessary to committee business.

c. Physical access to Councilmember office areas will be limited and will be provided only in accordance with established policies and procedures of the Legislative Department.

d. Persons desiring to electronically tape (audio, video, etc.) or photograph a Councilmember within the Councilmember office area(s) may only do so with the permission of the respective Councilmember(s) or their respective staff members, when so delegated.

2. Members of the Media:

a. Access by media shall be in accordance with Legislative Department policy.

3. Extraordinary Circumstances:

b. In the event of extraordinary circumstances, the Council President or his/her designee, may suspend or modify provisions in this section, Article XI, G, to protect the safe and responsible functioning of the Council.

H. Equal Access and Participation - Requests for Reasonable Accommodation.

1. Upon request, reasonable accommodations will be made to enable persons with disabilities to attend all public City Council meetings.
2. Because sufficient lead time is often crucial to the Council's ability to respond to a request for reasonable accommodation, anyone desiring an accommodation for a given meeting should make his/her request at the earliest possible opportunity.
3. Any individual wishing to request auxiliary aids or services or other reasonable accommodations should direct his/her request to the Legislative Department Administrative Staff.
4. Legislative Department staff will evaluate all requests and make accommodations that are reasonable under all the circumstances.

I. Use of Council Chambers.

1. Council business shall take precedence over other uses of the Council Chambers.
2. The Council President or his/her designee shall review and decide whether to approve proposed uses of the Council Chambers for other City business or by other public entities.

J. Biennial Review of General Rules and Procedures.

1. The Council President and the City Clerk shall conduct biennial reviews of Council General Rules and Procedures.

K. Amendment of General Rules and Procedures.

1. Amendments to these General Rules and Procedures shall be by majority vote of the Members, and, if applicable, pursuant to SMC 3.02.030.
2. Prior to consideration by the council, amendments to these General Rules and Procedures shall be referred to a standing committee for review and recommendation.

FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Legislative	Judith Pippin	NA

Legislation Title:

A RESOLUTION revising certain City Council procedures; adopting a new set of Rules and Procedures of the Seattle City Council to supersede those adopted by Resolution 30627.

• **Summary of the Legislation:**

This Resolution adopts a new set of Rules and Procedures of the Seattle City Council to supersede those adopted by Resolution 30627.

• **Background:**

• *Please check one of the following:*

 X **This legislation does not have any financial implications.** *(Stop here and delete the remainder of this document prior to saving and printing.)*

 This legislation has financial implications. *(Please complete all relevant sections that follow.)*



DRAFT DRAFT DRAFT
PROPOSED REVISIONS
DECEMBER 2007

**GENERAL RULES AND PROCEDURES
OF THE
SEATTLE CITY COUNCIL**

I. MEMBERS AND OFFICERS

A. Members.

1. The members of the City Council shall establish rules for its proceedings. *(City Charter Article IV Section 4)*
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. No individual member of the Council shall have or execute executive or administrative power, except as provided in the Charter. *(City Charter Article IV Section 4, Fifth)*
4. Duties and Responsibilities of Members of the City Council include, but are not limited to:
 - a. Upholding the public trust, demonstrating integrity, honesty and fairness;
 - b. Exercising budget and fiduciary responsibility;
 - c. Being responsive to citizens;
 - d. Disqualifying themselves from acting on City business when disqualification is required by the City's Code of Ethics (SMC 4.16), by common law, or by the Appearance of Fairness Doctrine *(See "Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 29315 31001.) (See also Article VI, A, 1 of this document)*

B. President.

1. Biennially, and also whenever the position becomes vacant, the Council shall choose from its members a President, who shall perform the usual functions of a presiding officer. (*City Charter Article IV Section 4, First*)

2. The President may be removed by the affirmative vote of not less than two-thirds of all the members. (*City Charter Article IV Section 4, First*)

3. Duties and Responsibilities of the President include but are not limited to :

a. The President shall call the Council to order at the hour appointed for meeting, or at the hour to which the Council shall have adjourned at the preceding session, and if a quorum be present in attendance, shall proceed with the order of business and adjourn the Council when business is deemed finished.

b. The President shall, in open session, sign all Council Bills in authentication of their passage, (*City Charter Article IV Section 11*); and the President shall sign all Resolutions in authentication of their adoption.

c. The President shall promote efficient operation of the Council, which shall include setting the Full Council agenda and expediting parliamentary debate, or if there is no objection from any other member, expediting the passage of routine motions.

d. The President may speak to points of order, inquiry or information in preference to other members and shall decide all questions of order subject to an appeal to the Council by any member. (*Editor's note: See also Article V, E of this document*)

e. While speaking upon any question before the Council, the President shall have the right to turn the chair over to the President pro tem.

f. The President shall preserve order and decorum within the Chambers.

g. The President shall appoint the membership to special or other committees as required or as deemed necessary to efficiently conduct the business of the Council.

h. The President shall monitor standing committee agendas to ensure issues are appropriate to respective committees,

and within the scope or work program of said committee, or otherwise assigned.

i. In the absence from the City or incapacitation of the Mayor, the President shall act as Mayor. (*City Charter Article V Section 9*)

j. The President may simultaneously serve as Council President and act as Mayor; however, when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it, as to the particular matter he/she shall act as Mayor only.

k. The President shall provide for the orientation of new Councilmembers.

l. The President shall head the Legislative Department. (*City Charter Article III Section 3*)

C. President Pro Tem.

1. Biennially the Council will designate by Resolution a list of Presidents pro tem. The list will be based upon seniority and will rotate the position monthly.

2. In the absence of the President Pro Tem, the Councilmember designated for the next month shall assume the role of President Pro Tem.

3. Duties and Responsibilities of the President Pro Tem, include but are not limited to:

a. The President Pro Tem will act as President in the case of incapacitation or absence of the President. (*City Charter Article V, Section 9*)

b. For the purposes of this section the President is not "absent" when acting as Mayor.

II. MEETINGS

A. Regular Meetings.

1. Full Council Meetings (*City Charter Article IV Section 6*)

a. The Full Council shall meet each Monday with exceptions as listed below.

b. If Monday is a legal holiday, then the regular Full Council meeting shall be held on the next day not a legal holiday

c. Regular meetings will not be held on the last Monday in August and the last two Mondays in December.

d. Regular Meetings shall convene at 2:00 p.m. The time of adjournment shall be entered in the Journal.

e. Any regular meeting of the Full Council may be canceled with the concurrence of a majority of the members of the Council.

f. Preliminary agendas of upcoming regular Full Council meetings, listing items on which action is expected to be taken, will be made available to the public.

g. Full Council Meetings shall normally be held in the Seattle City Hall. However, the City Council may meet at another location if necessary to deal with an emergency, such as but not limited to fire, flood or earthquake; or if an emergency, disaster, attack or imminent attack makes it imprudent, inexpedient or impossible to meet in the Seattle City Hall. *(Revised by Rules amendment July 31, 2006, Resolution 30905)*

h. Unless another location is posted, Full Council Meetings are held in the Council Chambers. (See also Article III, C, 2 of this document)

i. ~~A quorum for convening a Full Council Meeting is a majority of all Councilmembers. (City Charter Article IV Section 3) If a quorum is lost, a meeting may continue, but no final action may be taken unless a quorum is again in attendance.~~

A quorum shall consist of a majority of all nine Councilmembers, except as set forth in Subsection K. (City Charter Article IV, Section 3A)

j. Less than a quorum of councilmembers may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the Council shall prescribe. (City Charter Article IV, Section 3A)

k. Under any of the following circumstances, a quorum shall be determined under this section (Subsection k):

1) Except when Subsection k 2) applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those Councilmembers holding office at the time the Council makes the selection, and for such purpose a majority of such members holding office at the time the council makes the selection shall constitute a majority of the council. (*City Charter Article IV, Section 3A*)

2) During a declared emergency under Article V, Section 2 of the City Charter, a quorum shall for all purposes consist of a majority of all those Councilmembers who are available to participate in Council meetings and are capable of performing the duties of office, and a majority of such members available to participate in Council meetings and capable of performing the duties of office shall constitute a majority of the Council. (*City Charter Article IV, Section 3A*)

2. Council Briefings

a. The Council will hold Council Briefings to discuss and receive briefings on issues of general interest.

b. Regular Council Briefings shall ordinarily be held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day not a legal holiday.

c. The Council President or his/her designee chairs the Council Briefing.

d. No binding votes may be taken at Council Briefings.

e. Preliminary agendas of upcoming regular Council Briefings, listing items for which discussion is expected, will be made available to the public.

f. Council Briefings shall be held in the Seattle City Hall. Unless another location is posted, Council Briefings shall be held in the Council Chambers, in Seattle City Hall.

g. Council Briefings may be canceled by the Council President at any time.

h. There shall be no quorum requirement for Council Briefings.

