Resolution No. 31561

The City of Seattle – Legislative Department

Resolution sponsored by: TB

A RESOLUTION revising certain General Rules and Procedures of the Seattle City Council; amending Attachment 1 of Resolution 31489, Section III.D.

Committee Action:

Date	Recommendation	Vote
1/21/15	Adopt	3-0 TB, SB, SC

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

Full Council Action:

Date	Decision	Vote
1/26/15	Held until 2/2/15	9-0
2/2/15	Adopted as Amended	8-1 (opposed: Sawant)

Related Legislation File:

Date Introduced and Referred: 1/12/15	To: (committee): Education and Governance
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: 2/2/15	Date Presented to Mayor: ~~2/3/15~~
Date Signed by Mayor:	Date Returned to City Clerk:
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Law Department

CITY OF SEATTLE

RESOLUTION 31561

A RESOLUTION revising certain General Rules and Procedures of the Seattle City Council; amending Attachment 1of Resolution 31489, Section III.D.

WHEREAS, by Resolution 31489, the Seattle City Council adopted "General Rules and Procedures of the Seattle 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 guide and facilitate Councilmember duties and meeting deliberations as well as provide the public with an understanding of Council functions; and

WHEREAS, periodic alterations to the Council's procedures are appropriate to improve the Council's operations and its interactions with the general public;

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

Section 1. Section III.D of Chapter III, Public Participation, of the "General Rules and Procedures of the Seattle City Council," is amended as follows:

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D. Disruptions to Council Meetings and Committee Meetings.

1. Disruptions of Full Council and Committee meetings are prohibited. Disruptions include but are not limited to the following:

a) Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;

b) Outbursts from members of the public who have not been recognized by the presiding officer for public comment;

c) Comments that are not in compliance with III.C.2.a or III.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, or other legislative action on which a public hearing is being held;

d) Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff; ((~~or~~))

e) Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council <u>or Committee</u> meeting; <u>or</u>

<u>f) Behavior that intentionally disrupts or otherwise impedes the orderly conduct of a Council or Committee meeting</u>.

2. The presiding officer shall preserve the order and decorum of a Council or Committee meeting at all times. If an individual fails to comply with III.D.1 of these Rules, the presiding officer shall issue an oral warning to the individual that his or her behavior is out of order. If the individual continues to engage in activity that violates III.D.1, the presiding officer may take the following actions:

a) Terminate the individual's comment period and proceed to the next speaker, if any;

b) Direct security staff to assist an individual to his or her seat; or

c) Direct security staff to remove the individual from the meeting room.

3. Any individual ordered to be removed from a meeting pursuant to III.D.2.c shall be excluded from returning to that same meeting from which the individual was removed, unless the decision of the presiding officer is overruled by a majority vote of those Councilmembers in attendance.

4. If an individual fails to comply with the requirements of III.D.1 over the course of two or more Council and/or Committee meetings occurring within a 15 day time period, or over the course of two or more consecutive meetings of the same Committee, the presiding officer may exclude the individual from participation in future public comment periods before the Council and/or Committee meetings, or exclude the individual from attendance at future Council and/or Committee meetings, unless the decision of the presiding officer is overruled by a majority vote of the Councilmembers in attendance.

a) The presiding officer shall inform the individual of the specific reason for his or her exclusion, and the specific terms of the exclusion.

b) An initial and any subsequent ((~~E~~))exclusion((~~s~~)) of an individual from future participation in public comment periods or future attendance at Council and/or Committee meetings may be issued for up to 28 calendar days.

c) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 28 calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 30 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 60 calendar days.

d) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 60 or more calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 180 calendar days.

((~~e~~))e) The length of the period of ((~~the~~))any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or Committee meetings.

((~~d~~))f) When issuing an exclusion from future public comment periods, or from future attendance at Council or Committee meetings, the presiding officer shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

5. Any individual excluded from participation in future public comment periods or from attendance at future Council or Committee meetings for a period of more than two calendar days may appeal his or her exclusion by submitting a written appeal to the Full Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, ((~~T~~))the Full Council shall consider the appeal at ((~~an~~))its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or Committee meetings shall remain in effect during the Council's consideration of the appeal.

6. The enforcement provisions of these rules are in addition to the authority of the Fleets and Facilities Department to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03.

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Section 2. The amendments as stated in Section 1 are incorporated into the "General Rules and Procedures of the Seattle City Council," attached to this Resolution as Attachment 1.

Adopted by the City Council the 2nd day of February, 2015, and signed by me in open session in authentication of its adoption this 2nd day of February, 2015.

President of the City Council

Filed by me this 2nd day of February, 2015.

Monica Martinez Simmons, City Clerk

(Seal)

Attachment 1: General Rules and Procedures of the City Council (as amended Jan. 2015)

City of Seattle

Legislative Department

General Rules and Procedures of the Seattle City Council

(As adopted by Resolution 31489 and amended by Resolution 31561)

GENERAL RULES AND PROCEDURES

OF THE SEATTLE CITY COUNCIL

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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, Second)

2. As the Legislative branch of City government, the City Council shall establish policy for the City.

3. The Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise 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 "Council Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 31375.) (See also Rule VI.A.1 Voting Required.)

B. President.

1. Biennially, and also whenever the position becomes vacant, the Council shall elect 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 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 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. (See also Rule V.G. Point of Order.)

   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 may create select or non-standing committees and shall appoint the membership of a select or non-standing committee as required, or as deemed necessary to efficiently conduct the business of the Council, and designate the number of committee members necessary for a quorum.

h) Legislation is assigned to committees by the President.

i) 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 as otherwise assigned.

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

k) 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 or she shall act as Mayor only.

l) The President shall provide for the orientation of new Councilmembers.

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

C. President Pro Tem.

1. The Council will designate by Resolution a list of Presidents Pro Tem biennially. The list will be based upon seniority and the position will rotate monthly.

2. In the absence of the President Pro Tem, the Councilmember designated for the next month shall act as 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) The President Pro Tem will act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it. (See Rule I.B.3.j. President) (City Charter Article V, Section 9)

II. MEETINGS

A. Regular Full Council, Council Briefing, and Standing and Select Committee Meetings.

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

   a) The Full Council meets each Monday except as listed below.

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

      ii. Regular meetings are not held on the last two Mondays in August nor on the last two Mondays in December.

      iii. Regular meetings shall convene at 2:00 p.m. The time of adjournment shall be entered in the Journal of the Proceedings.

      iv. Any regular meeting of the Full Council may be canceled by the President or a majority vote of Councilmembers.

   b) All standing and select committee meetings shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.3.j. Regular Meetings, Standing and Select Committee Meetings; and II.B.2.d. Special Meetings)

   c) Preliminary agendas of upcoming regular Full Council meetings will list items on which action is expected to be taken and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

   d) Full Council regular meetings are held in the Council Chamber, in Seattle City Hall. The City Council may meet at another location in the event of an emergency or disaster. (City Charter Article IV, Section 6)

e) A quorum consists of a majority of all nine Councilmembers, except as set forth in subsection g of this section. (City Charter Article IV, Section 3, Subsection A)

f) 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 prescribes. (City Charter Article IV, Section 3, Subsection A) (See also Rule IX.A.2. Attendance at Sessions of Full Council)

g) A quorum shall be determined under any of the following circumstances :

i. Except when Subsection II.A.g.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 3, Subsection A)

ii. 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 3, Subsection B)

2. Regular Council Briefing Meetings.

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

b) Regular Council Briefing meetings are held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day that is not a legal holiday.

c) Regular meetings are not held on the last two Mondays in August nor on the last two Mondays in December.

d) The Council President chairs the Council Briefing meetings.

e) The Council shall take no vote or other final action at a Council Briefing meeting.

f) Preliminary agendas of upcoming regular Council Briefing meetings will list items for which discussion is expected and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

g) Council Briefing meetings are held in Council Chambers, in Seattle City Hall, unless a specific alternate location is established by the President, and appropriate public notice and access are provided.

h) Council Briefing meetings may be canceled by the President at any time.

i) There is no quorum requirement for Council Briefing meetings.

