

RESOLUTION NO.

525

R-3318

10/29/86

A RESOLUTION to establish rules of conduct for Kirkland City Council meetings.

WHEREAS, a predetermined order of procedure for City Council meetings will be the most expedient means of conducting council meetings, and

WHEREAS such order of procedure will avoid confusion and aid in the expeditious handling of business,

THE CITY COUNCIL OF THE CITY OF KIRKLAND DOES RESOLVE AS FOLLOWS:

Section 1. The order of procedure herein contained shall govern deliberations and meeting of the Council of the City of Kirkland, Washington.

Section 2. Regular meetings of the Council shall be held as provided for by Ordinance.

Section 3. Special meetings may be called at any time by the Council on 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.

Section 4. At all meetings of the Council, a majority of the Council members shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time to secure the attendance of absent members.

Section 5. All meetings of the Council shall be presided over by the Mayor, or, in his absence, the Mayor or Mayor Pro Tempore shall appoint one of the members of the Council as Clerk Pro Tempore. The appointment of a council member as Mayor Pro Tempore or as Clerk Pro Tempore shall not in any way abridge his right to vote upon questions coming before the Council.

Section 6. The order of business shall be as follows:

1. Call to order.
2. Roll Call
3. Reading and/or Approving of minutes of previous meeting.
4. (a) Items of business not on the agenda introduced by citizens in the audience.  
(b) Presenting and disposing, by hearings or otherwise, of petitions, applications, complaints, appeals, communications, etc.
5. Consideration of Bids, L.I.D., and related matters.
6. Reports of Standing Committees.
7. Reports of special committees.
8. Reports of officers.
9. Unfinished business.
10. Auditing of accounts.
11. Resolutions, ordinances, orders, and rules & regulations.
12. New business
13. Adjournment.

Section 7. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 8. 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.

Section 9. 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.

Section 10. Motions shall be reduced to writing when required by the presiding officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

Section 11. Motions to reconsider must be by a member who votes with the majority, and at the same or next succeeding meeting of the Council.

Section 12. The clerk shall keep correct minutes of all proceedings and at the desire of any member the ayes and nays shall be taken on any question and entered in the minutes. Copies of the minutes shall be mailed to all members of the Council within four (4)

days following the Council meeting.

Section 13. All questions on order shall be decided by the presiding officer of the Council with the right of appeal to the Council of any member.

Section 14. The presiding officer of the Council may, at his discretion, call any member to take the chair, to allow <sup>The presiding officer</sup> ~~him~~ to address the Council, make a motion, or discuss any other matter at issue.

Section 15. 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.

Section 16. Each member present <sup>should</sup> ~~must~~ vote on all questions put to the Council, except as to matters with respect to which such Council member has personal and/or financial interest.

Section 17. 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 meeting open to the public, the date of which is fixed by law or rule; but, executive sessions from which the public is excluded, may be held for purposes other than the final adoption of an ordinance, resolution, rule, regulation, order or directive.

Section 18. A motion for adjournment shall always be in order.

Section 19. The rules of the Council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present; PROVIDED that at least four (4) affirmative votes be cast.

Section 20. The chairman of each respective committee, or the council member 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.

Section 21. The City Manager, Attorney, City Clerk, and such other officers and/or employees of the City of Kirkland shall, when requested, attend all meetings of the Council and shall remain in the council chambers for such length of time as the Council may direct.

Section 22. Items of business to be considered at any Council meeting shall be submitted to the City Manager ~~by~~ not later than the Wednesday prior to a regularly scheduled Council meeting. A written agenda is to be prepared and mailed <sup>NOT LATER THAN</sup> the following <sup>Fri.</sup> day to each Council member. Emergency items arising after the regular agenda has been prepared shall be referred to the City Manager for inclusion in an addendum to the agenda.

Section 23. It shall be the duty of the presiding officer of the Council to:

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

Section 24. ROBERTS RULES OF ORDER, REVISED, shall govern the deliberations of the Council except when in conflict with any of the foregoing rules.

ADOPTED in regular meeting of the Kirkland City Council on the 15<sup>th</sup> day of February, 1965.

James G. Vaup  
Mayor

Attest:

George E. Gendron  
City Clerk