3. Standing Committee Meetings.

a. Standing committee meetings will generally be held twice monthly, in accordance with committee assignment guidelines.

b. Preliminary Agendas for upcoming regular standing committee meetings, listing items for which discussion and/or recommendation is expected, will be made available to the public.

c. Standing committee meetings are generally held in the Seattle City Hall in Council Chambers, but specific alternative locations may be determined by the Chair with the concurrence of a majority of the regular members of that committee, and will be announced in meeting agendas and posted outside Council Chambers.

d. The committee Chair may cancel a committee meeting at any time.

e. There shall be no quorum requirement for standing committee meetings.

f. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to do so.

B. Special Meetings.

1. Full Council

a. The Mayor, the President of the City Council, or any three Councilmembers, may call a special meeting of the Council consistent with the provisions of RCW 42.30.080. (*City Charter Article IV Section 6*)

b. Notices of special meetings shall be in accordance with RCW 42.30.080.

c. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.

d. Special meetings will generally be held in the Council Chambers.

2. Standing Committees

a. Special meetings of standing committees may be scheduled by the committee Chair.

b. Reasonable efforts will be made to provide notice of special meetings of standing committees. (*See RCW 42.30.080 for guidance.*)

C. Executive Sessions.

1. Executive sessions may be held during Full Council Meetings, Council Briefings, meetings of the Committee of the Whole, or standing or special committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.140, and, when applicable, shall be conducted in compliance with RCW 42.30.110 as it now exists or as hereafter amended.

2. Issues which may be considered in executive session include, but are not limited to:

a. Consideration of certain real estate transactions and/or prices;

b. Evaluation of complaints against a public officer or employee;

c. Evaluation of qualifications of candidate for appointment to elective office;

d. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;

e. Discussion with legal counsel when the City or a Councilmember acting in an official capacity is, or is likely to become, a party to litigation;

f. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

3. The presiding officer or a majority of those Councilmembers in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those Councilmembers in attendance.

4. Before convening an executive session, the presiding officer shall announce the purpose of the executive session and the time when the executive session is expected to conclude.

5. Attendance at executive session shall be limited to:

- a. Councilmembers;
- b. assistants to Councilmembers representing their Councilmember in the Councilmembers' absence(s) (and this attendance shall be limited to presence, not participation);
- c. City staff members and others representing the City (e.g. consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend;
- d. legal counsel assigned to the issue.

6. Those persons attending an executive session shall not disclose the contents of discussions held within said session.

7. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only by unanimous agreement of those Members attending said session*.

*[*Editor's note: Discussion of legal matters between City officials and their lawyer, usually the City Attorney, are protected by the attorney-client privilege from being used against the City in court.]*

D. Public Hearings.

Public Hearings differ from regular comment periods (See Articles III, B and X, A of this document) in that they are more formal opportunities for members of the public to speak on a particular proposed ordinance, resolution, or other legislative action. If any public hearings are scheduled for a particular regular or special meeting, the agenda for the meeting will specify the proposed ordinance, resolution, or other legislative action that is the subject of the public hearing. The agenda may also specify the total time allotted for the public hearing and time limits for individual speakers.

1. Public Hearings generally serve the purpose(s) of gathering data and/or opinions from citizens, and/or to provide opportunities for citizens to be heard.
2. Public Hearings are not generally required, except for certain types of actions as provided by law.
3. Specific rules apply when there are covered capital projects; refer to City of Seattle Standard Operating Procedure (SOP) 99-12-01.
4. When not required by law, Public Hearings are at the discretion of the committee Chair or the Council President.
5. Public Hearings may be held as part of a regularly scheduled public meeting, but the Public Hearing shall be conducted as a separate agenda item.
6. The Chair of the body conducting the Public Hearing shall:
 - a. Establish and announce at the beginning of the Public Hearing the specific rules, guidelines and time limits for speakers.
 - b. Require all speakers to sign in on registers provided by Legislative Department staff.

E. Town Meetings.

1. The purpose of a Town Meeting is to afford the public an opportunity to address the Council at a location outside the Council Chambers or City Hall in an informal setting.
2. The Council shall hold at least two special Town Meetings per calendar year.
3. The Council President shall determine the date, time and location of the Town Meetings.
4. The President may, when announcing the date, time and location of each such meeting, establish the subject or subjects to which public comment shall be limited.
5. Public comment at Town Meetings shall be in accordance with Legislative Department policy regarding public comment at meetings.

6. A Town Meeting shall not be scheduled unless there is a minimum of four Councilmembers agreeing to attend.
7. Council shall take no vote or other final action at a Town Meeting.
8. Town Meetings are required to be electronically recorded.

F. Emergency Meetings.

1. Special Emergency Meetings may be called by the President, or by a majority of the Councilmembers. (RCW 42.30.070)
2. Meeting time, location and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.
3. Emergency Meetings are open to the public unless exempt under RCW 42.30.

F. Attendance During an Emergency

In the event that a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency renders a Member's physical attendance at a meeting impracticable, such Member may attend by any electronic means (e.g. multi-party telephone or video conferencing) utilized by the Council for such purpose.

III. PUBLIC PARTICIPATION

A. Public Sessions.

1. All meetings of the Council, and all meetings of standing committees (except executive sessions or as otherwise permitted by law) shall be open to the public, and shall be conducted in a manner which provides the opportunity for attendees to hear and see the proceedings of those Members physically present and to hear those Members, if any, attending by electronic means, as provided by these rules. *(See XII, H of this document regarding requests for reasonable accommodation)*
2. The Council shall not adjourn its regular Full Council Meetings to any place other than its regular meeting place, which is the Seattle City Hall, except as provided by law. *(See Article III, C, 1 of this document and City Charter Article IV Section 6)*

3. Meetings of the Committee of the Whole shall not convene in or adjourn to any place other than its regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair, and appropriate public notice and access are provided, or as otherwise permitted by state law.

4. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair and appropriate public notice and access are provided, or as otherwise permitted by state law.

B. Public Comment at the Full Council and Committee Meetings

Comment Periods differ from Public Hearings (See Article II, D of this document) in that they are brief opportunities, usually at the beginning of regular council and standing committee meetings, for members of the public to comment regarding any item on the agenda for that regular meeting. The agenda for a particular regular meeting may specify the total time allotted for the comment period and for time limits for individual comments.

1. The Council shall not take public comment at special meetings of the Full Council, except at Town Meetings, as discussed in Article II, E of this document.

2. The Council shall take public comment at regular Full Council Meetings:

- a. on matters on that day's regular Full Council meeting agenda for vote or final action;
- b. speakers must sign up prior to the start of the meeting;
- c. the Chair shall set time limits for speakers and for the total comment period;
- d. all public comment shall be in accordance with Legislative Department policy regarding public comment at meetings. *(See Article X, A of this document)*

3. Standing Committees shall, and Committees of the Whole and Special Committees may, allow public comment at committee meetings, in accordance with Legislative Department policy regarding public comment at meetings *(See Article X, A of this document)*

4. The Council is not required to allow public comment at Council Briefings.

5. Persons speaking before the Full Council, the Committee of the Whole, or any standing committee, will identify themselves for the record as to name, address, and organization (if applicable).

a. The Chair of the meeting, at his/her discretion, may waive Article III, B, 5 above, in the interest of personal safety of the person speaking.

C. Interruption(s) to Council Meetings and Committee Meetings.

1. It shall be the responsibility of the Chair to maintain order and adjourn any meeting as he/she deems necessary.

2. In the event that any meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of such meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the Members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by majority vote of the Members present. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. *(refer to RCW 42.30.050 for Council only)*

3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

4. When a meeting is adjourned due to an interruption, Councilmembers and staff shall leave the meeting room until the meeting is reconvened.

IV. COUNCIL BUSINESS

A. Business Brought Before the Council.

1. All Council Bills, Resolutions and Clerk Files brought before the Council shall be prepared for introduction according to established policies and procedures of the Legislative branch Department.

[The following section presents the Council with two options for consideration for revision]

2. No Council Bill, Resolution or Clerk File shall be brought before the Council for final action less than five (5) calendar days after a committee recommendation has been made, except by a 2/3 vote of the members present.

3. A Resolution cannot be adopted at the same meeting at which it is introduced except by a 2/3 vote of the members present.

2. 4. A Bill cannot be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries and claims. (*City Charter Article IV Section 8*)

3. 5. No Bill shall become an ordinance unless on its final passage at least a majority of all Councilmembers vote in its favor. (*City Charter Article IV Section 8*)

In some cases, passage requires more than a majority vote.

4. 6. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.