3. Regular Standing and Select Committee Meetings.

a) Standing committee regular meetings are generally held twice a month. The Council sets standing committee meeting dates and times by Resolution.

b) Select committee regular meeting dates, times, and location may be determined in advance by the Council President when he or she creates the select committee and filed in a Clerk File.

c) Preliminary agendas for upcoming regular committee meetings will list items for which discussion and/or recommendation is expected and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

d) All reasonable effort will be made to make materials that are to be presented in committee meetings available online at least 24 hours in advance of the committee meeting, and copies will be made available to those attending the meeting.

e) Committee meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of that committee, and appropriate public notice and access are provided.

f) The committee Chair may cancel a committee meeting at any time.

g) Committee action on any Council Bill, Resolution, or Clerk File is limited to recommendations for the Full Council to consider when voting on final action for that item.

h) Committees shall not vote on a final recommendation on any 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 suspend this Rule.

i) Committees that meet after 12 noon on Thursday, or on Friday shall not refer legislation to the next regular Full Council meeting for final action, except upon passage of a motion by the Chair to suspend this Rule, and the concurrence of the President.

j) Regular committee meetings shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.1.b. Full Council Meetings, and II.B.2.d. Special Meetings)

B. Special Meetings of the Full Council and Standing and Select Committees.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special Full Council Meetings.

a) The Mayor, the President of the City Council, or any three Councilmembers, may call a special meeting of the Council consistent with Revised Code of Washington (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 are those items listed on the written notice.

d) Special meetings are held in the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the party calling the meeting, be that the Mayor, the Council President, or three Councilmembers, and notice as required under RCW 42.30.080 is given.

2. Special Standing and Select Committee Meetings.

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

b) The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

c) Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort will be made to make the preliminary agenda available online and in hard copy at least two business days prior to the meeting.

d) Special meetings of standing and select committees shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.1.b. Full Council Meetings; and II.A.3.j, Standing and Select Committee Meetings)

C. Emergency Meetings.

1. Emergency Meetings of the Council may be called by the Mayor, President of the City Council, or any two Councilmembers, consistent with the provisions of RCW 42.30 and 42.14.075. (City Charter IV.6. Special Meetings)

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.

D. Attendance During an Emergency Meeting.

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

E. Executive Sessions.

1. Executive sessions may be held during Full Council Meetings, Council Briefings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140, as it now exists or as amended, and SMC 5.24.020 and 5.24.030.

2. An attorney from the Law Department, or outside counsel if appropriate, will be present during all executive sessions to advise Councilmembers on compliance with the Washington Open Public Meetings Act. (OPMA, RCW 42.30)

3. Issues that 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 regarding litigation or potential litigation to which the City or a Councilmember acting in an official capacity is, or is likely to become, a party;

    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.

4. 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.

5. 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.

6. Attendance at executive session is limited to:

    a) Councilmembers;

    b) Assistants to Councilmembers representing their Councilmember in the Councilmembers' absence(s) (and this attendance is 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;

    e) The City Clerk or designee for clerking purposes.

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

8. 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 the session.

III. PUBLIC PARTICIPATION

A. Public Sessions.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), are open to the public, and shall be conducted in a manner that 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 Rule IX.J. Equal Access and Participation.)

2. The Council shall not adjourn its regular Full Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law. (See Rule II.A.1.d Full Council Meetings, and Rule III.D.2 Interruptions to Council Meetings and Committee Meetings.) (City Charter Article IV, Section 6)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of that committee and appropriate public notice and access are provided.

4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee chair so long as appropriate public notice and access are provided.

B. Public Hearings.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting will specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or subject to be discussed at the public hearing. (See Rule III Public Participation, and Rule VII.C. Duties of Committee Chairs.)

1. Public hearings may be held as part of a scheduled Full Council, select or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.

2. The Chair of the body conducting the public hearing shall:

   a) Announce at the beginning of the Public Hearing the rules, guidelines, and time limits for individual speakers;

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

3. Members of the public who wish to speak at Public Hearings shall comply with section III.D. of these Rules.

C. Public Comment at Full Council and Committee Meetings.

Public Comment Periods are opportunities for members of the public to comment on items on the meeting's agenda, or in the case of a committee meeting, on matters within the purview of the committee. The agenda for a particular Council meeting may specify the total time allotted for the public comment period and for time limits for individual comments. (See also Rule III.B. Public Hearings)

1. The Council does not accept public comment at special meetings of the Full Council.

2. The Council does accept public comment at regular Full Council meetings:

   a) Public comment at Full Council meetings is limited to matters on the Introduction and Referral Calendar and Committee Reports on that day's regular Full Council meeting agenda; and

   b) The Council President shall ensure that all public comment is in accordance with Rule III.C.2.a.

3. Council Committees accept public comment at regular and select Committee meetings.

   a) Public comment at a Committee meeting is limited to matters within the purview of the specific Committee or an item listed on that day's agenda.

   b) The presiding officer at a Committee meeting shall ensure that all public comment is in accordance with Rule III.C.3.a.

4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.

5. Individual speakers will be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on sign-in sheets provided by Legislative Department staff.

6. When an individual is recognized by the presiding officer, the individual shall approach the podium, state his or her name for the record, and identify the item to which he or she will speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the microphones provided for public speakers.

8. If no speakers sign up to address the Council or the Committee, or if the public comments conclude before the 20 minute time period has elapsed, the comment period will be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.

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

10. No public comments addressing the merits of a quasi-judicial action are permitted at any Council meeting.

D. Disruptions to Council Meetings and Committee Meetings.

1. Disruptions of Full Council and Committee meetings are prohibited. Disruptions include but are not limited to the following:

    a) Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;

    b) Outbursts from members of the public who have not been recognized by the presiding officer for public comment;

    c) Comments that are not in compliance with III.C.2.a or III.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, or other legislative action on which a public hearing is being held;

    d) Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;

    e) Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting; or

f) Behavior that intentionally disrupts or otherwise impedes the orderly conduct of a Council or Committee meeting.

2. The presiding officer shall preserve the order and decorum of a Council or Committee meeting at all times. If an individual fails to comply with III.D.1 of these Rules, the presiding officer shall issue an oral warning to the individual that his or her behavior is out of order. If the individual continues to engage in activity that violates III.D.1, the presiding officer may take the following actions:

   a) Terminate the individual's comment period and proceed to the next speaker, if any;

   b) Direct security staff to assist an individual to his or her seat; or

   c) Direct security staff to remove the individual from the meeting room.

3. Any individual ordered to be removed from a meeting pursuant to III.D.2.c shall be excluded from returning to that same meeting from which the individual was removed, unless the decision of the presiding officer is overruled by a majority vote of those Councilmembers in attendance.

4. If an individual fails to comply with the requirements of III.D.1 over the course of two or more Council and/or Committee meetings occurring within a 15 day time period, or over the course of two or more consecutive meetings of the same Committee, the presiding officer may exclude the individual from participation in future public comment periods before the Council and/or Committee meetings, or exclude the individual from attendance at future Council and/or Committee meetings, unless the decision of the presiding officer is overruled by a majority vote of the Councilmembers in attendance.

   a) The presiding officer shall inform the individual of the specific reason for his or her exclusion, and the specific terms of the exclusion.

   b) An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at Council and/or Committee meetings may be issued for up to 28 calendar days.

c) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 28 calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 30 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 60 calendar days.

d) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 60 or more calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 180 calendar days.

e) The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or Committee meetings.

f) When issuing an exclusion from future public comment periods, or from future attendance at Council or Committee meetings, the presiding officer shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

5. Any individual excluded from participation in future public comment periods or from attendance at future Council or Committee meetings for a period of more than two calendar days may appeal his or her exclusion by submitting a written appeal to the Full Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the Full Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or Committee meetings shall remain in effect during the Council's consideration of the appeal.

6. The enforcement provisions of these rules are in addition to the authority of the Fleets and Facilities Department to enforce Rules of Conduct in City Hall

pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03.

E. Interruption(s) to Full Council Meetings and Committee Meetings.

1. It is the responsibility of the Chair to maintain order and adjourn any meeting as he or she deems necessary.

2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the 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. (See also RCW 42.30.050.)

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. If 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 Full Council.

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

2. A Resolution cannot be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of those 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 nine Councilmembers vote in its favor. (City Charter Article IV Section 8)

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

5. Amendments to Bills may not be presented at a Full Council meeting unless previously circulated to Councilmembers and reviewed by the Law Department at least two hours before the meeting. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional public notice and opportunity for public comment before and amended Bill may be passed.

