CITY COUNCIL RULES OF PROCEDURE

(Revised 3-4-03, Resolution No. 2003-3)

1. General Rules

a. Meetings to be Public: All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics, as defined in RCW Chapter 42.30.

b. Quorum: Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall be named in the minutes and shall adjourn the meeting to a later date. No adjournment shall be for a longer period than until the next regular meeting.

c. Attendance, Excused Absences: RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be excused by complying with this section. The member shall contact the Mayor prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Mayor, the member shall contact the Clerk-Treasurer or Deputy Clerk-Treasurer, who shall convey the message to the Mayor.

   The Chair shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such a motion by a majority of members present, the absent member shall be considered excused and the Clerk-Treasurer will make an appropriate notation in the minutes. If the motion is not passed, the Clerk-Treasurer will note in the minutes that the member was unexcused.

d. Journal of Proceedings: A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council. The journal of proceedings, or minute book, shall be open to public inspection.

e. Right of Floor: Any member desiring to speak shall be recognized by the Mayor and shall confine his/her remarks to the subject under consideration or to be considered. Councilmembers shall signal their desire to be recognized by extending a hand forward toward the front of the dais where it will be clearly visible to the Mayor. The Mayor shall keep a list of Councilmembers who seek the floor, and shall recognize them in the order that they sought the floor. Councilmembers shall not speak or take the floor without being recognized except to raise a point of order as provided in Roberts Rules.

   Members of the Staff may indicate to the Mayor that they have information to share with the Council as issues are debated by raising their hand. The Mayor may elect to allow staff to provide input during the discussion of a motion. Staff shall not

otherwise speak during a Council Meeting except when given the floor during Department Head Reports.

f. Rules of Order: Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

a. Regular Council Meetings: The Council shall meet on the first and third Tuesday of each month at 7:00 p.m. in the Council Chambers at Okanogan City Hall. When a Council meeting falls on a holiday, the Council may cancel the meeting or hold the meeting on any day after the regularly scheduled meeting but before the next regularly scheduled meeting. All regular meetings shall be held in the Council Chambers at City Hall unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public.

b. Special Meetings: The Mayor or any four members of the Council may call special meetings. The Clerk-Treasurer shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The Clerk-Treasurer shall attempt to notify each member of the Council, either by personal contact, telephone, mail, fax or e-mail, of the special meeting. At least twenty-four hours notice of the special meeting shall be given to the official newspaper and other local media who have filed a written request with the Clerk-Treasurer to be notified of special meetings. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice.

   Special meetings may be called in less than twenty-four hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

c. Continued and Adjourned Sessions: Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

d. Study Sessions and Workshops: The Council may meet informally in committee meetings and workshops at the call of the Mayor or of any three or more members of the Council, provided that all discussions and conclusions shall be informal and do not constitute official actions of the Council. Any meeting, in which a quorum of the Council is present, other than a regular meeting, is a special meeting of the Council, and notice is required pursuant to RCW 42.30.080.

e. Executive Sessions: Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Public Meetings Act,

RCW Chapter 42.30. The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Mayor shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session shall be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a stated later time by the announcement of the Mayor or his/her designee.

f. Attendance of Media at Council Meetings: All official meetings of the Council shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

3. Mayor, Mayor Pro-Tem and Alternate Mayor Pro-Tem Duties

a. Mayor: The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and Mayor Pro-Tem, the Alternate Mayor Pro-Tem shall preside over the meeting. Any reference to the Mayor in this text shall include the Mayor Pro-Tem or the Alternate Mayor Pro-Tem as the circumstances dictate.

b. Mayor Pro-Tem and Alternate Mayor Pro-Tem Voting Privileges: When presiding over a Council Meeting in the absence of the Mayor, the Mayor Pro-Tem or the Alternate Mayor Pro-Tem shall retain the right and be required to vote on all motions that come before the Council subject to the provisions of Section 5 of these Rules of Procedure.

c. Preservation of Order: The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

d. Questions to be Stated: The Chair shall repeat all motions made, announcing the result of vote.

e. Mayor – Powers: The mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the Mayor wishes to participate vigorously in the debate of an issue, the Mayor shall turn over chairing of that portion of the meeting to the Mayor Pro-Tem, or to the Alternate Mayor Pro-Tem should the Mayor Pro-Tem be absent. The mayor's voting rights and veto power are as specified in RCW 35A.12.100.

4. Order of Business and Agenda

a. Order of Business: The order of business for all regular meetings shall be transacted as follows, unless the Council, by majority vote of the members present, suspends the rules and changes the order:

1. Public Hearing(s), if applicable
2. Call to Order/Pledge of Allegiance
3. Approval of Agenda and Consent Agenda
4. Approval of Minutes
5. Approval of Vouchers
6. Public Comment
7. Department Head Reports
8. Committee Reports
9. Unfinished Business
10. New Business
11. Correspondence
12. Public Comment
13. Executive Session, if applicable
14. Councilmember's Comments
15. Mayor's Report
16. Adjournment

b. Council Agenda: The Clerk-Treasurer, with aid from the Mayor, shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety, or welfare).

c. Consent Agenda: Items of a routine nature may be placed on a "Consent Agenda". Consent Agenda items shall be indicated on the Agenda by placement of an asterisk in the margin to the left of the Consent Agenda item. All items remaining on the Consent Agenda are automatically approved when the Council approves the agenda for the meeting. When approving the Agenda and Consent Agenda, any Councilmember may ask that an item on the Consent Agenda be removed from Consent. If an item is removed from the Consent Agenda, it is not automatically approved with adoption of the Agenda, and must be acted upon by the Council in the order that it appears on the agenda.

5. Motions and Voting

a. Motions: No action shall be entertained or debated until a motion is made and seconded. The motion shall be recorded in the minutes and, if desired by any Councilmember, the Clerk-Treasurer shall read it before a vote is taken. By consent of the Council, a motion may be withdrawn at any time before action is taken on the motion.

b. Voting: All motions made and seconded shall be voted upon unless the motion is withdrawn. A roll call vote shall be taken on all motions to appropriate funds or amend the Okanogan Municipal Code. If a roll call vote is required the Clerk-Treasurer shall call the name of each Councilmember for their vote. Each Councilmember must vote by saying "aye" (in favor), "nay" (against) or "abstain"(see requirements for abstaining).

Motions to approve routine matters not affecting budgets or resulting in changes to the Okanogan Municipal Code may be approved "Without Objection". In this instance the Mayor will ask the Councilmembers present if there is objection to the motion. If no objection is raised, the motion will be declared to have passed without objection. If any objection is noted, a roll call vote will be taken on the motion as provided above.

c. Abstaining from Voting: Councilmembers are allowed to abstain from voting under the following conditions:

- The Councilmember cannot vote because it is a conflict of interest or appearance of fairness issue.
- A new Councilmember requests to be excused from voting because of lack of knowledge on the issue, during the meeting in which the Councilmember takes office.

If a Councilmember feels he/she cannot vote due to a conflict of interest or appearance of fairness, the Councilmember must state the reason and shall disqualify himself/herself prior to any discussion of the matter and shall leave the Council Chambers to allow free discussion amongst the remaining members. If a Councilmember questions the disqualification, a vote may be taken to determine if the Councilmember has a reasonable reason for disqualification.

If a Councilmember fails to vote or abstains from voting without a valid disqualification, that vote shall be counted in the affirmative on the motion.