

2011 Rules Revision
Office of the City Clerk
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Page	Section	Recommendation	Reason
3	I.C.3.a	The President Pro Tem will act as President in the case of incapacitation or absence of the President, <u>or if the President is acting as Mayor.</u> (City Charter Article V, Section 9)	<i>Clarification</i>
4	II.A.1	Add new v): <u>All standing and special council 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 (2010 AGO No. 9) (See also Rule {x reference addition to committee section}</u>	<i>Compliance with AGO 2010 No. 9</i>
5	II.A.2 b	Regular Council Briefings shall ordinarily be held at 9:30 a.m. each Monday, or if Monday is a holiday, then on the next day not a legal holiday.	<i>Clearer writing</i>
	II.A.2.	Add new c: Regular meetings are not held on the last two Mondays in August and the last two Mondays in December.	<i>Bring in line with practice and with rule relating to Full Council recess.</i>
6	II.A.3.a	Standing committee meetings will generally be held twice monthly, in accordance with committee assignment guidelines <u>established by Resolution.</u>	<i>Clarification</i>
	II.A.3.	Add new g): <u>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 the item.</u>	<i>Clarification</i>

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7	II.A.3	Add new j): <u>Regular meetings of standing 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 (2010 AGO No. 9) (See also Rule {x reference addition to committee section}</u>	<i>Compliance with AGO 2010 No. 9</i>
	II.B.2	Add new c): <u>Special meetings of standing 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 (2010 AGO No. 9) (See also Rule {x reference addition to committee section}</u>	<i>Compliance with AGO 2010 No. 9</i>
11	II.G	In the event that a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency renders a Member's physical attendance at a meeting impracticable, such Member may attend <u>and vote</u> by any electronic means (e.g. multi-party telephone or video conferencing) utilized by the Council for such purpose.	<i>Clarification</i>
	III	Inconsistent use of Council Chambers and Chambers	<i>Clean-up</i>
12	III.B	Public Comment at the Full Council and Committee Meetings. Public Comment Periods differ from Public Hearings in that they are brief opportunities, usually <u>held</u> at the beginning of regular council and standing committee meetings, for members of the public to comment regarding any item <u>on items on that day's agenda. the agenda for that regular meeting.</u> The agenda for a particular regular meeting may specify the total time allotted for the comment period and for time limits for individual comments. (See also Rule II.D. Public <u>Hearings Comment</u>)	
	III.B.1	The Council shall not take <u>accept</u> public comment at special meetings of the Full Council.	<i>Clean-up</i>

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	III.B.2	a) The Council shall take <u>accept</u> public comment at regular Full Council Meetings:	<i>Clean-up</i>
	III.B.2.a	Public comment should be related <u>is limited to matters on the Introduction and Referral Calendar and Committee Reports on that day's regular Full Council meeting agenda for vote or final action;</u>	<i>Clarification</i>
	III.B.2.d	The Council President shall ensure that all <u>All</u> -public comment shall be is in accordance with the Legislative Department Policy Regarding Public Comment at Full Council and Standing Committee Meetings, attached as an appendix to these Rules, and in accordance with Rule III.B. Public Comment, and Rule X.A. Duties of Committee Chairs.	<i>President Request</i>
13	III.B.3	Standing and Special Committees shall, and Committees of the Whole and Special Committees may, allow public comment at committee meetings in accordance with the Legislative Department Policy Regarding Public Comment at Full Council and Standing Committee Meetings, attached as an appendix to these Rules, and in accordance with Rule III. B. Public Comment, and Rule X.A Duties of Committee Chairs.	<i>Common practice is to provide public comment at special committees; do we need the Rules to continue exempting them?</i>
14	IV.B.1	<u>The President shall announce the business of the Council at regular Full Council meetings, which shall ordinarily be disposed of in the following order:</u> The President shall announce to the Council the business in order. Business of the Council at regular Full Council meetings shall ordinarily be disposed of in the following order:	<i>Clearer language</i>
16	V	<u>Parliamentary Procedures (for Full Council meetings)</u> <i>For all of Section 5, change all references to "President" to "Chair," to be applicable to any type of meeting.</i>	<i>Should apply to committee meetings as well</i>