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

B. Order of Business.

1. The President shall announce the business of the Council at regular Full Council meetings, which shall ordinarily be disposed of in the following order:
   a) Call to Order
   b) Roll Call
   c) Ratification of Introduction and Referral Calendar (Introduction and Referral of Bills, Resolutions, and Clerk Files)
   d) Approval of the Agenda
   e) Presentations
   f) Approval of the Journal
   g) Public Comment
   h) Payment of Bills, Claims, and Salaries

i) Committee Reports (discussion and vote on Bills, Resolutions, 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 or 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 that 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 written objection of the Bill is published, and not more than 30 days after the return of the 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 that does not pass during the first vote of reconsideration shall be deemed finally lost. (City Charter Article IV, Section 12)

D. Journal of the Proceedings of the Seattle City Council.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council 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 a regular Full Council Meeting.

3. The Journal of the Proceedings is a public document.

V. PARLIAMENTARY PROCEDURES

If the General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the 11th 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.

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

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

2. The Councilmember who sponsors a Bill, Resolution, Clerk File or motion has the privilege of speaking first and last upon it.

3. 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. Consideration of Motions.

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

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

3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the Councilmember who seconded the motion may withdraw his or her second.

4. Motions shall be entertained in the order of precedence outlined in the 11th Edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Second?	Debatable	Amendable?	Vote?	May be reconsidered?
Adjourn	Yes	No	No	Maj	No
Recess	Yes	No	Yes	Maj	No
Reconsideration (See also Rule VI.G)	Yes	Yes	No	Maj	No
Lay on the Table (See also Rule V.H)	Yes	No	No	Maj	Yes
Take from the Table	Yes	No	No	Maj	No
Call the Question	Yes	No	No	2/3	Yes
Hold to a Certain Time (See also Rule V.G)	Yes	Yes	Yes	Maj	Yes
Commit to a Committee	Yes	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Yes	Maj	Yes
Hold Indefinitely (See also Rule V.J)	Yes	Yes	No	Maj	Affirmative vote may be reconsidered

C. Amendment Form.

1. Members may offer amendments to proposed legislation for consideration by the Full Council or select or standing committees. An amendment is a pending motion until it is voted on. Amendments to legislation must be seconded, are debatable, and are adopted by a majority vote. Proposed amendments should take the form of either:

    a) To insert, or to add language;

    b) To delete language;

    c) A combination of ***a*** and ***b*** having the following forms:

        i. To delete and insert (which applies to words)

        ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.

2. Added language shall be underlined and deleted language shall be shown with strikethrough format.

3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A Member may make a Parliamentary Inquiry directed to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may assist a Member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.

E. Recognition by the Chair.

If two or more Councilmembers rise at the same time, the Chair shall designate the one who shall speak first.

F. Division of a Question.

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.

G. Point of Order.

1. The Chair shall decide all points of order.
2. If dissatisfied with the decision of the Chair, any Member may appeal the decision.
3. In all cases of appeal, the question shall be: "Shall the decision of the Chair be sustained?"
4. No Member may speak more than once on an appeal without the consent of a majority of the Councilmembers in attendance.
5. 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 Chair shall stand.

H. Call the Question.

A Councilmember may make a motion to *Call the Question* (also known as *Previous Question*) to end debate on an immediate pending motion. This motion requires a second and a two-thirds vote in favor.

I. Hold to a Certain Time.

To postpone a question to a certain time, and within limits, the motion shall state a definite date, meeting, or hour, or until after a certain event.

J. Lay on the Table.

A majority of the Council may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to *Lay on the Table* must state the reason for the motion. A motion that has been laid on the table may be brought back by a motion to *Take from the Table* until the end of the next meeting.

K. Take from the Table.

Once a question has been laid on the table, it can be taken from the table by a majority vote of those present, as soon as the interrupting business has been disposed of or whenever no other question is pending.

L. Hold Indefinitely.

The Council may decide not to take a direct vote or position on a main question by disposing of it with a motion to *Hold Indefinitely*. The question may not be brought back again for at least 60 days.

VI. VOTING AT SESSIONS OF THE FULL COUNCIL

A. Voting Required.

1. Every Councilmember in attendance shall vote on 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 members may disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict. (See also Rule VI.D.2 Announcing and Recording Votes.)

2. Abstentions are not allowed. Members not having disqualified themselves pursuant to Rule VI.A.1 Voting Required, shall vote "Aye" or "No."

3. All votes shall be recorded by the City Clerk in the Journal of Proceedings. (City Charter Article IV, Section 4, Third).

B. Roll Call Voting.

1. A roll call vote may be taken when voting on final passage of Bills.

2. A roll call vote on other business will be taken when requested by the President or a Councilmember, with a majority of those present voting in favor.

3. Roll for a roll call vote is 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 is moved to the end of the roll in a systematic rotation.

4. The President's name is called last.

C. Voice Vote.

A voice vote may be taken on any matter of business before the Council, unless a roll call vote has been requested as provided in Rule VI.B.2 Roll Call Voting.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" 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 himself or herself from voting under Rule I.A.4.D, the Clerk shall record and announce "in attendance, but disqualified from voting." (See also Rule VI.A.1 Voting Required.)

E. Proxy Votes.

There are no proxy votes. A Member may cast a vote only if he or she is in attendance to do so at the time the vote is taken, except as provided for in Rule II.D. Attendance During an Emergency.

F. Tie Vote.

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

G. Reconsideration.

1. After the final vote on any motion, Bill, Resolution, or Clerk File, and before the adjournment of that meeting, any Member who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

    a) If the result of the final vote is to pass any motion, Bill, Resolution, or Clerk File, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

    b) If a Bill is moved for final passage and fails to pass, and a motion to reconsider is made, the motion shall not be voted on before the next meeting of the Full Council. (City Charter Article IV Section 10)

2. A motion to reconsider takes 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 immediately.

4. A motion that does not pass in a standing or select committee meeting cannot be reconsidered, but the motion may be offered to the Full Council.

VII. 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 election of a Council President.

2. Formation of standing committees, i.e. the identification of committees' scopes of work, regular meeting schedules, Chair and membership assignments, shall be adopted 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 that 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.

4. There is no quorum requirement for standing committee meetings.

C. Duties of Committee Chairs.

It is the duty of the committee Chair to:

1. Provide at each meeting a comment period for members of the public to address the committee on matters within the purview of the committee or an item listed on the meeting's agenda, in accordance with Rule III.C.3.a. of these Rules.

2. Act as presiding officer and call the meetings to order at the appointed times.

3. 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. Announce Councilmembers in attendance at the call to order and as they join the meeting.

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

6. Keep the meeting to the time schedule.

7. Set the committee's agenda consistent with the committee's assigned scope of work.

8. Preserve order and decorum.

D. Duties and Responsibilities of Standing Committee 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 is the duty of each member of a standing committee to attend the committee meetings. The attendance policy for standing committees is as follows:

    a) Members of standing committees are expected to attend all meetings of the committees.

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

    c) Members attending standing committee meetings shall not leave without notifying the committee Chair.

    d) If a committee member is unable to attend a committee meeting, it is the responsibility of the committee member's office to inform the committee Chair and committee alternate as soon as it is practical.

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

4. Committee Reports:

    a) Standing committees shall have a written record of final recommendations on any legislation reported out to the Full Council. The record shall include the names of members voting for, against, and abstaining.

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

c) Divided Reports:

i. A Divided Report containing the different recommendations from the committee shall be made available after the committee meeting for signing by those attending Councilmembers wishing to subscribe to it.

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

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

iv. 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 the report.

v. When reporting recommendations to the Full Council:

a. The position signed by the majority shall be considered first;

b. If there is no majority position, the position of the chair shall be considered first.

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 suspend this Rule.

VIII. SELECT COMMITTEES

A. Budget Committee.

1. The Budget Committee is a select committee, comprised of all Councilmembers and chaired by the Chair of the Finance Committee.

2. The purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), make changes as appropriate, and adopt a budget and CIP; and to review and take action on other budget issues during the year as may be assigned to the committee.

3. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort will be made to provide preliminary agendas online and in hard copy at least two business days before the meeting.

4. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President.

5. Rule II.B.2, applies to special meetings of the Budget Committee.

B. Town Hall Committee.

1. Town Hall Committee is a select committee.

2. The purpose of a Town Hall Committee meeting is to afford the public an opportunity to address the Council at a location outside the Council Chamber or City Hall.