B. Order of Business.

1. The President shall announce to the Council the business in order. Business of the Council at regular Full Council meetings shall ordinarily be disposed of in the following order:

- a. Call to Order
- b. Roll Call
- c. Approval of the Agenda
- d. Approval of the Journal
- e. Presentations
- f. Public Comment
- g. Ratification of Referrals Calendar (Clerk Files, Bills, and Resolutions)
- h. Payment of Bills, Claims and Salaries
- i. Public Comment Period
- i. Committee Reports, (Discussion and vote on Resolutions, Bills and Clerk Files)
- j. Adoption of Other Resolutions
- k. Other Business

I. Adjournment

2. Upon the passage of each Bill, the President shall announce that he/she is signing the Bill, and if so requested by any Councilmember, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled. (*City Charter Article IV Section 11*)

C. Vetoed Bills.

1. The Council shall reconsider and vote again on the passage of any Bill which is vetoed by the Mayor, in accordance with the City Charter. (*City Charter Article IV Section 12*)

2. Reconsideration shall occur not less than five days after the Mayor's publication of said veto, and not more than 30 days after the return of said Bill by the Mayor. (*City Charter Article IV Section 12*)

3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the members of the Council. (*City Charter Article IV Section 12*)

4. Any Bill presented to Council for reconsideration which does not pass during the first vote of reconsideration shall be deemed finally lost. (*City Charter Article IV Section 12*)

D. Journal of Proceedings

1. The City Clerk shall record into the Journal of Proceedings the proceedings of the Full Council at its regular and special meetings, and reports to the Full Council by committees.

2. The Journal of the Proceedings shall be presented to the Council for approval at the next regular Full Council Meeting.

3. The Journal of the Proceedings shall be a public document.

V. PARLIAMENTARY PROCEDURES (for Full Council meetings)

If the current General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the then-current edition of Robert's Rules of Order Newly Revised will govern the Council in all cases to which they are applicable.

A. Rules of Debate.

1. When any Councilmember wishes to speak, he/she shall rise and address the Chair.

2. When recognized, the Member shall, in a courteous manner, confine comments to the question under debate.

3. The Councilmember who sponsors a Bill, Resolution or motion shall have the privilege of speaking first and last upon it.

4. No Councilmember shall impugn the motives of any other Member, or speak more than twice except for explanation during the consideration of any one question.

B. Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the President.

2. The motion shall be recorded and, if requested by any Councilmember, it shall be read by the City Clerk before it is debated.

3. If no Councilmember objects, a motion may be withdrawn by the maker before amendment or action.

4. Motions shall be entertained in the order of precedence outlined in the then-current edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Second?	Debateable?	Amendable?	Vote?	May be reconsidered?
Adjourn	Yes	No	No	Maj	No
Recess	Yes	No	Y	Maj	No
<u>Reconsider (except on final passage of legislation)</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Maj</u>	<u>No</u>
To table	Yes	No	No	Maj	No
To move the Previous question	Yes	No	No	2/3	Yes
To hold to a certain time	Yes	Yes	Yes	Maj	Yes
To commit to a committee	Yes	Yes	Yes	Maj	Yes
To amend or substitute	Yes	Yes	Yes	Maj	Yes
To hold indefinitely (see section 6)	Yes	Yes	No	Maj	Sometimes

5. When a question has been held by motion, to a time certain, the question shall not be introduced again at the same meeting.

6. When a question has been held indefinitely by motion, the question shall not be introduced again for at least 60 days.

7. A motion to table an amendment shall not carry the main question with it unless so specified in the motion to table.

C. Recognition by the President.

1. When two or more Councilmembers rise at the same time to address the Chair, the President shall designate the one who shall speak first.

D. Division of a Question.

1. Any Councilmember may call for a division of a question, which shall be divided if it embraces subjects so distinct that one being

taken away, a substantive proposition shall remain for the decision of the Council, but a motion to strike out and insert shall not be divided.

E. Point of Order.

1. The President shall decide all points of order.
2. If dissatisfied with the decision of the President, any Member may appeal the decision.
 - a. In all cases of appeal, the question shall be: "Shall the decision of the Chair be sustained?"
 - b. No Member may speak more than once on an appeal without the consent of a majority of the Councilmembers in attendance.
 - c. The decision in response to the appeal shall be by majority vote of the Councilmembers in attendance. In case of a tie vote, the decision of the President shall stand.

F. Previous Question.

1. The previous question may be demanded by two Councilmembers in this form: "Shall the main question now be voted upon without further debate?" When a two-thirds (2/3) majority of the Councilmembers in attendance vote to end debate, such debate shall end.

VI. VOTING AT SESSIONS OF THE FULL COUNCIL

A. Voting Required.

1. Every Councilmember in attendance shall participate in the voting process for all actions before the Full Council, except that Councilmembers must disqualify themselves from voting if disqualification is required by either the City's Code of Ethics (*SMC 4.16*) or the Washington State Appearance of Fairness Doctrine, and may disqualify themselves from voting to avoid the appearance of a conflict of interest.
2. Abstentions are not allowed. Members not having disqualified themselves pursuant to Article VI, A, 1 above, shall vote "Aye" or "No."

B. Roll Call Voting.

1. A roll call vote is required when voting on final passage of Council Bills.

2. A roll call vote on other business may be demanded by two Councilmembers in attendance, or by the President. In the case of a demand for a roll call vote, the votes shall be recorded by the City Clerk in the Journal of Proceedings. (*City Charter Article IV Section 4, Third*)

3. Roll for a roll call vote will be called in alphabetical order, except for the President, provided that each week that the Full Council meets, the name at the beginning of the roll will be moved to the end of the roll in a systematic rotation.

4. The President's name will be called last.

C. Voice Vote.

1. A voice vote may be taken on any matter of business before the Council except for the final passage of a Bill, unless a roll call vote has been requested as provided in Article VI, B, 2 of this document.

D. Announcing and Recording Votes.

1. Upon the conclusion of the roll call or voice vote, the City Clerk shall announce the "ayes" and "no's" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.

2. When a Councilmember is in attendance, and has disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but disqualified from voting."

3. When a Councilmember is in attendance but does not vote and has not disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but did not vote."

E. Proxy Votes.

1. There shall be no proxy votes. A Member may only cast a vote if he/she is in attendance to do so at the time the vote is taken.

F. Tie Vote.

1. In the event of a tie vote, the motion does not pass.

G. Reconsideration.

1. After the final vote on any motion, Resolution or Bill, and before the adjournment of that Full Council session, any Member who voted with the prevailing side may move for reconsideration. Seconds to motions for reconsideration may be from either the prevailing or non-prevailing side.

a. When the result of the final vote is to pass any motion, Resolution or Bill, any reconsideration vote must take place before adjournment of that day's session, or else there shall be no reconsideration vote.

b. When the result of the final vote is to not pass a motion, Resolution or Bill, the reconsideration shall not be acted upon before the next regular meeting of the Full Council. (*City Charter Article IV Section 10*)

2. A motion to reconsider shall have precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided at once.

VII. COMMITTEE OF THE WHOLE - All Councilmembers are members of the Committee of the Whole

A. Assignment of Business to the Committee of the Whole.

1. The President or a majority of all Councilmembers may assign any matter to the Committee of the Whole for appropriate review and action, when the subject to be considered contains many items and relates to diverse subjects, or is of significant concern to all Councilmembers.

2. At the time of assigning of any matter to the Committee of the Whole, the President shall designate the Committee of the Whole Chair for this specific action.

B. Meetings of the Committee of the Whole.

1. The Council President shall approve the scheduling of meetings of the Committee of the Whole.

2. By a majority vote of the Members in attendance, the Full Council may at any time suspend the General Rules and Procedures of the

Council in order to resolve itself into the Committee of the Whole for consideration of an issue.

3. When a Committee of the Whole meeting is scheduled for a future date, the Full Council shall adjourn until the appointed time.

4. The Committee of the Whole does not adjourn, but shall resolve itself back into Full Council for adjournment.

5. A quorum for convening or taking action at Committee of the Whole meetings is a majority of all Councilmembers. (*City Charter Article IV Section 3*)

C. Report of the Committee of the Whole.

1. When the Committee of the Whole has completed its consideration of a matter before it, and wishes the Full Council to take action, it shall report to the Full Council.

2. A motion for the Committee of the Whole to report is always in order, and shall be considered without debate.

3. A report is not required if the Committee of the Whole has no recommendation for action to the Full Council.

VIII. STANDING COMMITTEES - To Facilitate Legislative Functions of the Council (*City Charter Article IV Section 4*)

A. Formation of Committees.

1. Standing committees are formed after the biennial selection of a Council President.

2. Formation of standing committees, i.e. the identification of committees' scopes of work, meeting schedules and membership and Chair assignments, is accomplished by a process of discussion and consensus among Councilmembers, which shall be submitted to the members for ratification by Resolution.

3. If no consensus is reached, the President shall poll the members and make a decision, which shall be submitted to the Members for ratification by Resolution.

B. Membership of Standing Committees.

1. Membership of a standing committee generally consists of a Chair, two members and an alternate, but may be established as resolved by the Council.

2. In the event of a vacancy of a Council position which requires the appointment and/or election of a replacement Councilmember, the committee duties and responsibilities of the replacement Councilmember shall be proposed by the Council President, and shall be established by Council Resolution to be adopted within 45 days of the date the replacement Councilmember takes office.

