

## RESOLUTION R- 3318

*Repealed by 3415*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND SETTING FORTH THE RULES FOR CONDUCT FOR KIRKLAND CITY COUNCIL MEETINGS AND REPEALING RESOLUTIONS NUMBERED R525 AND R3271.

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; now, therefore,

Be it resolved by the City Council of the City of Kirkland 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. 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 4. The order of business shall be as follows:

1. Call to order
2. Roll Call
3. Special presentations
4. Reports
  - a. Council reports
  - b. City Manager reports
5. Communications
  - a. Items from the audience
  - b. Written correspondence
  - c. Petitions
6. Consent calendar
  - a. Approval of minutes
  - b. Audit of accounts and payment of bills and payroll
  - c. Claims against the City
  - d. Authorization to call for bids
  - e. Award of bids
  - f. Acceptance of public improvements and establishing lien periods
  - g. Approval of agreements
  - h. Other routine - items of business

Any item may be removed from the consent calendar upon the request of any Council

member. All items remaining on the consent calendar shall be approved by a single motion.

7. Public hearings
8. Resolutions and ordinances
9. Unfinished business
10. New Business
11. Announcements
12. Adjournment

Section 5. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 6. No person, not a member of the Council, shall be allowed to address the Council while it is in session without the permission of the presiding officer.

Section 7. 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 8. Motions to reconsider must be made by a member who votes with the majority, and at the same or next succeeding meeting of the Council.

Section 9. The City Clerk shall keep correct minutes of all proceedings. The votes of each council Member on any ordinance shall be recorded in the minutes. At the request of any member, the ayes and nays shall be taken on any other question and entered in the minutes. Copies of the minutes shall be sent to the members of the Council prior to their next regular meeting.

Section 10. 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 11. The presiding officer of the Council may, at his discretion, call any member to take the Chair, to allow the presiding officer to address the Council, make a motion, or discuss any other matter at issue.

Section 12. 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 13. Each member present should 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 14. A tie vote shall not be dispositive of the matter voted upon, but shall be deemed to have tabled the matter until the next succeeding regular meeting at which all seven (7) Council members are present. At that meeting any member may move to take the matter off the table.

Section 15. A non-tie vote which fails for a lack of four (4) affirmative votes shall be deemed to defeat the matter voted upon. Any Council member may move to reconsider the matter at the next succeeding regular meeting at which all seven (7) Council members are present.

Section 16. A motion for adjournment shall always be in order.

Section 17. 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 18. The chairman of each respective committee, or the council member acting for him/her in his/her place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

Section 19. 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 chamber for such length of time as the Council may direct.

Section 20. Items of business to be considered at any Council meeting shall be submitted to the City Manager no later than the Wednesday morning prior to a scheduled Council meeting. A written agenda and informational material is to be prepared and sent the Friday preceeding each meeting to each council member. Emergency items arising after the regular agenda has been prepared shall be referred to the City Manager for inclusion, as an Addendum to the agenda.

Section 21. 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 time.
  - (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.

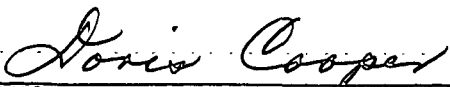
7. Appoint committees when authorized to do so.

Section 22. ROBERTS RULES OF ORDER, REVISED, shall govern the deliberations of the Council except when in conflict with any of the foregoing rules.

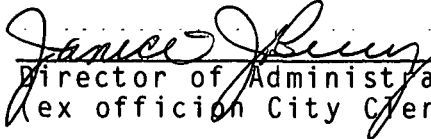
Section 23. Resolutions R525 and R3271 are each hereby repealed.

Passed by majority vote of the Kirkland City council in regular, open meeting this 20th day of October, 1986.

Signed in authentication thereof this 20th day of October, 1986.

  
MAYOR

ATTEST:

  
DEPUTY  
CLERK  
Director of Administration & Finance  
(ex officio City Clerk)