3. The Council shall hold at least two Town Hall Committee meetings per calendar year.

4. The Council President shall determine the Chair, date, time, and location of Town Hall Committee meetings.

5. The Council President may, when announcing the date, time and location of each such meeting, establish the subject or subjects to which public comment shall be accepted. Public comment at Town Hall Committee meetings is limited to matters within the purview of the City Council.

6. Public comment at Town Hall Committee meetings shall be in accordance with section III.C.3.a of these Rules.

7. Council shall take no vote or other final action at a Town Hall Committee meeting.

C. Other Select Committees.

The President may create select committees and shall appoint the Chair and membership to select or non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council.

D. Select Committee Quorum.

The Council President, when creating a select committee, shall specify the quorum for convening meetings, for making recommendations, or taking committee action, shall be determined by the Council President at the time the select committee's assignments are made.

E. Voting at Select Committee Meetings.

1. Select 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 suspend this Rule.

2. Select committee action on any Council Bill, Resolution, or Clerk File shall be limited to recommendations for the Full Council to consider when voting on final action for that item.

F. Duration of Select Committees.

Select committees may be of limited duration or focus.

G. Record of Select Committee Reports.

Select committees must have a written record of final recommendation on any legislation reported out to the Full Council. The record shall include the names of members voting for, against, and abstaining.

IX. MISCELLANEOUS

A. Attendance at Sessions of the Full Council.

1. Councilmembers must attend all regular Full Council Meetings, unless excused by the Full Council. (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, are 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 Full 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. If 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". An "on call" Councilmember 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 in the Journal of Proceedings.

B. Committee Attendance Policy for Members and Alternates.

1. Members of Council committees and external committees (governing or advisory bodies to which Councilmembers are appointed by Council Resolution) are expected to attend committee meetings unless the Councilmember is unavailable.

2. If a committee member is unable to attend a Council committee meeting, it is the responsibility of the committee member's office to inform the committee Chair and committee alternate as soon as the planned absence is known .

3. If a committee member is unable to attend an external committee meeting, it is the responsibility of the committee member's office to inform the committee alternate(s) as soon as practical

4. When a committee alternate is notified of the absence of a committee member, the alternate is expected to attend the committee meeting unless the alternate is also unavailable. If the alternate is unable to attend, it is the responsibility of the alternate's office to notify the committee Chair for Council committee meetings, and other members or alternates (if there are any) for external committee meetings.

C. 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, and Rule IX.L;

   b) Reconsideration section, VI.G;

   c) Executive Session subsection, II.E.7;

   d) Those required by Charter;

   e) Those required by the Seattle Municipal Code;

   f) Those required by state law;

3. The City Clerk shall provide a guide for compliance with Rule IX.C, which guide is attached as Appendix A to these Rules.

4. If 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 Full Council or committee may proceed accordingly.

D. Action Requirement.

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

E. Breach of Decorum.

The City Council has 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, Fourth)

F. 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 or she shall file that objection with the City Clerk within forty-eight hours following the action being objected.

G. Electronic Recording.

1. Public meetings of the City Council will be electronically recorded whenever feasible. Executive sessions and those meetings exempted from RCW 42.30 will not be recorded.

2. The City Clerk shall maintain custody of these recordings.

H. Annual Legislative Report.

The Council will produce an Annual Legislative Report, as designated by the Council President. The report will identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format as determined by the Council President.

I. 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 is limited and 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:

   Access by media is in accordance with Legislative Department policy.

3. Extraordinary Circumstances:

   The Council President or his or her designee, may suspend or modify provisions in this section (X.I), to protect the safe and responsible functioning of the Council.

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

1. Assistive listening devices will be available in Council Chambers during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast, to enable persons with disabilities to attend all public City Council meetings.

2. In addition, upon request, reasonable efforts to make additional accommodation not addressed by the available assistive listening devices will be made to enable persons with disabilities to attend all public City Council meetings.

3. Because a request for additional accommodation may require sufficient lead time to respond, the request should be made at the earliest possible opportunity.

4. Any individual wishing to request assistive listening devices, printed materials, or services or other reasonable accommodation should do so prior to the meeting in question by directing his or her request to the Office of the City Clerk.

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

K. Use of Council Chambers.

1. Council business takes precedence over other uses of the Council Chamber.

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

L. Biennial Review of General Rules and Procedures.

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

M. Amendment of General Rules and Procedures.

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

Appendix A: List of Rules and Procedures that may not be Suspended.

January 2015
v. 2

Form revised: February 26, 2014

FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
LEG	Monica Martinez Simmons/4-8361	NA

Legislation Title: A RESOLUTION revising certain General Rules and Procedures of the Seattle City Council; amending Attachment 1of Resolution 31489, Section III.D.

Summary of the Legislation:
This resolution adopts changes to the General Rules and Procedures of the Seattle City Council. The primary changes include:

- Adding to the list of disruptions "Behavior that intentionally disrupts, disturbs or otherwise impedes attendance or participation at a Council or Committee meeting."
- Graduated exclusion period lengths for individuals who are excluded multiple times within a certain timeframe.
- Clarifying that disruptions prior to or after Council meetings are subject to the Rules of Conduct in City Hall.

Background:

The General Rules and Procedures of the Seattle City Council undergo periodic reviews and updates. The last update to the rules occurred in December 2013 by Resolution 31489.

Please check one of the following:

_X_ **This legislation does not have any financial implications.**

____ **This legislation has financial implications.**

Other Implications:

a) **Does the legislation have indirect financial implications, or long-term implications?**
No.

b) **What is the financial cost of not implementing the legislation?**
None.

c) **Does this legislation affect any departments besides the originating department?**
No.

DAS CITY CLERK

d) **What are the possible alternatives to the legislation that could achieve the same or similar objectives?** None identified.

e) **Is a public hearing required for this legislation?**
No.

f) **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**
No.

g) **Does this legislation affect a piece of property?**
No.

h) **Other Issues:**

BDS CITY CLERK

CITY OF SEATTLE

RESOLUTION 31561

A RESOLUTION revising certain General Rules and Procedures of the Seattle City Council; amending Attachment 1of Resolution 31489, Section III.D.

WHEREAS, by Resolution 31489, the Seattle City Council adopted "General Rules and Procedures of the Seattle 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 guide and facilitate Councilmember duties and meeting deliberations as well as provide the public with an understanding of Council functions; and

WHEREAS, periodic alterations to the Council's procedures are appropriate to improve the Council's operations and its interactions with the general public;

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

Section 1. Section III.D of Chapter III, Public Participation, of the "General Rules and Procedures of the Seattle City Council," is amended as follows:

***

D. Disruptions to Council Meetings and Committee Meetings.

1. Disruptions of Full Council and Committee meetings are prohibited. Disruptions include but are not limited to the following:

a) Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;

b) Outbursts from members of the public who have not been recognized by the presiding officer for public comment;

THIS VERSION IS NOT ADOPTED

CITY CLERK

c) Comments that are not in compliance with III.C.2.a or III.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, or other legislative action on which a public hearing is being held;

d) Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff; ((~~or~~))

e) Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council <u>or Committee</u> meeting<u>; or</u>

<u>f) Behavior that intentionally disrupts, disturbs or otherwise impedes attendance or participation at a Council or Committee meeting</u>.

2. The presiding officer shall preserve the order and decorum of a Council or Committee meeting at all times. If an individual fails to comply with III.D.1 of these Rules, the presiding officer shall issue an oral warning to the individual that his or her behavior is out of order. If the individual continues to engage in activity that violates III.D.1, the presiding officer may take the following actions:

a) Terminate the individual's comment period and proceed to the next speaker, if any;

b) Direct security staff to assist an individual to his or her seat; or

c) Direct security staff to remove the individual from the meeting room.

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3. Any individual ordered to be removed from a meeting pursuant to III.D.2.c shall be excluded from returning to that same meeting from which the individual was removed, unless the decision of the presiding officer is overruled by a majority vote of those Councilmembers in attendance.