3. Any Councilmember may attend a standing committee meeting.

C. Duties and Responsibilities of Standing Committees and Members.

1. Members of standing committees shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the Full Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) will advance the interests and promote the welfare of the people of the City.

2. It shall be the duty of each member of a standing committee to attend the committee's meetings. The attendance policy for standing committees shall be as follows:

a. Members of standing committees must attend all meetings of said committees, unless excused.

b. A committee member may obtain a leave of absence or be excused with the consent of the committee Chair.

c. Committee members requesting a leave of absence or to be excused from a meeting shall be responsible for securing another Councilmember to attend the meeting(s).

d. Members attending standing committees shall not leave standing committee meetings without notifying the committee Chair.

3. Any Councilmember attending a standing committee meeting may vote, or abstain from voting, on issues before the committee.

4. Committee Reports:

- a. Bills reported to the Full Council from a standing committee must have a written report, which shall be prepared in accordance with the established policies and procedures of the Legislative Department.
- b. Reports of standing committees shall be entered in the Journal of the Proceedings of the City Council.
- c. Divided Reports
 - 1) Standing committees shall file a divided report when there is not unanimity on the committee's final recommendation to the Full Council.
 - 2) A divided report containing the different recommendations from the committee shall be made available after said committee meeting for signing by those Members wishing to subscribe to it.
 - 3) At least three days before scheduled presentation of the recommendation to the Full Council, the signed report shall be made available to all Councilmembers.
 - 4) Only those Councilmembers having attended a discussion of the Bill or Resolution which is the subject of the committee's recommendation, and having voted "aye" or "no" on the recommendation, shall subscribe to the report.
 - 5) Unless authorized by the Council President and the committee Chair, a divided report shall not be presented to Full Council until one week has elapsed from the divided committee vote, in order to allow Councilmembers time to review.
 - 6) When reporting recommendations to the Full Council:
 - a) the position signed by the majority shall be considered first;
 - b) when there is no majority position, the position of the chair shall be considered first, if he/she so desires.

5. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to take do so.

IX. SPECIAL COMMITTEES

A. The Budget Committee is a special committee, comprised of all Councilmembers and chaired by the Chair of the finance committee.

B. The President may appoint other special committees from time to time as the need arises.

C. A quorum for convening meetings of a special committee, or for taking committee action, shall be determined by the Council President at the time that special committee's assignments are made.

D. Special committees may be of limited duration or focus.

X. DUTIES OF COMMITTEE CHAIRS

A. Duties of the Chairs of Committees shall include:

1. Allow at each meeting a comment period for members of the public to address the committee on matters on that day's agenda for that meeting, in accordance with Legislative Department policy regarding public comment at meetings.

Comment Periods differ from Public Hearings (See Article II, D of this document) in that they are brief opportunities, usually at the beginning of regular council and standing committee meetings, for members of the public to comment regarding any item on the agenda for that regular meeting. The agenda for a particular regular meeting may specify the total time allotted for the comment period and for time limits for individual comments.

This provision (Article X,A,1 of this document) does not apply to Special Committees.

2. Call the meetings to order at the appointed times, and record the beginning and ending times of the meetings.

3. Determine and state the amount of time allowed for speakers, and announce instructions to the speakers at the start of each meeting.

The Chair may allow additional time for the submission of written comment from the public.

4. Advise speakers that their oral public comments are being recorded.
5. Recognize Councilmembers and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Keep to the time schedule.
7. Stop oral public comment when repetitive or irrelevant.
8. Suspend the rules when appropriate, in accordance with Article XI, B of this document.
9. Invite persons to the committee table for the purposes of providing information necessary to committee business, and explain to those in attendance his/her reasons for inviting parties to the committee table.
10. Set the committee's agenda consistent with the committee's assigned scope of work.
11. Preserve order and decorum.
12. Present to the Council each year at a Full Council meeting in January as designated by the Council President, the committee's Annual Legislative Report. The report will identify accomplishments of the committee in the preceding year and objectives of the committee for the coming calendar year, in a report format as determined by the Council President. *(Added by Rules amendment, January 16, 2007, Resolution 30948)*

XI. MISCELLANEOUS

A. Attendance at Sessions of the Full Council.

1. Councilmembers must attend all regular Full Council meetings, unless excused. *(City Charter Article IV Section 3)*
2. Three Councilmembers, including the President or President Pro-Tem acting in the capacity of the President, or four members in the President's or President Pro-Tem's absence, shall be authorized to compel the attendance of absent unexcused members at the Full Council meeting, but may adjourn from day to day if necessary until a quorum can be convened. *(City Charter Article IV, Section 3)*

3. A Councilmember may obtain a leave of absence or be excused from a particular meeting by vote of the Council.

4. No more than four Councilmembers may be excused from any one Full Council Meeting, except during the month of November, when no more than two Councilmembers may be excused from any one Full Council Meeting.

5. When the maximum number of Councilmembers has been excused for any one particular meeting, the last Councilmember having requested an excused absence for that meeting will be considered "on call". A Councilmember "on call" may arrange with any other excused Councilmember to trade places in the order of excused absences for a particular meeting.

6. Emergency absences may be authorized by the Council President, who will announce the emergency absence at the meeting.

7. The City Clerk shall record the attendance and requests for excused absence(s) from Full Council Meetings.

B. Suspension of General Rules and Procedures.

1. Any rule or procedure, except as noted below, may be temporarily suspended for a special purpose by a two-thirds vote in open session of the Members present.

2. The following rules or procedures established by this document may not be suspended:

- a. This section, XI, B
- b. Reconsideration section, VI, G
- c. Executive Session subsection, II, C, 7
- d. Those required by Charter
- e. Those required by state law

[Clerk's note: The Clerk will provide a list, as an annotated separate document, of the General Rules and Procedures that generally cannot be suspended for various legal reasons.]

3. When the suspension of a rule or procedure is requested, and no objection is offered, the President or Chair shall announce the rule or procedure suspended, and the Council or committee may proceed accordingly.

C. Action Requirement.

1. In March of each year, the Council shall consider for retiring any Clerk File, Resolution or Bill which has been in a standing committee or before the Council for at least one year prior to that date.

D. Breach of Decorum.

1. "The City Council shall have authority to punish its Members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any Member by the affirmative vote of not less than two-thirds of its Members, specifying in the order of expulsion the cause thereof." (*City Charter Article IV Section 4*)

E. Councilmember Objection to an Action of the Council

1. Any Councilmember may protest against the action of the Council upon any question and have the oral objection entered upon the Journal.

2. If the protesting Councilmember wishes the Journal to contain a written objection, he/she shall file that objection with the City Clerk within forty-eight hours following the action being objected.

F. Electronic Recording.

1. Public meetings of the Full Council, including regular Monday Briefings meetings, and its the Council's standing committees, ad hoc committees, Committees of the Whole held in the Council Chambers, and special Town Hall Meetings, will be electronically recorded whenever feasible. Executive sessions and those meetings exempted from the provisions of RCW 42.30 will not be recorded.

2. The President or committee Chair is responsible for notifying speakers that their oral public comment is being recorded.

3. The City Clerk shall maintain custody of the electronic recordings of the Full Council and committee meetings.

G. Public Access.

1. Members of the Public:

a. No individual other than the Legislative Department staff may approach the Councilmembers or the Clerks while the

Council or committee is in session, unless permitted to do so by the President or Chair.

b. During committee meetings and Council Briefings, no persons other than Legislative Department staff shall join Councilmembers at the committee table, unless specifically invited by the committee Chair to provide information necessary to committee business.

c. Physical access to Councilmember office areas will be limited and will be provided only in accordance with established policies and procedures of the Legislative Department.

d. Persons desiring to electronically tape (audio, video, etc.) or photograph a Councilmember within the Councilmember office area(s) may only do so with the permission of the respective Councilmember(s) or their respective staff members, when so delegated.

2. Members of the Media:

a. Access by media shall be in accordance with Legislative Department policy.

3. Extraordinary Circumstances:

b. In the event of extraordinary circumstances, the Council President or his/her designee, may suspend or modify provisions in this section, Article XI, G, to protect the safe and responsible functioning of the Council.

H. Equal Access and Participation - Requests for Reasonable Accommodation.

1. Upon request, reasonable accommodations will be made to enable persons with disabilities to attend all public City Council meetings.

2. Because sufficient lead time is often crucial to the Council's ability to respond to a request for reasonable accommodation, anyone desiring an accommodation for a given meeting should make his/her request at the earliest possible opportunity.

3. Any individual wishing to request auxiliary aids or services or other reasonable accommodations should direct his/her request to the Legislative Department Administrative Staff.

4. Legislative Department staff will evaluate all requests and make accommodations that are reasonable under all the circumstances.

I. Use of Council Chambers.

1. Council business shall take precedence over other uses of the Council Chambers.
2. The Council President or his/her designee shall review and decide whether to approve proposed uses of the Council Chambers for other City business or by other public entities.