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16	V	If the current General Rules and Procedures of the City Council are silent on a matter of parliamentary procedure, the _____th Edition then current edition of Robert's Rules of Order Newly Revised will govern the Council in all cases to which they are applicable.	<i>CAO Advice; will fill in either 10th or 11th addition by time of Rules Adoption</i>
	V.B.3	3. If no Councilmember objects, a motion may be withdrawn by the maker before amendment, or action. <u>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 their second.</u>	<i>Clarification</i>
	V.B.4	Motions shall be entertained in the order of precedence outlined in the _____th Edition then current of Robert's Rules of Order Newly Revised.	<i>CAO Advice; will fill in either 10th or 11th addition by time of Rules Adoption</i>
17	Motions Table	Add "Lay on the Table" and "Take from the Table," Change "Move the Previous Question" to "Call the Question." See Rules draft for details.	
18	V.B. 5	When a question has been held by motion, to a time certain, the question shall not be introduced again at the same meeting.	<i>Moved and reworded to a new section V.G</i>
	V.B.6	When a question has been held indefinitely by motion, the question shall not be introduced again for at least 60 days.	<i>Moved and reworded to a new V.J</i>
	V.B.7	A motion to table an amendment shall not carry the main question with it unless so specified in the motion to table.	<i>Moved and reworded to a new V.H and V.I</i>

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	V.B.8	When a Bill is put upon its final passage and fails to pass, and a motion is made to reconsider, the vote upon such reconsideration motion shall not be acted before the next meeting of the Council. (See also Rule VI.G Reconsideration.) (City Charter Article IV, Section 10)	<i>The Motion to reconsider is addressed in greater detail in a subsequent section; we found this redundant and unclear.</i>
	V.D.1	Any Councilmember may call for a division of a question, which shall be divided if it embraces subjects so distinct that one being taken away, a substantive proposition shall remain for the decision of the Council. but a motion to strike out and insert shall not be divided,	<i>Clarification</i>
19	V.F.1	<u>Call the Previous-Question.</u> <u>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.</u> The previous question may be demanded by two Councilmembers in this form: "Shall the main question now be voted upon without further debate?" When a two-thirds majority of the Councilmembers in attendance vote to end debate, such debate shall end.	<i>Clarification; clearer writing</i>
	V	Add new V.G: <u>Hold to a Certain Time</u> <u>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.</u>	

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	V	<p>Add new V.H: <u>Lay on the Table</u></p> <p><u>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 following meeting.</u></p>	
	V	<p>Add new V.I : <u>Take from the Table</u></p> <p><u>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.</u></p>	
	V	<p>Add new V.J.: <u>Hold Indefinitely</u></p> <p><u>The Council can decide not to take a direct vote or position on a main question by disposing it with a motion to Hold Indefinitely. The question may not be brought back again for at least 60 days.</u></p>	
19	VI.A.3	<p>Add new 3: <u>All votes shall be recorded by the City Clerk in the Journal of Proceedings. (City Charter Article IV, Section 4, Third).</u></p>	<p><i>Current rules specify only roll call votes go into the Minutes; not appropriate or current practice.</i></p>

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19	VI.B.2	A roll call vote on other business <u>will be taken when requested by a Councilmember, or at the initiative of the President, with a majority of those present voting in favor.</u> may be demanded by two Councilmembers in attendance, or by the President. In the case of a demand for a roll call vote, the votes shall be recorded by the City Clerk in the Journal of Proceedings (City Charter, Article IV, Section 4, Third).	<i>Clarification</i>
20	VI.D.2	When a Councilmember is in attendance, and has disqualified him/herself from voting <u>under Rule I.A.4.D</u> , the Clerk shall record and announce “in attendance, but disqualified from voting.” (See also Rule VI.A.1 Voting Required.)	<i>Clarification</i>
	VI.G.1	After the final vote on any motion, Resolution, or Bill, and before the adjournment of that meeting Full Council session , any Member who voted with the prevailing side may move for reconsideration of <u>the original motion</u> . Seconds to motions for reconsideration may be from either the prevailing or non-prevailing side .	<i>Clarification</i>
	VI.G.1.b	When the result of the final vote is <u>to not pass</u> a motion, Resolution, or Bill, the reconsideration shall not be acted upon before the next regular meeting. of the Full Council (City Charter Article IV Section 10)	<i>Clarification</i>
21	VI.G.1	add new 4: <u>A motion that does not pass in a standing or special committee cannot be reconsidered , however may be brought back at another meeting of the Full Council.</u> <u>(RRO 180; 332)</u>	<i>Clarification</i>
	VII.	Committee of the Whole - DELETE ENTIRE SECTION	<i>COWs were eliminated in favor of Special Committees, covered in</i>