4. If an individual fails to comply with the requirements of III.D.1 over the course of two or more Council and/or Committee meetings occurring within a 15 day time period, or over the course of two or more consecutive meetings of the same Committee, the presiding officer may exclude the individual from participation in future public comment periods before the Council and/or Committee meetings, or exclude the individual from attendance at future Council and/or Committee meetings, unless the decision of the presiding officer is overruled by a majority vote of the Councilmembers in attendance.

a) The presiding officer shall inform the individual of the specific reason for his or her exclusion, and the specific terms of the exclusion.

b) An initial and any subsequent ((~~E~~))exclusion((~~s~~)) of an individual from future participation in public comment periods or future attendance at Council and/or Committee meetings may be issued for up to 28 calendar days.

c) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 28 calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 90 calendar days.

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d) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 90 or more calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 180 calendar days.

((~~e~~))e) The length of the period of ((~~the~~))any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or Committee meetings.

((~~d~~))f) When issuing an exclusion from future public comment periods, or from future attendance at Council or Committee meetings, the presiding officer shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

5. Any individual excluded from participation in future public comment periods or from attendance at future Council or Committee meetings for a period of more than two calendar days may appeal his or her exclusion by submitting a written appeal to the Full Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, ((~~T~~))the Full Council shall consider the appeal at ((~~an~~))its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or Committee meetings shall remain in effect during the Council's consideration of the appeal.

6. The enforcement provisions of these rules are in addition to the authority of the Fleets and Facilities Department to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions prior

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to or after a Council or Committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under the rules cited in this section.

***

Section 2. The amendments as stated in Section 1 are incorporated into the "General Rules and Procedures of the Seattle City Council," attached to this Resolution as Attachment 1.

Adopted by the City Council the ____ day of _____, 2015, and signed by me in open session in authentication of its adoption this_____ day of _____, 2015.

_____
President _____of the City Council

Filed by me this ____ day of _____, 2015.

_____
Monica Martinez Simmons, City Clerk

(Seal)

Attachment 1: General Rules and Procedures of the City Council (as amended Jan. 2015)

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City of Seattle

Legislative Department

General Rules and Procedures of the Seattle City Council

THIS VERSION IS NOT ADOPTED

(As adopted by Resolution 31489 and amended by Resolution 31561)

DIS CITY CLERK

GENERAL RULES AND PROCEDURES

OF THE SEATTLE CITY COUNCIL

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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, Second)

2. As the Legislative branch of City government, the City Council shall establish policy for the City.

3. The Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise 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 "Council Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 31375.) (See also Rule VI.A.1 Voting Required.)

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B. President.

1. Biennially, and also whenever the position becomes vacant, the Council shall elect 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 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 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. (See also Rule V.G. Point of Order.)

   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 may create select or non-standing committees and shall appoint the membership of a select or non-standing committee as required, or as deemed necessary to efficiently conduct the business of the Council, and designate the number of committee members necessary for a quorum.

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h) Legislation is assigned to committees by the President.

i) 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 as otherwise assigned.

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

k) 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 or she shall act as Mayor only.

l) The President shall provide for the orientation of new Councilmembers.

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

C. President Pro Tem.

1. The Council will designate by Resolution a list of Presidents Pro Tem biennially. The list will be based upon seniority and the position will rotate monthly.

2. In the absence of the President Pro Tem, the Councilmember designated for the next month shall act as 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) The President Pro Tem will act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it. (See Rule I.B.3.j. President) (City Charter Article V, Section 9)

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II. MEETINGS

A. Regular Full Council, Council Briefing, and Standing and Select Committee Meetings.

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

   a) The Full Council meets each Monday except as listed below.

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

      ii. Regular meetings are not held on the last two Mondays in August nor on the last two Mondays in December.

      iii. Regular meetings shall convene at 2:00 p.m. The time of adjournment shall be entered in the Journal of the Proceedings.

      iv. Any regular meeting of the Full Council may be canceled by the President or a majority vote of Councilmembers.

   b) All standing and select committee meetings shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.3.j. Regular Meetings, Standing and Select Committee Meetings; and II.B.2.d. Special Meetings)

   c) Preliminary agendas of upcoming regular Full Council meetings will list items on which action is expected to be taken and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

   d) Full Council regular meetings are held in the Council Chamber, in Seattle City Hall. The City Council may meet at another location in the event of an emergency or disaster. (City Charter Article IV, Section 6)

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e) A quorum consists of a majority of all nine Councilmembers, except as set forth in subsection g of this section. (City Charter Article IV, Section 3, Subsection A)

f) 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 prescribes. (City Charter Article IV, Section 3, Subsection A) (See also Rule IX.A.2. Attendance at Sessions of Full Council)

g) A quorum shall be determined under any of the following circumstances :

i. Except when Subsection II.A.g.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 3, Subsection A)

ii. 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 3, Subsection B)

2. Regular Council Briefing Meetings.

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

b) Regular Council Briefing meetings are held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day that is not a legal holiday.

c) Regular meetings are not held on the last two Mondays in August nor on the last two Mondays in December.

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d) The Council President chairs the Council Briefing meetings.

e) The Council shall take no vote or other final action at a Council Briefing meeting.

f) Preliminary agendas of upcoming regular Council Briefing meetings will list items for which discussion is expected and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

g) Council Briefing meetings are held in Council Chambers, in Seattle City Hall, unless a specific alternate location is established by the President, and appropriate public notice and access are provided.

h) Council Briefing meetings may be canceled by the President at any time.

i) There is no quorum requirement for Council Briefing meetings.

3. Regular Standing and Select Committee Meetings.

a) Standing committee regular meetings are generally held twice a month. The Council sets standing committee meeting dates and times by Resolution.

b) Select committee regular meeting dates, times, and location may be determined in advance by the Council President when he or she creates the select committee and filed in a Clerk File.

c) Preliminary agendas for upcoming regular committee meetings will list items for which discussion and/or recommendation is expected and will be made available to the public. All reasonable effort will be made to provide the preliminary agenda online and in hard copy at least two business days prior to the meeting.

d) All reasonable effort will be made to make materials that are to be presented in committee meetings available online at least 24 hours in advance of the committee meeting, and copies will be made available to those attending the meeting.

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e) Committee meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of that committee, and appropriate public notice and access are provided.

f) The committee Chair may cancel a committee meeting at any time.

g) Committee action on any Council Bill, Resolution, or Clerk File is limited to recommendations for the Full Council to consider when voting on final action for that item.

h) Committees shall not vote on a final recommendation on any 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 suspend this Rule.

i) Committees that meet after 12 noon on Thursday, or on Friday shall not refer legislation to the next regular Full Council meeting for final action, except upon passage of a motion by the Chair to suspend this Rule, and the concurrence of the President.

j) Regular committee meetings shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.1.b. Full Council Meetings, and II.B.2.d. Special Meetings)

B. Special Meetings of the Full Council and Standing and Select Committees.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special Full Council Meetings.

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

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

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

d) Special meetings are held in the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the party calling the meeting, be that the Mayor, the Council President, or three Councilmembers, and notice as required under RCW 42.30.080 is given.

2. Special Standing and Select Committee Meetings.

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

b) The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

c) Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort will be made to make the preliminary agenda available online and in hard copy at least two business days prior to the meeting.

d) Special meetings of standing and select committees shall be noticed both as committee meetings and as Full Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect. (See Rules II.A.1.b. Full Council Meetings; and II.A.3.j, Standing and Select Committee Meetings)

THIS VERSION IS NOT ADOPTED

C. Emergency Meetings.

1. Emergency Meetings of the Council may be called by the Mayor, President of the City Council, or any two Councilmembers, consistent with the provisions of RCW 42.30 and 42.14.075. (City Charter IV.6. Special Meetings)

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.

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D. Attendance During an Emergency Meeting.

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

E. Executive Sessions.

1. Executive sessions may be held during Full Council Meetings, Council Briefings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140, as it now exists or as amended, and SMC 5.24.020 and 5.24.030.

2. An attorney from the Law Department, or outside counsel if appropriate, will be present during all executive sessions to advise Councilmembers on compliance with the Washington Open Public Meetings Act. (OPMA, RCW 42.30)

3. Issues that 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 regarding litigation or potential litigation to which the City or a Councilmember acting in an official capacity is, or is likely to become, a party;

    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.

THIS VERSION IS NOT ADOPTED

DHS CITY CLERK

4. 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.

5. 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.

6. Attendance at executive session is limited to:

   a) Councilmembers;

   b) Assistants to Councilmembers representing their Councilmember in the Councilmembers' absence(s) (and this attendance is 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;

   e) The City Clerk or designee for clerking purposes.

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

8. 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 the session.

