

CITY OF BELLEVUE, WASHINGTON

ORIGINAL

RESOLUTION NO. 866

A RESOLUTION establishing rules of procedure  
for the conduct of City Council meetings.

BE IT RESOLVED by the City Council of the City of Bellevue,  
Washington, that the following provisions shall be the rules of procedure  
for the conduct of the meetings of said City Council:

Section 1. Regular Meetings. The regular meetings of the City Council shall be held on the second and fourth Tuesday evenings of the month, commencing at the hour of 7:30 P.M. in the Council Chambers at the City Hall. In the event that the regular meeting day falls on a legal holiday, then the regular meeting shall be held on the next succeeding day.

Section 2. Special Meetings. Special meetings may be called by the Mayor by written notice delivered to each member of the Council at least three (3) hours before the time specified for the proposed meeting. Special meetings shall be called by the Mayor upon the written request of any three (3) members of the Council. The notice of such special meeting shall state the subjects to be considered, and no subjects other than those specified in the notice shall be considered, except upon the unanimous consent of all members of the Council.

Section 3. Presiding Officer. The Mayor, or in his absence the Mayor Pro Tempore, shall be the presiding officer of the City Council. In the absence of both the Mayor and the Mayor Pro Tempore, the City Council shall appoint one of the members of the Council to act as temporary presiding officer.

Section 4. City Clerk. The City Clerk, or an authorized deputy clerk, shall attend all meetings of the City Council. Should the City Clerk and the deputy clerk be absent from any Council meeting, then the presiding officer shall appoint one member of the City Council to act as Clerk for that meeting.

Section 5. City Clerk -- Duties. The City Clerk shall keep a journal of all proceedings and enter in the journal the ayes and noes taken on all ordinances and on any other question when desired by any member of the City Council. He shall arrange for the publication in the official newspaper of all enacted ordinances and such resolutions, orders, notices, petitions, and other instruments as the City Council may direct.

The City Clerk shall prepare the subjects to be considered and shall make the agenda available at least 24 hours in advance of all regular meetings. No subjects not on the agenda may be acted upon, except by the unanimous consent of all Council members present.

Section 6. Order of Business. The order of business for each regular meeting shall be as follows:

- (a) Call to order.
- (b) Roll Call.
- (c) Approval of the minutes of the preceeding meeting.
- (d) Hearing of petitions, applications, complaints, appeals, communications, etc.
- (e) Consideration of bids, L.I.D., and related matters.
- (f) Reports of standing committees.
- (g) Reports of special committees.
- (h) Reports of officers.
- (i) Auditing of accounts.
- (j) Unfinished business.
- (k) New business.
- (l) Resolutions, ordinances, orders, rules and regulations.
- (m) Adjournment.

Section 7. Presiding Officer -- Duties. It shall be the duty of the presiding officer to:

- (a) Call the meeting to order.
- (b) Keep the meeting to its order of business.
- (c) Control discussion in an orderly manner.
  - (1) give every councilman who wishes a chance to speak,
  - (2) permitting audience participation at appropriate times,
  - (3) requiring all speakers to speak to the questions and to observe the rules of order, and
  - (4) giving pro and con speakers alternating opportunities to speak to a question, when practicable.
- (d) State each motion before it is discussed and before it is voted upon.
- (e) Put motions to a vote and announce the outcome.
- (f) Appoint committees and their chairmen when authorized to do so.

Section 8. Presiding Officer -- Questions of Order. The presiding officer shall decide all questions of order, subject to the right of appeal to the Council by any member.

Section 9. Presiding Officer -- Participation. The presiding officer may, at his discretion, call any member to take the chair so that the presiding officer may address the Council, make a motion, or discuss any other matter at issue.

Section 10. Members Speaking. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 11. Non-member Speaking. No person, not a member of the City Council, shall be allowed to address the City Council while it is in session without the permission of the presiding officer.

Section 12. Motions in Writing. Motions shall be reduced to writing as required by the presiding officer or any member. All resolutions and ordinances shall be in writing.

Section 13. Motions to Reconsider. Motions to reconsider must be made by a member who affirmatively voted with the majority on the principal motion, and must be made at the same or next succeeding meeting.

Section 14. Motions to Table -- Order of Questions. 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 15. Motions for adjournment. A motion for adjournment shall always be in order. The presiding officer may suggest a motion for adjournment but may not make it.

Section 16. Votes on Questions. Each member present shall vote on all questions put to the City Council, except on matters in which he has a personal financial interest, in which case he shall declare himself prior to discussion.

Section 17. Failure to vote. Any Councilman who fails to vote without a valid disqualification, shall be declared to have voted with the numerical majority in deciding the outcome of the vote.

Section 18. Attendance of Officers. Any City officer or employee shall, when requested by the City Council, attend meetings of the City Council and shall remain for such time as the City Council may direct.

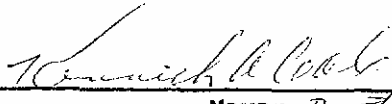
Section 19. Quorum. At all meetings of the Council, a majority of the Councilmen shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and such penalties as may be prescribed by ordinance.

Section 20. "Parliamentary Guide." Roberts "Rules of Order" shall govern contested decisions arising from points of order.


BE IT FURTHER RESOLVED that except as otherwise required by law, the failure to observe these rules shall not affect the validity of any action of the City Council.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

PASSED by the City Council of Bellevue at a regular meeting, of which due notice has been given as required by law, on the 11<sup>th</sup> day of July, 1961.

  
\_\_\_\_\_  
Mayor *pro tem*

Form Approved:

  
\_\_\_\_\_  
City Attorney

FILED NO. 60128  
CITY OF BELLEVUE

DATE 7-12-61

CITY CLERK *Patricia L. Miller, Secy*