J. Biennial Review of General Rules and Procedures.

1. The Council President and the City Clerk shall conduct biennial reviews of Council General Rules and Procedures.

K. Amendment of General Rules and Procedures.

1. Amendments to these General Rules and Procedures shall be by majority vote of the Members, and, if applicable, pursuant to SMC 3.02.030.

2. Prior to consideration by the council, amendments to these General Rules and Procedures shall be referred to a standing committee for review and recommendation.

**DRAFT DRAFT DRAFT
PROPOSED REVISIONS
DECEMBER 2007**

**GENERAL RULES AND PROCEDURES
OF THE
SEATTLE CITY COUNCIL**

I. MEMBERS AND OFFICERS

A. Members.

1. The members of the City Council shall establish rules for its proceedings. (*City Charter Article IV Section 4*)
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. No individual member of the Council shall have or execute executive or administrative power, except as provided in the Charter. (*City Charter Article IV Section 4, Fifth*)
4. Duties and Responsibilities of Members of the City Council include, but are not limited to:
 - a. Upholding the public trust, demonstrating integrity, honesty and fairness;
 - b. Exercising budget and fiduciary responsibility;
 - c. Being responsive to citizens;
 - d. Disqualifying themselves from acting on City business when disqualification is required by the City's Code of Ethics (SMC 4.16), by common law, or by the Appearance of Fairness Doctrine (*See "Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 29345 31001.*) (*See also Article VI, A, 1 of this document*)

B. President.

1. Biennially, and also whenever the position becomes vacant, the Council shall choose from its members a President, who shall perform the usual functions of a presiding officer. (*City Charter Article IV Section 4, First*)

2. The President may be removed by the affirmative vote of not less than two-thirds of all the members. (*City Charter Article IV Section 4, First*)

3. Duties and Responsibilities of the President include but are not limited to :

a. The President shall call the Council to order at the hour appointed for meeting, or at the hour to which the Council shall have adjourned at the preceding session, and if a quorum be present in attendance, shall proceed with the order of business and adjourn the Council when business is deemed finished.

b. The President shall, in open session, sign all Council Bills in authentication of their passage, (*City Charter Article IV Section 11*); and the President shall sign all Resolutions in authentication of their adoption.

c. The President shall promote efficient operation of the Council, which shall include setting the Full Council agenda and expediting parliamentary debate, or if there is no objection from any other member, expediting the passage of routine motions.

d. The President may speak to points of order, inquiry or information in preference to other members and shall decide all questions of order subject to an appeal to the Council by any member. (*Editor's note: See also Article V, E of this document*)

e. While speaking upon any question before the Council, the President shall have the right to turn the chair over to the President pro tem.

f. The President shall preserve order and decorum within the Chambers.

g. The President shall appoint the membership to special or other committees as required or as deemed necessary to efficiently conduct the business of the Council.

h. The President shall monitor standing committee agendas to ensure issues are appropriate to respective committees,

and within the scope or work program of said committee, or otherwise assigned.

i. In the absence from the City or incapacitation of the Mayor, the President shall act as Mayor. (*City Charter Article V Section 9*)

j. The President may simultaneously serve as Council President and act as Mayor; however, when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it, as to the particular matter he/she shall act as Mayor only.

k. The President shall provide for the orientation of new Councilmembers.

l. The President shall head the Legislative Department. (*City Charter Article III Section 3*)

C. President Pro Tem.

1. Biennially the Council will designate by Resolution a list of Presidents pro tem. The list will be based upon seniority and will rotate the position monthly.

2. In the absence of the President Pro Tem, the Councilmember designated for the next month shall assume the role of President Pro Tem.

3. Duties and Responsibilities of the President Pro Tem, include but are not limited to:

a. The President Pro Tem will act as President in the case of incapacitation or absence of the President. (*City Charter Article V, Section 9*)

b. For the purposes of this section the President is not "absent" when acting as Mayor.

II. MEETINGS

A. Regular Meetings.

1. Full Council Meetings (*City Charter Article IV Section 6*)

a. The Full Council shall meet each Monday with exceptions as listed below.

- b. If Monday is a legal holiday, then the regular Full Council meeting shall be held on the next day not a legal holiday
- c. Regular meetings will not be held on the last Monday in August and the last two Mondays in December.
- d. Regular Meetings shall convene at 2:00 p.m. The time of adjournment shall be entered in the Journal.
- e. Any regular meeting of the Full Council may be canceled with the concurrence of a majority of the members of the Council.
- f. Preliminary agendas of upcoming regular Full Council meetings, listing items on which action is expected to be taken, will be made available to the public.
- g. Full Council Meetings shall normally be held in the Seattle City Hall. However, the City Council may meet at another location if necessary to deal with an emergency, such as but not limited to fire, flood or earthquake; or if an emergency, disaster, attack or imminent attack makes it imprudent, inexpedient or impossible to meet in the Seattle City Hall. *(Revised by Rules amendment July 31, 2006, Resolution 30905)*
- h. Unless another location is posted, Full Council Meetings are held in the Council Chambers. (See also Article III, C, 2 of this document)
- i. A quorum for convening a Full Council Meeting is a majority of all Councilmembers. (City Charter Article IV Section 3) If a quorum is lost, a meeting may continue, but no final action may be taken unless a quorum is again in attendance.
A quorum shall consist of a majority of all nine Councilmembers, except as set forth in Subsection K. (City Charter Article IV, Section 3A)
- j. Less than a quorum of councilmembers may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the Council shall prescribe. (City Charter Article IV, Section 3A)
- k. Under any of the following circumstances, a quorum shall be determined under this section (Subsection k):

1) Except when Subsection k 2) applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those Councilmembers holding office at the time the Council makes the selection, and for such purpose a majority of such members holding office at the time the council makes the selection shall constitute a majority of the council. (*City Charter Article IV, Section 3A*)

2) During a declared emergency under Article V, Section 2 of the City Charter, a quorum shall for all purposes consist of a majority of all those Councilmembers who are available to participate in Council meetings and are capable of performing the duties of office, and a majority of such members available to participate in Council meetings and capable of performing the duties of office shall constitute a majority of the Council. (*City Charter Article IV, Section 3A*)

2. Council Briefings

a. The Council will hold Council Briefings to discuss and receive briefings on issues of general interest.

b. Regular Council Briefings shall ordinarily be held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day not a legal holiday.

c. The Council President or his/her designee chairs the Council Briefing.

d. No binding votes may be taken at Council Briefings.

e. Preliminary agendas of upcoming regular Council Briefings, listing items for which discussion is expected, will be made available to the public.

f. Council Briefings shall be held in the Seattle City Hall. Unless another location is posted, Council Briefings shall be held in the Council Chambers, in Seattle City Hall.

g. Council Briefings may be canceled by the Council President at any time.

h. There shall be no quorum requirement for Council Briefings.

3. Standing Committee Meetings.

a. Standing committee meetings will generally be held twice monthly, in accordance with committee assignment guidelines.

b. Preliminary Agendas for upcoming regular standing committee meetings, listing items for which discussion and/or recommendation is expected, will be made available to the public.

c. Standing committee meetings are generally held in the Seattle City Hall in Council Chambers, but specific alternative locations may be determined by the Chair with the concurrence of a majority of the regular members of that committee, and will be announced in meeting agendas and posted outside Council Chambers.

d. The committee Chair may cancel a committee meeting at any time.

e. There shall be no quorum requirement for standing committee meetings.

f. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to do so.

B. Special Meetings.

1. Full Council

a. The Mayor, the President of the City Council, or any three Councilmembers, may call a special meeting of the Council consistent with the provisions of RCW 42.30.080. (*City Charter Article IV Section 6*)

b. Notices of special meetings shall be in accordance with RCW 42.30.080.

c. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.

d. Special meetings will generally be held in the Council Chambers.

2. Standing Committees

a. Special meetings of standing committees may be scheduled by the committee Chair.

b. Reasonable efforts will be made to provide notice of special meetings of standing committees. (*See RCW 42.30.080 for guidance.*)

C. Executive Sessions.

1. Executive sessions may be held during Full Council Meetings, Council Briefings, meetings of the Committee of the Whole, or standing or special committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.140, and, when applicable, shall be conducted in compliance with RCW 42.30.110 as it now exists or as hereafter amended.

2. Issues which may be considered in executive session include, but are not limited to:

a. Consideration of certain real estate transactions and/or prices;

b. Evaluation of complaints against a public officer or employee;

c. Evaluation of qualifications of candidate for appointment to elective office;

d. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;

e. Discussion with legal counsel when the City or a Councilmember acting in an official capacity is, or is likely to become, a party to litigation;

f. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

3. The presiding officer or a majority of those Councilmembers in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those Councilmembers in attendance.

4. Before convening an executive session, the presiding officer shall announce the purpose of the executive session and the time when the executive session is expected to conclude.

5. Attendance at executive session shall be limited to:

- a. Councilmembers;
- b. assistants to Councilmembers representing their Councilmember in the Councilmembers' absence(s) (and this attendance shall be limited to presence, not participation);
- c. City staff members and others representing the City (e.g. consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend;
- d. legal counsel assigned to the issue.