THIS VERSION IS NOT ADOPTED

III. PUBLIC PARTICIPATION

A. Public Sessions.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), are open to the public, and shall be conducted in a manner that 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 Rule IX.J. Equal Access and Participation.)

DTS CITY CLERK

2. The Council shall not adjourn its regular Full Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law. (See Rule II.A.1.d Full Council Meetings, and Rule III.D.2 Interruptions to Council Meetings and Committee Meetings.) (City Charter Article IV, Section 6)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of that committee and appropriate public notice and access are provided.

4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee chair so long as appropriate public notice and access are provided.

B. Public Hearings.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting will specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or subject to be discussed at the public hearing. (See Rule III Public Participation, and Rule VII.C. Duties of Committee Chairs.)

1. Public hearings may be held as part of a scheduled Full Council, select or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.

2. The Chair of the body conducting the public hearing shall:

   a) Announce at the beginning of the Public Hearing the rules, guidelines, and time limits for individual speakers;

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

3. Members of the public who wish to speak at Public Hearings shall comply with section III.D. of these Rules.

THIS VERSION IS NOT ADOPTED

2015 CITY CLERK

C. Public Comment at Full Council and Committee Meetings.

Public Comment Periods are opportunities for members of the public to comment on items on the meeting's agenda, or in the case of a committee meeting, on matters within the purview of the committee. The agenda for a particular Council meeting may specify the total time allotted for the public comment period and for time limits for individual comments. (See also Rule III.B. Public Hearings)

1. The Council does not accept public comment at special meetings of the Full Council.

2. The Council does accept public comment at regular Full Council meetings:

   a) Public comment at Full Council meetings is limited to matters on the Introduction and Referral Calendar and Committee Reports on that day's regular Full Council meeting agenda; and

   b) The Council President shall ensure that all public comment is in accordance with Rule III.C.2.a.

3. Council Committees accept public comment at regular and select Committee meetings.

   a) Public comment at a Committee meeting is limited to matters within the purview of the specific Committee or an item listed on that day's agenda.

   b) The presiding officer at a Committee meeting shall ensure that all public comment is in accordance with Rule III.C.3.a.

4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.

5. Individual speakers will be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on sign-in sheets provided by Legislative Department staff.

6. When an individual is recognized by the presiding officer, the individual shall approach the podium, state his or her name for the record, and identify the item to which he or she will speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

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7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the microphones provided for public speakers.

8. If no speakers sign up to address the Council or the Committee, or if the public comments conclude before the 20 minute time period has elapsed, the comment period will be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.

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

10. No public comments addressing the merits of a quasi-judicial action are permitted at any Council meeting.

D. Disruptions to Council Meetings and Committee Meetings.

1. Disruptions of Full Council and Committee meetings are prohibited. Disruptions include but are not limited to the following:

   a) Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;

   b) Outbursts from members of the public who have not been recognized by the presiding officer for public comment;

   c) Comments that are not in compliance with III.C.2.a or III.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, or other legislative action on which a public hearing is being held;

   d) Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;

   e) Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting; or

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f) Behavior that intentionally disrupts, disturbs or otherwise impedes attendance or participation at a Council or Committee meeting.

2. The presiding officer shall preserve the order and decorum of a Council or Committee meeting at all times. If an individual fails to comply with III.D.1 of these Rules, the presiding officer shall issue an oral warning to the individual that his or her behavior is out of order. If the individual continues to engage in activity that violates III.D.1, the presiding officer may take the following actions:

   a) Terminate the individual's comment period and proceed to the next speaker, if any;

   b) Direct security staff to assist an individual to his or her seat; or

   c) Direct security staff to remove the individual from the meeting room.

3. Any individual ordered to be removed from a meeting pursuant to III.D.2.c shall be excluded from returning to that same meeting from which the individual was removed, unless the decision of the presiding officer is overruled by a majority vote of those Councilmembers in attendance.

4. If an individual fails to comply with the requirements of III.D.1 over the course of two or more Council and/or Committee meetings occurring within a 15 day time period, or over the course of two or more consecutive meetings of the same Committee, the presiding officer may exclude the individual from participation in future public comment periods before the Council and/or Committee meetings, or exclude the individual from attendance at future Council and/or Committee meetings, unless the decision of the presiding officer is overruled by a majority vote of the Councilmembers in attendance.

   a) The presiding officer shall inform the individual of the specific reason for his or her exclusion, and the specific terms of the exclusion.

   b) An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at Council and/or Committee meetings may be issued for up to 28 calendar days.

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c) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 28 calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 90 calendar days.

d) If an individual is subject to an exclusion from future attendance at Council and/or Committee meetings for a 90 or more calendar day time period, and further engages in activity that violates III.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or Committee meetings may be issued for up to 180 calendar days.

e) The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or Committee meetings.

f) When issuing an exclusion from future public comment periods, or from future attendance at Council or Committee meetings, the presiding officer shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

5. Any individual excluded from participation in future public comment periods or from attendance at future Council or Committee meetings for a period of more than two calendar days may appeal his or her exclusion by submitting a written appeal to the Full Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the Full Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or Committee meetings shall remain in effect during the Council's consideration of the appeal.

6. The enforcement provisions of these rules are in addition to the authority of the Fleets and Facilities Department to enforce Rules of Conduct in City Hall

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pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions prior to or after a Council or Committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under the rules cited in this section.

E. Interruption(s) to Full Council Meetings and Committee Meetings.

1. It is the responsibility of the Chair to maintain order and adjourn any meeting as he or she deems necessary.

2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the 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. (See also RCW 42.30.050.)

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

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IV. COUNCIL BUSINESS

A. Business Brought Before the Full Council.

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

2. A Resolution cannot be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of those 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 nine Councilmembers vote in its favor. (City Charter Article IV Section 8)

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

5. Amendments to Bills may not be presented at a Full Council meeting unless previously circulated to Councilmembers and reviewed by the Law Department at least two hours before the meeting. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional public notice and opportunity for public comment before and amended Bill may be passed.

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

B. Order of Business.

1. The President shall announce the business of the Council at regular Full Council meetings, which shall ordinarily be disposed of in the following order:
   a) Call to Order
   b) Roll Call
   c) Ratification of Introduction and Referral Calendar (Introduction and Referral of Bills, Resolutions, and Clerk Files)
   d) Approval of the Agenda
   e) Presentations
   f) Approval of the Journal
   g) Public Comment
   h) Payment of Bills, Claims, and Salaries

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i) Committee Reports (discussion and vote on Bills, Resolutions, 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 or 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 that 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 written objection of the Bill is published, and not more than 30 days after the return of the 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 that does not pass during the first vote of reconsideration shall be deemed finally lost. (City Charter Article IV, Section 12)

D. Journal of the Proceedings of the Seattle City Council.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council 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 a regular Full Council Meeting.

3. The Journal of the Proceedings is a public document.

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V. PARLIAMENTARY PROCEDURES

If the General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the 11th 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.

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

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

2. The Councilmember who sponsors a Bill, Resolution, Clerk File or motion has the privilege of speaking first and last upon it.

3. 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. Consideration of Motions.

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

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

3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the Councilmember who seconded the motion may withdraw his or her second.

4. Motions shall be entertained in the order of precedence outlined in the 11th Edition of Robert's Rules of Order Newly Revised.

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MOTION TO:	Second?	Debatable	Amendable?	Vote?	May be reconsidered?
Adjourn	Yes	No	No	Maj	No
Recess	Yes	No	Yes	Maj	No
Reconsideration (See also Rule VI.G)	Yes	Yes	No	Maj	No
Lay on the Table (See also Rule V.H)	Yes	No	No	Maj	Yes
Take from the Table	Yes	No	No	Maj	No
Call the Question	Yes	No	No	2/3	Yes
Hold to a Certain Time (See also Rule V.G)	Yes	Yes	Yes	Maj	Yes
Commit to a Committee	Yes	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Yes	Maj	Yes
Hold Indefinitely (See also Rule V.J)	Yes	Yes	No	Maj	Affirmative vote may be reconsidered

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C. Amendment Form.

1. Members may offer amendments to proposed legislation for consideration by the Full Council or select or standing committees. An amendment is a pending motion until it is voted on. Amendments to legislation must be seconded, are debatable, and are adopted by a majority vote. Proposed amendments should take the form of either:

   a) To insert, or to add language;

   b) To delete language;

   c) A combination of ***a*** and ***b*** having the following forms:

      i. To delete and insert (which applies to words)

      ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.