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			<i>Rule IX.</i>
23	VIII.C.2	Add new d: <u>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 established on the Councilmember's schedule.</u>	<i>President's request</i>
23	VIII.C.4.a	Standing committees must <u>shall</u> have a written record of final action <u>recommendations</u> on any legislation reported out to the Full Council. <u>The record shall include the names of members voting for, against, and abstaining.</u>	<i>Clarification</i>
	VIII.C.4.c.1	A Divided Report containing the different recommendations from the committee shall be made available after said committee meeting for signing by those <u>attending Councilmembers</u> Members wishing to subscribe to it.	<i>Clarification</i>
24	VIII.C.5.b.	When there is no majority position, the position of the chair shall be considered first, if he/she so desires <u>so desired</u> .	<i>Clearer writing</i>
26	X.A	Duties of the Chairs of Committees shall include:	<i>Clearer writing</i>
	X.A.1	<u>Provide</u> Allow at each meeting a comment period for members of the public to address the committee on matters on that day's agenda for that meeting, in accordance with Legislative Department policy regarding public comment at meetings.	
	X.A.2	2. Rule X.A.1 does not apply to special committees.	<i>See above comment about exempting special committees from public comment</i>
	X.A.3 (new 2)	Call the meetings to order at the appointed times, and record the beginning and ending times of the meetings.	<i>Not a duty of the chair.</i>

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	X.A.4	Add new 4: <u>Announce Councilmembers in attendance at the call to order and as they join the meeting.</u>	
	X.A.7	Keep <u>the meeting</u> to the time schedule.	
	X.A.9	Suspend the Rules when appropriate, in accordance with Rule XI.B. Suspension of the Rules.	
	X.A.10	Invite persons to the committee table for the purposes of providing information necessary to committee business, and explain to those in attendance his/her reasons for inviting parties to the committee table.	<i>Unrelated to Rules</i>
27	XI.A.1	Councilmembers must attend all regular Full Council Meetings, unless excused <u>by the Full Council</u> . (City Charter Article IV, Section 3)	<i>Clarification</i>
	XI.A.7	The City Clerk shall record the attendance and requests for excused absence(s) from Full Council Meetings <u>in the Journal of Proceedings</u> .	<i>Clarification</i>
	XI.C.2.a	This section, and Rule XI. B .K	<i>Correction</i>
28	XI.C.2.g	The <u>City</u> Clerk is directed to provide a guide for compliance with Rule XI. C B, which shall be attached as an Appendix to these Rules.	<i>Correction</i>
	XI.G.1	Public meetings of the <u>City Full Council</u> , including regular Council Briefings meetings, special meetings, standing committees, Committees of the Whole and Town Hall Committee Meetings , will be electronically recorded whenever feasible.	<i>Clearer writing, calls out that there will be an effort to electronically record</i>

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		Executive sessions and those meetings exempted from the provisions of RCW 42.30 will not be recorded.	<i>ALL meetings; current practice.</i>
29	XI.I.3	Any individual wishing to request auxiliary aids or services or other reasonable accommodations should direct his/her request to the Legislative Department Administrative Staff <u>Office of the City Clerk</u> .	<i>Update</i>
30	XI.L.2	Prior to consideration by the Council, amendments to these General Rules and Procedures shall be referred to a committee for review and recommendation.	<i>Would allow more flexibility</i>