6. Those persons attending an executive session shall not disclose the contents of discussions held within said session.

7. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only by unanimous agreement of those Members attending said session*.

*[*Editor's note: Discussion of legal matters between City officials and their lawyer, usually the City Attorney, are protected by the attorney-client privilege from being used against the City in court.]*

D. Public Hearings.

1. Public Hearings generally serve the purpose(s) of gathering data and/or opinions from citizens, and/or to provide opportunities for citizens to be heard.

2. Public Hearings are not generally required, except for certain types of actions as provided by law.

3. Specific rules apply when there are covered capital projects; refer to City of Seattle Standard Operating Procedure (SOP) 99-12-01.

4. When not required by law, Public Hearings are at the discretion of the committee Chair or the Council President.

5. Public Hearings may be held as part of a regularly scheduled public meeting, but the Public Hearing shall be conducted as a separate agenda item.

6. The Chair of the body conducting the Public Hearing shall:

a. Establish and announce at the beginning of the Public Hearing the specific rules, guidelines and time limits for speakers.

b. Require all speakers to sign in on registers provided by Legislative Department staff.

E. Town Meetings.

1. The purpose of a Town Meeting is to afford the public an opportunity to address the Council at a location outside the Council Chambers or City Hall in an informal setting.

2. The Council shall hold at least two special Town Meetings per calendar year.

3. The Council President shall determine the date, time and location of the Town Meetings.

4. The President may, when announcing the date, time and location of each such meeting, establish the subject or subjects to which public comment shall be limited.

5. Public comment at Town Meetings shall be in accordance with Legislative Department policy regarding public comment at meetings.

6. A Town Meeting shall not be scheduled unless there is a minimum of four Councilmembers agreeing to attend.

7. Council shall take no vote or other final action at a Town Meeting.

8. Town Meetings are required to be electronically recorded.

F. Emergency Meetings.

1. Special Emergency Meetings may be called by the President, or by a majority of the Councilmembers. (RCW 42.30.070)

2. Meeting time, location and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.

3. Emergency Meetings are open to the public unless exempt under RCW 42.30.

F. Attendance During an Emergency

In the event that a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency renders a Member's physical attendance at a meeting impracticable, such Member may attend by any electronic means (e.g. multi-party telephone or video conferencing) utilized by the Council for such purpose.

III. PUBLIC PARTICIPATION

A. Public Sessions.

1. All meetings of the Council, and all meetings of standing committees (except executive sessions or as otherwise permitted by law) shall be open to the public, and shall be conducted in a manner which provides the opportunity for attendees to hear and see the proceedings of those Members physically present and to hear those Members, if any, attending by electronic means, as provided by these rules. *(See XII, H of this document regarding requests for reasonable accommodation)*

2. The Council shall not adjourn its regular Full Council Meetings to any place other than its regular meeting place, which is the Seattle City Hall, except as provided by law. *(See Article III, C, 1 of this document and City Charter Article IV Section 6)*

3. Meetings of the Committee of the Whole shall not convene in or adjourn to any place other than its regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair, and appropriate public notice and access are provided, or as otherwise permitted by state law.

4. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Seattle City Hall, unless a specific alternate location is established by the Chair and appropriate public notice and access are provided, or as otherwise permitted by state law.

B. Public Comment at the Full Council and Committee Meetings

1. The Council shall not take public comment at special meetings of the Full Council, except at Town Meetings, as discussed in Article II, E of this document.
2. The Council shall take public comment at regular Full Council Meetings:
 - a. on matters on that day's regular Full Council meeting agenda for vote or final action;
 - b. speakers must sign up prior to the start of the meeting;
 - c. the Chair shall set time limits for speakers and for the total comment period;
 - d. all public comment shall be in accordance with Legislative Department policy regarding public comment at meetings. *(See Article X, A of this document)*
3. Standing Committees shall, and Committees of the Whole and Special Committees may, allow public comment at committee meetings, in accordance with Legislative Department policy regarding public comment at meetings *(See Article X, A of this document)*
4. The Council is not required to allow public comment at Council Briefings.
5. Persons speaking before the Full Council, the Committee of the Whole, or any standing committee, will identify themselves for the record as to name, address, and organization (if applicable).
 - a. The Chair of the meeting, at his/her discretion, may waive Article III, B, 5 above, in the interest of personal safety of the person speaking.

C. Interruption(s) to Council Meetings and Committee Meetings.

1. It shall be the responsibility of the Chair to maintain order and adjourn any meeting as he/she deems necessary.
2. In the event that any meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of such meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the Members of the Council or

the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by majority vote of the Members present. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. *(refer to RCW 42.30.050 for Council only)*

3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

4. When a meeting is adjourned due to an interruption, Councilmembers and staff shall leave the meeting room until the meeting is reconvened.

IV. COUNCIL BUSINESS

A. Business Brought Before the Council.

1. All Council Bills, Resolutions and Clerk Files brought before the Council shall be prepared for introduction according to established policies and procedures of the Legislative branch Department.

[The following section presents the Council with two options for consideration for revision]

2. No Council Bill, Resolution or Clerk File shall be brought before the Council for final action less than five (5) calendar days after a committee recommendation has been made, except by a 2/3 vote of the members present.

3. A Resolution cannot be adopted at the same meeting at which it is introduced except by a 2/3 vote of the members present.

2. 4. A Bill cannot be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries and claims. (City Charter Article IV Section 8)

3. 5. No Bill shall become an ordinance unless on its final passage at least a majority of all Councilmembers vote in its favor. (City Charter Article IV Section 8)

In some cases, passage requires more than a majority vote.

4. 6. The only items of business for which final action may be taken at a special meeting shall be those items which were listed on the written notice.

B. Order of Business.

1. The President shall announce to the Council the business in order. Business of the Council at regular Full Council meetings shall ordinarily be disposed of in the following order:

- a. Call to Order
- b. Roll Call
- c. Approval of the Agenda
- d. Approval of the Journal
- e. Presentations
- f. Public Comment
- g. Ratification of Referrals Calendar (Clerk Files, Bills, and Resolutions)
- h. Payment of Bills, Claims and Salaries
- i. Public Comment Period
- i. Committee Reports, (Discussion and vote on Resolutions, Bills and Clerk Files)
- j. Adoption of Other Resolutions
- k. Other Business
- l. Adjournment

2. Upon the passage of each Bill, the President shall announce that he/she is signing the Bill, and if so requested by any Councilmember, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled. (*City Charter Article IV Section 11*)

C. Vetoed Bills.

1. The Council shall reconsider and vote again on the passage of any Bill which is vetoed by the Mayor, in accordance with the City Charter. (*City Charter Article IV Section 12*)

2. Reconsideration shall occur not less than five days after the Mayor's publication of said veto, and not more than 30 days after the return of said Bill by the Mayor. (*City Charter Article IV Section 12*)

3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the members of the Council. (*City Charter Article IV Section 12*)

4. Any Bill presented to Council for reconsideration which does not pass during the first vote of reconsideration shall be deemed finally lost. (*City Charter Article IV Section 12*)

D. Journal of Proceedings

1. The City Clerk shall record into the Journal of Proceedings the proceedings of the Full Council at its regular and special meetings, and reports to the Full Council by committees.

2. The Journal of the Proceedings shall be presented to the Council for approval at the next regular Full Council Meeting.

3. The Journal of the Proceedings shall be a public document.

V. PARLIAMENTARY PROCEDURES (for Full Council meetings)

If the current General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the then-current edition of Robert's Rules of Order Newly Revised will govern the Council in all cases to which they are applicable.

A. Rules of Debate.

1. When any Councilmember wishes to speak, he/she shall rise and address the Chair.

2. When recognized, the Member shall, in a courteous manner, confine comments to the question under debate.

3. The Councilmember who sponsors a Bill, Resolution or motion shall have the privilege of speaking first and last upon it.

4. No Councilmember shall impugn the motives of any other Member, or speak more than twice except for explanation during the consideration of any one question.

B. Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the President.

2. The motion shall be recorded and, if requested by any Councilmember, it shall be read by the City Clerk before it is debated.

3. If no Councilmember objects, a motion may be withdrawn by the maker before amendment or action.

4. Motions shall be entertained in the order of precedence outlined in the then-current edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Second?	Debateable?	Amendable?	Vote?	May be reconsidered?
Adjourn	Yes	No	No	Maj	No
Recess	Yes	No	Y	Maj	No
<u>Reconsider (except on final passage of legislation)</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Maj</u>	<u>No</u>
To table	Yes	No	No	Maj	No
To move the Previous question	Yes	No	No	2/3	Yes
To hold to a certain time	Yes	Yes	Yes	Maj	Yes
To commit to a committee	Yes	Yes	Yes	Maj	Yes
To amend or substitute	Yes	Yes	Yes	Maj	Yes
To hold indefinitely (see section 6)	Yes	Yes	No	Maj	Sometimes

5. When a question has been held by motion, to a time certain, the question shall not be introduced again at the same meeting.