2. Added language shall be underlined and deleted language shall be shown with strikethrough format.

3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A Member may make a Parliamentary Inquiry directed to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may assist a Member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.

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E. Recognition by the Chair.

If two or more Councilmembers rise at the same time, the Chair shall designate the one who shall speak first.

F. Division of a Question.

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.

G. Point of Order.

1. The Chair shall decide all points of order.
2. If dissatisfied with the decision of the Chair, any Member may appeal the decision.
3. In all cases of appeal, the question shall be: "Shall the decision of the Chair be sustained?"
4. No Member may speak more than once on an appeal without the consent of a majority of the Councilmembers in attendance.
5. 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 Chair shall stand.

H. Call the Question.

A Councilmember may make a motion to *Call the Question* (also known as *Previous Question*) to end debate on an immediate pending motion. This motion requires a second and a two-thirds vote in favor.

I. Hold to a Certain Time.

To postpone a question to a certain time, and within limits, the motion shall state a definite date, meeting, or hour, or until after a certain event.

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J. Lay on the Table.

A majority of the Council may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to *Lay on the Table* must state the reason for the motion. A motion that has been laid on the table may be brought back by a motion to *Take from the Table* until the end of the next meeting.

K. Take from the Table.

Once a question has been laid on the table, it can be taken from the table by a majority vote of those present, as soon as the interrupting business has been disposed of or whenever no other question is pending.

L. Hold Indefinitely.

The Council may decide not to take a direct vote or position on a main question by disposing of it with a motion to *Hold Indefinitely*. The question may not be brought back again for at least 60 days.

VI. VOTING AT SESSIONS OF THE FULL COUNCIL

A. Voting Required.

1. Every Councilmember in attendance shall vote on 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 members may disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict. (See also Rule VI.D.2 Announcing and Recording Votes.)

2. Abstentions are not allowed. Members not having disqualified themselves pursuant to Rule VI.A.1 Voting Required, shall vote "Aye" or "No."

3. All votes shall be recorded by the City Clerk in the Journal of Proceedings. (City Charter Article IV, Section 4, Third).

B. Roll Call Voting.

1. A roll call vote may be taken when voting on final passage of Bills.

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2. A roll call vote on other business will be taken when requested by the President or a Councilmember, with a majority of those present voting in favor.

3. Roll for a roll call vote is 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 is moved to the end of the roll in a systematic rotation.

4. The President's name is called last.

C. Voice Vote.

A voice vote may be taken on any matter of business before the Council, unless a roll call vote has been requested as provided in Rule VI.B.2 Roll Call Voting.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" 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 himself or herself from voting under Rule I.A.4.D, the Clerk shall record and announce "in attendance, but disqualified from voting." (See also Rule VI.A.1 Voting Required.)

E. Proxy Votes.

There are no proxy votes. A Member may cast a vote only if he or she is in attendance to do so at the time the vote is taken, except as provided for in Rule II.D. Attendance During an Emergency.

F. Tie Vote.

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

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G. Reconsideration.

1. After the final vote on any motion, Bill, Resolution, or Clerk File, and before the adjournment of that meeting, any Member who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

    a) If the result of the final vote is to pass any motion, Bill, Resolution, or Clerk File, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

    b) If a Bill is moved for final passage and fails to pass, and a motion to reconsider is made, the motion shall not be voted on before the next meeting of the Full Council. (City Charter Article IV Section 10)

2. A motion to reconsider takes 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 immediately.

4. A motion that does not pass in a standing or select committee meeting cannot be reconsidered, but the motion may be offered to the Full Council.

VII. 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 election of a Council President.

2. Formation of standing committees, i.e. the identification of committees' scopes of work, regular meeting schedules, Chair and membership assignments, shall be adopted by Resolution.

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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 that 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.

4. There is no quorum requirement for standing committee meetings.

C. Duties of Committee Chairs.

It is the duty of the committee Chair to:

1. Provide at each meeting a comment period for members of the public to address the committee on matters within the purview of the committee or an item listed on the meeting's agenda, in accordance with Rule III.C.3.a. of these Rules.

2. Act as presiding officer and call the meetings to order at the appointed times.

3. 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. Announce Councilmembers in attendance at the call to order and as they join the meeting.

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

6. Keep the meeting to the time schedule.

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7. Set the committee's agenda consistent with the committee's assigned scope of work.

8. Preserve order and decorum.

D. Duties and Responsibilities of Standing Committee 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 is the duty of each member of a standing committee to attend the committee meetings. The attendance policy for standing committees is as follows:

   a) Members of standing committees are expected to attend all meetings of the committees.

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

   c) Members attending standing committee meetings shall not leave without notifying the committee Chair.

   d) If a committee member is unable to attend a committee meeting, it is the responsibility of the committee member's office to inform the committee Chair and committee alternate as soon as it is practical.

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

4. Committee Reports:

   a) Standing committees shall have a written record of final recommendations on any legislation reported out to the Full Council. The record shall include the names of members voting for, against, and abstaining.

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

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c) Divided Reports:

i. A Divided Report containing the different recommendations from the committee shall be made available after the committee meeting for signing by those attending Councilmembers wishing to subscribe to it.

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

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

iv. 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 the report.

v. When reporting recommendations to the Full Council:

a. The position signed by the majority shall be considered first;

b. If there is no majority position, the position of the chair shall be considered first.

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 suspend this Rule.

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VIII. SELECT COMMITTEES

A. Budget Committee.

1. The Budget Committee is a select committee, comprised of all Councilmembers and chaired by the Chair of the Finance Committee.

2. The purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), make changes as appropriate, and adopt a budget and CIP; and to review and take action on other budget issues during the year as may be assigned to the committee.

3. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort will be made to provide preliminary agendas online and in hard copy at least two business days before the meeting.

4. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President.

5. Rule II.B.2, applies to special meetings of the Budget Committee.

B. Town Hall Committee.

1. Town Hall Committee is a select committee.

2. The purpose of a Town Hall Committee meeting is to afford the public an opportunity to address the Council at a location outside the Council Chamber or City Hall.

3. The Council shall hold at least two Town Hall Committee meetings per calendar year.

4. The Council President shall determine the Chair, date, time, and location of Town Hall Committee meetings.

5. The Council President may, when announcing the date, time and location of each such meeting, establish the subject or subjects to which public comment shall be accepted. Public comment at Town Hall Committee meetings is limited to matters within the purview of the City Council.

6. Public comment at Town Hall Committee meetings shall be in accordance with section III.C.3.a of these Rules.

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7. Council shall take no vote or other final action at a Town Hall Committee meeting.

C. Other Select Committees.

The President may create select committees and shall appoint the Chair and membership to select or non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council.

D. Select Committee Quorum.

The Council President, when creating a select committee, shall specify the quorum for convening meetings, for making recommendations, or taking committee action, shall be determined by the Council President at the time the select committee's assignments are made.

E. Voting at Select Committee Meetings.

1. Select 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 suspend this Rule.

2. Select committee action on any Council Bill, Resolution, or Clerk File shall be limited to recommendations for the Full Council to consider when voting on final action for that item.

F. Duration of Select Committees.

Select committees may be of limited duration or focus.

G. Record of Select Committee Reports.

Select committees must have a written record of final recommendation on any legislation reported out to the Full Council. The record shall include the names of members voting for, against, and abstaining.

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IX. MISCELLANEOUS

A. Attendance at Sessions of the Full Council.

1. Councilmembers must attend all regular Full Council Meetings, unless excused by the Full Council. (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, are 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 Full 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. If 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". An "on call" Councilmember 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 in the Journal of Proceedings.

THIS VERSION IS NOT ADOPTED

B. Committee Attendance Policy for Members and Alternates.

1. Members of Council committees and external committees (governing or advisory bodies to which Councilmembers are appointed by Council Resolution) are expected to attend committee meetings unless the Councilmember is unavailable.

2. If a committee member is unable to attend a Council committee meeting, it is the responsibility of the committee member's office to inform the committee Chair and committee alternate as soon as the planned absence is known .

