

ORDINANCE NO. 392

AN ORDINANCE, establishing rules and procedures for the conduct of the City Council meetings.

THE CITY COUNCIL OF THE CITY OF REDMOND DO ORDAIN AS FOLLOWS:

Section 1. Purpose and Scope. The order of procedure herein contained shall govern deliberations and meetings of the Council of the City of Redmond, Washington.

Sec. 2. Regular Meetings. Regular meetings of the Council shall be held as provided for by ordinance.

Sec. 3. Special Meetings. Special meetings may be called at any time by three (3) members of the Council or the Mayor by notice to each member three (3) hours before the time specified for the proposed meeting; Provided, however, that no ordinance shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless notice thereof has been duly given in the manner provided by RCW 42.32.010.

Sec. 4. Meetings Public - Study Meetings. All regular meetings of the Council shall be public and no ordinance, resolution, rule, regulation, order, or directive shall be adopted except in a regular or special meeting open to the public, the date of which is fixed by law or by notice under RCW 42.32.010; Provided, however, that special sessions, closed to the public, may be held for study purposes.

Sec. 5. Quorum - Absent Members. At all meetings of the Council, a majority of the Councilmen shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members by direction to the Chief of Police under penalty. Once a meeting has been constituted and called to order, no member present shall absent himself from the same without leave of the presiding officer or a majority of the Council.

Sec. 6. Presiding Officer - Mayor, Clerk Pro Tempore. All meetings of the Council shall be presided over by the Mayor, or, in his absence, by the Mayor Pro Tempore. If the Clerk is absent from a Council meeting, the Mayor or Mayor Pro Tempore shall appoint one of the members of the Council as Clerk Pro Tempore. The appointment of a councilman as Mayor Pro Tempore or as Clerk Pro Tempore shall not in any way abridge his right to vote upon all questions coming before the Council.

Sec. 7. Agenda. An agenda of all regular meetings shall be prepared by the City Clerk and transmitted to the Mayor and Councilmen at least forty-eight (48) hours prior to the time of the meeting. An agenda shall consist of business to come before the City Council. It shall be the duty of the heads of the various departments of the City to report agenda matters to the City Clerk in sufficient time for their inclusion in the agenda. Matters not on the agenda will be considered only by leave of the Council. The order of business shall follow as nearly as possible the order of the agenda as follows:

- I APPROVAL OF MINUTES
- II HEARINGS AND REPORTS
 - A. HEARINGS
 - B. REPORTS
- III OLD BUSINESS
- IV NEW BUSINESS
- V ORDINANCES AND RESOLUTIONS
- VI APPROVAL OF VOUCHERS
- VII ADJOURNMENT

Sec. 8. Attendance of Officers. The Clerk, Engineer, Public Works Director, Attorney and Chief of Police, and such other officers or employees of the City of Redmond as requested shall attend all meetings of the Council and shall remain in attendance for such length of time as the Council may direct. Any member of the Council may, at any time, during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of law and may call upon any other officer for a report or recommendation as to any matter before the Council.

Sec. 9. Absent Officials - Fine. Every officer, whose duty it is to report at the regular meetings of the Council shall, in default thereof, be fined at the discretion of the Council.

Sec. 10. Committee Reports. The chairman of each respective committee, or the Councilman acting for him in his place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

Sec. 11. Journal - Ayes, Nays. The Clerk shall keep a correct journal of all proceedings and at the desire of any member the ayes and nays shall be taken on any question and entered in the journal.

Sec. 12. Public Discussion - Disorderly Persons. No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer, or specific request of any council member. The presiding officer shall have the authority to limit the time allowed to address the Council. Disorderly persons, including those who do not abide by the rules established, may be removed from the meeting place at the direction of the presiding officer.

Sec. 13. Duty of the Presiding Officer. It shall be the duty of the presiding officer of the Council meeting to:

- a. Call the meeting to order;
- b. Keep the meeting to its order of business;
- c. State each motion and require a second to that motion before permitting discussion;
- d. Handle discussion in an orderly way:
 - (1) Give every councilman who wishes an opportunity to speak;
 - (2) Permit audience participation at appropriate times;
 - (3) Keep all speakers to the rules and to the questions;
 - (4) Give pro and con speakers an equal opportunity to speak;
- e. Put motions to a vote and announce the outcome;
- f. Suggest but not make motions for adjournment;
- g. Appoint committees when authorized to do so.

Sec. 14. Debate Limited. No member shall speak more than twice on the same subject without permission of the presiding officer.

Sec. 15. Voting - Disqualification. Each member present must vote on all questions put to the Council, except as to matters with respect to which such Councilman may have a conflict of interest. On the passage of every ordinance or resolution, on the appointment of any officer, and upon the award of any bid, the vote shall be taken by yeas and nays and entered in full upon the record. The vote shall be for or against the pending ordinance or resolution, and not on the report submitted thereon.

Sec. 16. Motion to be Stated - Withdrawal. When a motion is made and seconded, it shall be stated by the presiding officer before debate and before voting on the question. A motion may not be withdrawn or changed by the mover without the consent of the second.

Sec. 17. Motions, Resolutions and Ordinances. The presiding officer and any member of the Council may require a motion to be

reduced to writing prior to a vote upon the same. All resolutions and ordinances shall be in writing and shall be initiated by a member of the Council and attached to the agenda before being introduced at the meeting for adoption.

Sec. 18. Divisionable Questions. If the question contains two or more divisionable propositions, the presiding officer may, and upon the request of any member shall, divide the question. Each division of the question shall then be considered separately and the principal question shall be carried upon a favorable vote to each division. Upon a negative vote to any part of the divided question, the principal question shall be lost unless an amendment is made to the question.

Sec. 19. Motions to Reconsider. Motions to reconsider may be made only by a member who voted with the majority at the same or the next succeeding meeting, provided that a resolution or order authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require the same number of votes as is required to adopt an ordinance or resolution. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent.

Sec. 20. Motion to Lay on the Table. Motions to lay any matter on the table shall be first in order; and on all questions the last amendment, the most distant day, and the largest sum shall be put first. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.

Sec. 21. Motion for Adjournment. A motion for adjournment shall require a second, require a majority vote for passage, and shall always be in order, except as follows:

- a. When repeated without intervening business or discussion;
- b. When made as an interruption of a member while speaking;
- c. When the previous question has been ordered;
- d. While a vote is being taken.

Sec. 22. Tie Votes. In case of a tie vote on any question, the question shall be considered lost. The votes of abstaining members shall be counted as ayes, except as to members abstaining because of a conflict of interest who shall be entered as not having voted.

Sec. 23. Questions of Order. All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.

Sec. 24. Suspension of Rules. The rules of the Council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present.

Sec. 25. Roberts Rules of Order. Roberts Rules of Order, Revised, shall govern the deliberations of the Council except when in conflict with any of the foregoing rules.

Sec. 26. Effective date. This ordinance shall be in force and take effect five (5) days after the date of its publication in the manner


provided by law.

PASSED by the Council of the City of Redmond, Washington,
at a regular meeting thereof, and APPROVED by the Mayor
this 25th day of January, 1966.

CITY OF REDMOND


G. C. GRAEF
MAYOR

ATTEST:


R. K. RETTIG
CITY CLERK

APPROVED AS TO FORM:


JOHN D. LAWSON
CITY ATTORNEY

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