6. When a question has been held indefinitely by motion, ~~it~~ the question shall not be introduced again for at least 60 days.

7. A motion to table an amendment shall not carry the main question with it unless so specified in the motion to table.

C. Recognition by the President.

1. When two or more Councilmembers rise at the same time to address the Chair, the President shall designate the one who shall speak first.

D. Division of a Question.

1. Any Councilmember may call for a division of a question, which shall be divided if it embraces subjects so distinct that one being

taken away, a substantive proposition shall remain for the decision of the Council, but a motion to strike out and insert shall not be divided.

E. Point of Order.

1. The President shall decide all points of order.
2. If dissatisfied with the decision of the President, any Member may appeal the decision.
 - a. In all cases of appeal, the question shall be: "Shall the decision of the Chair be sustained?"
 - b. No Member may speak more than once on an appeal without the consent of a majority of the Councilmembers in attendance.
 - c. The decision in response to the appeal shall be by majority vote of the Councilmembers in attendance. In case of a tie vote, the decision of the President shall stand.

F. Previous Question.

1. The previous question may be demanded by two Councilmembers in this form: "Shall the main question now be voted upon without further debate?" When a two-thirds (2/3) majority of the Councilmembers in attendance vote to end debate, such debate shall end.

VI. VOTING AT SESSIONS OF THE FULL COUNCIL

A. Voting Required.

1. Every Councilmember in attendance shall participate in the voting process for all actions before the Full Council, except that Councilmembers must disqualify themselves from voting if disqualification is required by either the City's Code of Ethics (SMC 4.16) or the Washington State Appearance of Fairness Doctrine, and may disqualify themselves from voting to avoid the appearance of a conflict of interest.
2. Abstentions are not allowed. Members not having disqualified themselves pursuant to Article VI, A, 1 above, shall vote "Aye" or "No."

B. Roll Call Voting.

1. A roll call vote is required when voting on final passage of Council Bills.

2. A roll call vote on other business may be demanded by two Councilmembers in attendance, or by the President. In the case of a demand for a roll call vote, the votes shall be recorded by the City Clerk in the Journal of Proceedings. (*City Charter Article IV Section 4, Third*)

3. Roll for a roll call vote will be called in alphabetical order, except for the President, provided that each week that the Full Council meets, the name at the beginning of the roll will be moved to the end of the roll in a systematic rotation.

4. The President's name will be called last.

C. Voice Vote.

1. A voice vote may be taken on any matter of business before the Council except for the final passage of a Bill, unless a roll call vote has been requested as provided in Article VI, B, 2 of this document.

D. Announcing and Recording Votes.

1. Upon the conclusion of the roll call or voice vote, the City Clerk shall announce the "ayes" and "no's" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.

2. When a Councilmember is in attendance, and has disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but disqualified from voting."

3. When a Councilmember is in attendance but does not vote and has not disqualified him/herself from voting, the Clerk shall record and announce "in attendance, but did not vote."

E. Proxy Votes.

1. There shall be no proxy votes. A Member may only cast a vote if he/she is in attendance to do so at the time the vote is taken.

F. Tie Vote.

1. In the event of a tie vote, the motion does not pass.

G. Reconsideration.

1. After the final vote on any motion, Resolution or Bill, and before the adjournment of that Full Council session, any Member who voted with the prevailing side may move for reconsideration. Seconds to motions for reconsideration may be from either the prevailing or non-prevailing side.

a. When the result of the final vote is to pass any motion, Resolution or Bill, any reconsideration vote must take place before adjournment of that day's session, or else there shall be no reconsideration vote.

b. When the result of the final vote is to not pass a motion, Resolution or Bill, the reconsideration shall not be acted upon before the next regular meeting of the Full Council. (*City Charter Article IV Section 10*)

2. A motion to reconsider shall have precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided at once.

VII. COMMITTEE OF THE WHOLE - All Councilmembers are members of the Committee of the Whole

A. Assignment of Business to the Committee of the Whole.

1. The President or a majority of all Councilmembers may assign any matter to the Committee of the Whole for appropriate review and action, when the subject to be considered contains many items and relates to diverse subjects, or is of significant concern to all Councilmembers.

2. At the time of assigning of any matter to the Committee of the Whole, the President shall designate the Committee of the Whole Chair for this specific action.

B. Meetings of the Committee of the Whole.

1. The Council President shall approve the scheduling of meetings of the Committee of the Whole.

2. By a majority vote of the Members in attendance, the Full Council may at any time suspend the General Rules and Procedures of the

Council in order to resolve itself into the Committee of the Whole for consideration of an issue.

3. When a Committee of the Whole meeting is scheduled for a future date, the Full Council shall adjourn until the appointed time.

4. The Committee of the Whole does not adjourn, but shall resolve itself back into Full Council for adjournment.

5. A quorum for convening or taking action at Committee of the Whole meetings is a majority of all Councilmembers. (*City Charter Article IV Section 3*)

C. Report of the Committee of the Whole.

1. When the Committee of the Whole has completed its consideration of a matter before it, and wishes the Full Council to take action, it shall report to the Full Council.

2. A motion for the Committee of the Whole to report is always in order, and shall be considered without debate.

3. A report is not required if the Committee of the Whole has no recommendation for action to the Full Council.

VIII. STANDING COMMITTEES - To Facilitate Legislative Functions of the Council (*City Charter Article IV Section 4*)

A. Formation of Committees.

1. Standing committees are formed after the biennial selection of a Council President.

2. Formation of standing committees, i.e. the identification of committees' scopes of work, meeting schedules and membership and Chair assignments, is accomplished by a process of discussion and consensus among Councilmembers, which shall be submitted to the members for ratification by Resolution.

3. If no consensus is reached, the President shall poll the members and make a decision, which shall be submitted to the Members for ratification by Resolution.

B. Membership of Standing Committees.

1. Membership of a standing committee generally consists of a Chair, two members and an alternate, but may be established as resolved by the Council.

2. In the event of a vacancy of a Council position which requires the appointment and/or election of a replacement Councilmember, the committee duties and responsibilities of the replacement Councilmember shall be proposed by the Council President, and shall be established by Council Resolution to be adopted within 45 days of the date the replacement Councilmember takes office.

3. Any Councilmember may attend a standing committee meeting.

C. Duties and Responsibilities of Standing Committees and Members.

1. Members of standing committees shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the Full Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) will advance the interests and promote the welfare of the people of the City.

2. It shall be the duty of each member of a standing committee to attend the committee's meetings. The attendance policy for standing committees shall be as follows:

a. Members of standing committees must attend all meetings of said committees, unless excused.

b. A committee member may obtain a leave of absence or be excused with the consent of the committee Chair.

c. Committee members requesting a leave of absence or to be excused from a meeting shall be responsible for securing another Councilmember to attend the meeting(s).

d. Members attending standing committees shall not leave standing committee meetings without notifying the committee Chair.

3. Any Councilmember attending a standing committee meeting may vote, or abstain from voting, on issues before the committee.

4. Committee Reports:

a. Bills reported to the Full Council from a standing committee must have a written report, which shall be prepared in accordance with the established policies and procedures of the Legislative Department.

b. Reports of standing committees shall be entered in the Journal of the Proceedings of the City Council.

c. Divided Reports

1) Standing committees shall file a divided report when there is not unanimity on the committee's final recommendation to the Full Council.

2) A divided report containing the different recommendations from the committee shall be made available after said committee meeting for signing by those Members wishing to subscribe to it.

3) At least three days before scheduled presentation of the recommendation to the Full Council, the signed report shall be made available to all Councilmembers.

4) Only those Councilmembers having attended a discussion of the Bill or Resolution which is the subject of the committee's recommendation, and having voted "aye" or "no" on the recommendation, shall subscribe to the report.

5) Unless authorized by the Council President and the committee Chair, a divided report shall not be presented to Full Council until one week has elapsed from the divided committee vote, in order to allow Councilmembers time to review.

6) When reporting recommendations to the Full Council:

a) the position signed by the majority shall be considered first;

b) when there is no majority position, the position of the chair shall be considered first, if he/she so desires.

5. Standing committees shall not vote on a final recommendation on any Council Bill, Resolution or Clerk File on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to take do so.

IX. SPECIAL COMMITTEES

A. The Budget Committee is a special committee, comprised of all Councilmembers and chaired by the Chair of the finance committee.

B. The President may appoint other special committees from time to time as the need arises.

C. A quorum for convening meetings of a special committee, or for taking committee action, shall be determined by the Council President at the time that special committee's assignments are made.

D. Special committees may be of limited duration or focus.

X. DUTIES OF COMMITTEE CHAIRS

A. Duties of the Chairs of Committees shall include:

1. Allow at each meeting a comment period for members of the public to address the committee on matters on that day's agenda for that meeting, in accordance with Legislative Department policy regarding public comment at meetings.