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3. If a committee member is unable to attend an external committee meeting, it is the responsibility of the committee member's office to inform the committee alternate(s) as soon as practical

4. When a committee alternate is notified of the absence of a committee member, the alternate is expected to attend the committee meeting unless the alternate is also unavailable. If the alternate is unable to attend, it is the responsibility of the alternate's office to notify the committee Chair for Council committee meetings, and other members or alternates (if there are any) for external committee meetings.

C. 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, and Rule IX.L;

   b) Reconsideration section, VI.G;

   c) Executive Session subsection, II.E.7;

   d) Those required by Charter;

   e) Those required by the Seattle Municipal Code;

   f) Those required by state law;

3. The City Clerk shall provide a guide for compliance with Rule IX.C, which guide is attached as Appendix A to these Rules.

4. If 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 Full Council or committee may proceed accordingly.

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D. Action Requirement.

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

E. Breach of Decorum.

The City Council has 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, Fourth)

F. 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 or she shall file that objection with the City Clerk within forty-eight hours following the action being objected.

G. Electronic Recording.

1. Public meetings of the City Council will be electronically recorded whenever feasible. Executive sessions and those meetings exempted from RCW 42.30 will not be recorded.

2. The City Clerk shall maintain custody of these recordings.

H. Annual Legislative Report.

The Council will produce an Annual Legislative Report, as designated by the Council President. The report will identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format as determined by the Council President.

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I. 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 is limited and 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:

   Access by media is in accordance with Legislative Department policy.

3. Extraordinary Circumstances:

   The Council President or his or her designee, may suspend or modify provisions in this section (X.I), to protect the safe and responsible functioning of the Council.

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

1. Assistive listening devices will be available in Council Chambers during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast, to enable persons with disabilities to attend all public City Council meetings.

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2. In addition, upon request, reasonable efforts to make additional accommodation not addressed by the available assistive listening devices will be made to enable persons with disabilities to attend all public City Council meetings.

3. Because a request for additional accommodation may require sufficient lead time to respond, the request should be made at the earliest possible opportunity.

4. Any individual wishing to request assistive listening devices, printed materials, or services or other reasonable accommodation should do so prior to the meeting in question by directing his or her request to the Office of the City Clerk.

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

K. Use of Council Chambers.

1. Council business takes precedence over other uses of the Council Chamber.

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

L. Biennial Review of General Rules and Procedures.

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

M. Amendment of General Rules and Procedures.

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

Appendix A: List of Rules and Procedures that may not be Suspended.

January12, 2015
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Appendix A

THE FOLLOWING RULES AND PROCEDURES GENERALLY CANNOT BE SUSPENDED

(These Rules and Procedures are based on Charter, RCW, or SMC provisions, and should not be suspended without consulting applicable provision(s))

CITY CHARTER PROVISIONS	RULE NO.	PAGE NO.	CHARTER REFERENCE
Councilmembers establish the rules for their proceedings	I. A. 1	Pg. 4	Article IV, Section 4
Individual Councilmembers shall not have or execute executive or administrative power.	I. A. 3	Pg. 4	Article IV, Section 4, Fifth
Council chooses President from among members	I. B. 1	Pg. 5	Article IV, Section 4, First
President performs usual functions of presiding officer	I. B. 1	Pg. 5	Article IV, Section 4, First
Removal of President	I. B. 2	Pg. 5	Article IV, Section 4, First
Council Bills are signed in open session (by President)	I. B. 3. b	Pg. 5	Article IV, Section 11
The President acting as Mayor	I. B. 3. i	Pg. 6	Article V, Section 9
The President heads the Legislative Department	I. B. 3. 1	Pg. 6	Article III, Section 3
President Pro-Tem acts as President	I. C. 3. a	Pg. 6	Article V, Section 9
Regular Full Council meeting dates and times	II. A. 1	Pg. 6	Article IV, Section 6
Quorum for Full Council (majority of all members)	II. A. 1. e	Pg. 7	Article IV, Section 3
Provisions for Full Council Special Meetings	II. B.	Pg. 10 and 11	Article IV, Section 6, *also RCW 42.30.080*
Meeting location for Full Council Regular meetings	III. A. 2	Pg. 14	Article IV, Section 6
Council Bills cannot be introduced and passed at same meeting	IV. A. 3	Pg. 20	Article IV, Section 8
Council Bills require at least a majority of all members votes to pass	IV. A. 4	Pg. 20	Article IV, Section 8
President announces he/she is signing Council Bills when they are passed	IV. B. 2	Pg. 20	Article IV, Section 11
Council Bills to be read upon passage, if requested by a member	IV. B. 2	Pg. 21	Article IV, Section 11
Council Bills vetoed by the Mayor are voted on again by Council	IV. C. 1	Pg. 21	Article IV, Section 12
Reconsideration of vetoed bills must occur w/in 5 days of veto	IV. C. 2	Pg. 21	Article IV, Section 12
2/3 vote is required to pass a reconsidered bill that was vetoed	IV. C. 3	Pg. 21	Article IV, Section 12
Vetoed Bills cannot be reconsidered again if lost on reconsideration vote	IV. C. 4	Pg. 21	Article IV, Section 12
A roll call vote may be demanded by any two Councilmembers or President	V1. B. 2	Pg. 27	Article IV, Section 4, Third

THIS VERSION IS NOT ADOPTED

BOIS CITY CLERK

THE FOLLOWING RULES AND PROCEDURES GENERALLY CANNOT BE SUSPENDED

(These Rules and Procedures are based on Charter, RCW, or SMC provisions, and should not be suspended without consulting applicable provision(s))

CITY CHARTER PROVISIONS (Continued)	RULE NO.	PAGE NO.	CHARTER REFERENCE
When passage of a Bill fails in Full Council by vote, it cannot be reconsidered before the next regular Full Council meeting	VI. G. 1. b	Pg. 28	Article IV, Section 10
Standing Committees are to facilitate legislative functions of the Council	VII	Pg. 28	Article IV, Section 4
Councilmembers must attend all regular Full Council meetings unless excused	IX. A. 1	Pg. 34	Article IV, Section 3
Attendance at Full Council meeting can be compelled	IX. A. 2	Pg. 34	Article IV, Section 3
Councilmembers have authority to punish members	IX. E.	Pg. 36	Article IV, Section 4

RCW PROVISIONS	RULE NO.	PAGE NO.	RCW REFERENCE
Who can call a special meeting and how it shall be noticed	II. B. 1. a	Pg. 10	RCW 42.30.080, *also Charter Article IV, Section 6*
When an Executive Session can be held	II. E. 1	Pg. 12	RCW 42.30.140
How an Executive Session is conducted	II. E. 1	Pg.12 and 13	RCW 42.30.110
Calling Special Emergency Meetings; mtg notice requirements	II. C	Pg. 11	RCW 42.30.070; 42.30.80; and 42.14.075
Notices of Special Meetings of the Full Council	II. B. 1. b	Pg.10	RCW 42.30.80
Disrupted meetings can be adjourned and reconvened elsewhere	III. E. 2	Pg. 19	RCW 42.30.050

SMC PROVISIONS	RULE NO.	PAGE NO.	SMC REFERENCE
Appearance of Fairness disqualifications	I. A. 4. d	Pg. 4	SMC 4.16
Councilmembers must disqualify themselves from acting on certain City business	V1. A. 1	Pg. 26	SMC 4.16
Amendment of Rules and Procedures	X. M	Pg. 38	SMC 3.02.030

THIS VERSION IS NOT ADOPTED

DMS CITY CLERK

STATE OF WASHINGTON -- KING COUNTY

--ss.

320988 No. 31561

CITY OF SEATTLE,CLERKS OFFICE

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:TITLE ONLY RESOLUTION

was published on

02/27/15

The amount of the fee charged for the foregoing publication is the sum of $31.00 which amount has been paid in full.

Subscribed and sworn to before me on

02/27/2015

Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication

State of Washington, King County

City of Seattle

Title Only Resolution

The full text of the following legislation, passed by the City Council on February 2, 2015, and published below by title only, will be mailed upon request, or can be accessed at http://clerk.seattle.gov. For information on upcoming meetings of the Seattle City Council, please visit http://www.seattle.gov/council/calendar.

Contact: Office of the City Clerk at (206) 684-8344.

RESOLUTION NO. 31561

A RESOLUTION revising certain General Rules and Procedures of the Seattle City Council; amending Attachment 1of Resolution 31489, Section III.D.

Date of publication in the Seattle Daily Journal of Commerce, February 27, 2015.

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