

RESOLUTION R -3580*Repealed Aug 3 1992*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
 SETTING FORTH THE RULES FOR CONDUCT FOR KIRKLAND CITY
 COUNCIL MEETINGS AND REPEALING RESOLUTION NUMBER R3415.

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]~~
 - ~~b. [e.]~~ Petitions
6. Consent calendar
 - a. Approval of minutes
 - b. Audit of accounts and payment of bills
and payroll
 - c. Written Correspondence
 - i. General
 - ii. Written correspondence relating to
quasi-judicial, including land use public

hearing matters and placed in the appropriate hearing file.

- d. Authorization to call for bids
- e. Award of bids
- f. Acceptance of public improvements and establishing lien periods
- g. Approval of agreements
- h. Resolutions and Ordinances
- i. Other routine items of business

Any matter, which because of its routine nature, would qualify for placement on the Consent Calendar pursuant to this section, may be included on the Consent Calendar, notwithstanding action on the matter may, by law or otherwise, require adoption of a Resolution or Ordinance.

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. Whenever an Ordinance is included on the Consent Calendar, approval of the calendar shall be by roll call vote.

- 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 equal opportunity [~~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. Written Correspondence: Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular, citizens of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Kirkland residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.

One concern of the City Council is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this Section:

1. Correspondence of an information only nature - Correspondence which is purely of an informational nature and which does not require a response or action should not be placed on the Council Meeting Agenda by the City Clerk, but rather transmitted to the Council members in their weekly informational packet.

2. General Requests - Items of a general nature (minor complaints, routine requests, referrals, etc.) shall be placed by the Clerk on the agenda under the Written Correspondence - Routine Section of the consent calendar. A brief staff memorandum should accompany each letter explaining the request and recommending a course of action.

3. Significant Correspondence - Written correspondence which obviously requires some Council discussion, is of a policy nature or for which a non routine official action or response is required, shall be placed by the Clerk on the regular Council Agenda, either under New Business or if appropriate, under Unfinished Business, and shall be accompanied by staff report as are all other agenda items.

4. Correspondence Directly Relating to Quasi-Judicial Hearing Matters - All such correspondence when so identified by the City Clerk shall be listed by name and reference to hearing matter on the consent agenda under the item Written Correspondence Relating to Quasi-Judicial Matters. Copies of such correspondence shall not then be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Council members

at the time that the matter comes before the City Council for it's quasi-judicial consideration, and as a part of the hearing record for that matter. The City Clerk shall also advise the sender of each such letter, that the letter will be coming to the attention of the City Council at the time that the subject matter of the letter comes before the Council in ordinary hearing course.


Section 24. Resolution R3415 is hereby repealed.

Passed by majority vote of the Kirkland City council in regular, open meeting this 6th day of February, 1990.

Signed in authentication thereof this 6th day of February, 1990.


MAYOR

ATTEST:


City Clerk