This provision (Article X,A,1 of this document) does not apply to Special Committees.

2. Call the meetings to order at the appointed times, and record the beginning and ending times of the meetings.

3. Determine and state the amount of time allowed for speakers, and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.

4. Advise speakers that their oral public comments are being recorded.

5. Recognize Councilmembers and, in accordance with these General Rules and Procedures, others who wish to speak.

6. Keep to the time schedule.
7. Stop oral public comment when repetitive or irrelevant.
8. Suspend the rules when appropriate, in accordance with Article XI, B of this document.
9. Invite persons to the committee table for the purposes of providing information necessary to committee business, and explain to those in attendance his/her reasons for inviting parties to the committee table.
10. Set the committee's agenda consistent with the committee's assigned scope of work.
11. Preserve order and decorum.
12. Present to the Council each year at a Full Council meeting in January as designated by the Council President, the committee's Annual Legislative Report. The report will identify accomplishments of the committee in the preceding year and objectives of the committee for the coming calendar year, in a report format as determined by the Council President. *(Added by Rules amendment, January 16, 2007, Resolution 30948)*

XI. MISCELLANEOUS

A. Attendance at Sessions of the Full Council.

1. Councilmembers must attend all regular Full Council meetings, unless excused. *(City Charter Article IV Section 3)*
2. Three Councilmembers, including the President or President Pro-Tem acting in the capacity of the President, or four members in the President's or President Pro-Tem's absence, shall be authorized to compel the attendance of absent unexcused members at the Full Council meeting, but may adjourn from day to day if necessary until a quorum can be convened. *(City Charter Article IV, Section 3)*
3. A Councilmember may obtain a leave of absence or be excused from a particular meeting by vote of the Council.
4. No more than four Councilmembers may be excused from any one Full Council Meeting, except during the month of November, when no more than two Councilmembers may be excused from any one Full Council Meeting.

5. When the maximum number of Councilmembers has been excused for any one particular meeting, the last Councilmember having requested an excused absence for that meeting will be considered "on call". A Councilmember "on call" may arrange with any other excused Councilmember to trade places in the order of excused absences for a particular meeting.

6. Emergency absences may be authorized by the Council President, who will announce the emergency absence at the meeting.

7. The City Clerk shall record the attendance and requests for excused absence(s) from Full Council Meetings.

B. Suspension of General Rules and Procedures.

1. Any rule or procedure, except as noted below, may be temporarily suspended for a special purpose by a two-thirds vote in open session of the Members present.

2. The following rules or procedures established by this document may not be suspended:

- a. This section, XI, B
- b. Reconsideration section, VI, G
- c. Executive Session subsection, II, C, 7
- d. Those required by Charter
- e. Those required by state law

[Clerk's note: The Clerk will provide a list, as an annotated separate document, of the General Rules and Procedures that generally cannot be suspended for various legal reasons.]

3. When the suspension of a rule or procedure is requested, and no objection is offered, the President or Chair shall announce the rule or procedure suspended, and the Council or committee may proceed accordingly.

C. Action Requirement.

1. In March of each year, the Council shall consider for retiring any Clerk File, Resolution or Bill which has been in a standing committee or before the Council for at least one year prior to that date.

D. Breach of Decorum.

1. "The City Council shall have authority to punish its Members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any Member by the affirmative vote of not less than two-thirds of its Members, specifying in the order of expulsion the cause thereof." (*City Charter Article IV Section 4*)

E. Councilmember Objection to an Action of the Council

1. Any Councilmember may protest against the action of the Council upon any question and have the oral objection entered upon the Journal.

2. If the protesting Councilmember wishes the Journal to contain a written objection, he/she shall file that objection with the City Clerk within forty-eight hours following the action being objected.

F. Electronic Recording.

1. Public meetings of the Full Council, including regular Monday Briefings meetings, and its the Council's standing committees, ad hoc committees, Committees of the Whole held in the Council Chambers, and special Town Hall Meetings, will be electronically recorded whenever feasible. Executive sessions and those meetings exempted from the provisions of RCW 42.30 will not be recorded.

2. The President or committee Chair is responsible for notifying speakers that their oral public comment is being recorded.

3. The City Clerk shall maintain custody of the electronic recordings of the Full Council and committee meetings.

G. Public Access.

1. Members of the Public:

a. No individual other than the Legislative Department staff may approach the Councilmembers or the Clerks while the Council or committee is in session, unless permitted to do so by the President or Chair.

b. During committee meetings and Council Briefings, no persons other than Legislative Department staff shall join Councilmembers at the committee table, unless specifically invited by the committee Chair to provide information necessary to committee business.

c. Physical access to Councilmember office areas will be limited and will be provided only in accordance with established policies and procedures of the Legislative Department.

d. Persons desiring to electronically tape (audio, video, etc.) or photograph a Councilmember within the Councilmember office area(s) may only do so with the permission of the respective Councilmember(s) or their respective staff members, when so delegated.

2. Members of the Media:

a. Access by media shall be in accordance with Legislative Department policy.

3. Extraordinary Circumstances:

b. In the event of extraordinary circumstances, the Council President or his/her designee, may suspend or modify provisions in this section, Article XI, G, to protect the safe and responsible functioning of the Council.

H. Equal Access and Participation - Requests for Reasonable Accommodation.

1. Upon request, reasonable accommodations will be made to enable persons with disabilities to attend all public City Council meetings.

2. Because sufficient lead time is often crucial to the Council's ability to respond to a request for reasonable accommodation, anyone desiring an accommodation for a given meeting should make his/her request at the earliest possible opportunity.

3. Any individual wishing to request auxiliary aids or services or other reasonable accommodations should direct his/her request to the Legislative Department Administrative Staff.

4. Legislative Department staff will evaluate all requests and make accommodations that are reasonable under all the circumstances.

I. Use of Council Chambers.

1. Council business shall take precedence over other uses of the Council Chambers.

2. The Council President or his/her designee shall review and decide whether to approve proposed uses of the Council Chambers for other City business or by other public entities.

J. Biennial Review of General Rules and Procedures.

1. The Council President and the City Clerk shall conduct biennial reviews of Council General Rules and Procedures.

K. Amendment of General Rules and Procedures.

1. Amendments to these General Rules and Procedures shall be by majority vote of the Members, and, if applicable, pursuant to SMC 3.02.030.

2. Prior to consideration by the council, amendments to these General Rules and Procedures shall be referred to a standing committee for review and recommendation.

STATE OF WASHINGTON – KING COUNTY

--SS.

218881
CITY OF SEATTLE, CLERKS OFFICE

No. RES TITLE ONLY

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

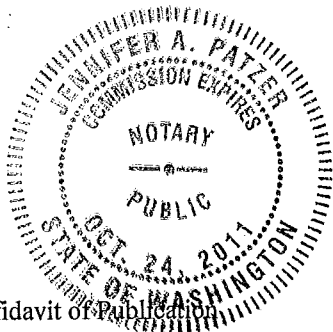
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:30935,31020,26-28,31&3

was published on

12/31/07

The amount of the fee charged for the foregoing publication is the sum of \$ 83.70, which amount has been paid in full.



Affidavit of Publication

[Signature]

Subscribed and sworn to before me on

12/31/07 *[Signature]*

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following resolutions, passed by the City Council on December 17, 2007, and published here by title only, will be mailed upon request, or can be accessed electronically at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

RESOLUTION NO. 31094

A RESOLUTION establishing the City's intention to provide technical assistance to the Central Area Motivation Program (CAMP) in order to allow CAMP to continue providing support to poor and disadvantaged persons in Seattle's Central Area.

RESOLUTION NO. 31031

A RESOLUTION of the City Council of Seattle, concerning the condition of rental housing within the City of Seattle, and efforts to implement a program to improve the quality of rental housing.

RESOLUTION NO. 31028

A RESOLUTION relating to the redevelopment of Colman Dock ferry terminal, encouraging coordination between Washington State Ferries (WSF) in its development of a Long Range Plan and the City of Seattle (City) in its development of the Urban Mobility Plan, encouraging WSF to collaborate in its planning for redevelopment of Colman Dock with the City and other stakeholders, and describing City Council preliminary guidelines for WSF terminal planning and design for Colman Dock and its environs.

RESOLUTION NO. 31027

A RESOLUTION revising certain City Council procedures; adopting a new set of Rules and Procedures of the Seattle City Council to supersede those adopted by Resolution 30627.

RESOLUTION NO. 31026

A RESOLUTION establishing the Council's intention to explore additional economic development, planning and land use strategies for Seattle's industrial lands and requesting that the Executive undertake additional studies, analyses and planning endeavors.

RESOLUTION NO. 31020

A RESOLUTION setting forth the 2008 State Legislative Agenda of the City of Seattle.

RESOLUTION NO. 30935

A RESOLUTION recognizing the South Lake Union Urban Center Neighborhood Plan.

Publication ordered by JUDITH PIPPIN,
City Clerk

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