



LYNNWOOD
WASHINGTON

RESOLUTION NO. 2016-16

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,
RELATING TO THE COUNCIL RULES OF PROCEDURE; AMENDING
RULE 9 IN SECTION 2 OF RESOLUTION NO. 2015-04.**

WHEREAS, RCW 35A.12.120 authorizes the City Council to adopt rules of procedure, to establish an order of business and to provide for its organization and operation; and

WHEREAS, the City Council determined that adoption of procedures and an order of business for Council meetings would expedite the conduct of Council and City business; and

WHEREAS, most recently, in Resolution No. 2015-04, the City Council adopted rules of procedure for the conduct of the Council's meetings; and

WHEREAS, in 2016, the City Council discussed amendments to Rule 9 of the Council Rules of Procedure; and

WHEREAS, the City Council has determined that amending the Council Rules as stated in this Resolution will enable the Council to accomplish the City's business in a more effective and efficient manner, and reflects a spirit of cooperation among the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LYNNWOOD, THAT:

Section 1. Rule 9 in Section 2 of Resolution No. 2015-04, relating to Rules of Procedure of the City Council, is amended to read as follows:

Rule 9. Council Meetings - Agendas & Order of Business:

- A. The Council President and Vice President, in consultation with the Mayor and his or her designee, shall set the agenda for all Council meetings, provided the Council may amend the agenda in accordance with Robert's Rules, state law, and City ordinances and resolutions.
- B. The order of business for a regular business meeting shall be as follows:

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2 **10. Call to Order and Flag Salute**
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4 The Mayor shall call the meeting to order and then rotate the flag salute
5 among the Councilmembers unless an individual has been invited to lead
6 the flag salute by the Mayor.
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8 **20. Roll Call**
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10 **30. Approval of Minutes**
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12 Minutes shall record what actually occurred at a meeting. Minutes may
13 be amended only to conform them to what actually occurred. Minutes
14 shall not include remarks made by individual councilmembers or written
15 statements submitted by councilmembers during the Council Comment
16 period (Item 80).
17

18 The minutes of the meeting shall include but not be limited to the
19 following:

- 20 • The place of the meeting;
- 21 • The time the meeting started and ended;
- 22 • Which councilmembers were present;
- 23 • The fact a quorum was present;
- 24 • Text of all main motions taken up by the council and their
25 disposition (passed, failed, postponed, etc);
- 26 • If amendments were made, the final version of the motion as
27 amended;
- 28 • Expressions of support for, dissent from or protest against any
29 ordinance or resolution of the council, and the reasons given,
30 by any councilmember.
- 31 • Any points of order that were made and their resolution; and
- 32 • If the council went into executive session, the time of
33 entering, the topic of discussion as provided, any time
34 extensions, and the time of leaving such session.
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36 Details of amendments to motions and voting results on them shall not
37 be included in the minutes. Withdrawn motions will ordinarily also not be
38 included in the minutes.
39

40 Amendments to the minutes necessary to correct errors of fact may be
41 made when approved by majority vote of the councilmembers present.
42 The amendments are noted in the minutes of the meeting being
43 corrected. The minutes of the meeting at which corrections are made
44 shall state merely that, "the minutes were approved as corrected."

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A councilmember's absence from a meeting does not prevent the member from participating in the correction or approval of the minutes for that meeting.

40. Messages and Papers from the Mayor

The Mayor may bring forward any matters deemed necessary to share with the Council and/or public. The Mayor may report on topics of interest to the Council as a whole, and may include a calendar of events, upcoming or on-going programs or projects, and other reports of a general nature. The Mayor's comments shall be limited to two (2) minutes, unless approval for more time is granted in advance by the Council President.

50. Citizen Comments and Communications

- A. The Presiding Officer shall announce that all persons who wish to be heard shall be heard, on any topic pertaining to the city. When appropriate, the Presiding Officer may request a deferral of public comment on a topic on the agenda to the time Council takes up the matter.
- B. The Presiding Officer shall remind all citizens of: (1) the requirement that each speaker state their name, address (unless excused) and the subject matter of their comments before speaking; and (2) that all statements and testimony are being recorded.
- C. In all cases, citizens "signing-in" will be recognized first, and then those who seek recognition from the audience will be recognized.
- D. An individual citizen's comments shall be limited to three (3) minutes, with no exceptions. A person providing comments as a spokesperson for a group of citizens in the audience shall be limited to five (5) minutes, with no exceptions. The Council Assistant shall monitor the comment time and use a bell or other device to communicate when the allotted time has been completed.
- E. All remarks by citizens shall be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, who becomes boisterous, threatening, or personally abusive, or otherwise disrupts the conduct of the meeting while

1 addressing the Council may be requested by the Presiding Officer
2 to leave the meeting.

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4 F. If a citizen makes a specific request for Council action, the
5 Presiding Officer shall inform the citizen that he or she must
6 secure the support of a Councilmember to serve as a sponsor for
7 the proposed legislation or other Council action. The sponsoring
8 Councilmember must secure the support of a second
9 Councilmember before the item can be scheduled for a work
10 session.

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12 G. Information will be available to the public at each meeting
13 summarizing these rules of procedure, including those concerning
14 public hearings.

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18 **60. Presentations and Proclamations**

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20 A proclamation by the Mayor and/or Council is defined as an official
21 declaration recognizing or promoting city-wide or special activities in the
22 City. Presentations are to include awards, plaques, certificates, grants,
23 recognition or other items or things, given to the public, to staff, to the
24 Council, to Councilmembers, or the "city" as a whole. The number of
25 presentations and proclamations will be at the discretion of Council
26 leadership, based on the anticipated workload for each meeting. The
27 presentations and proclamations will be limited to a reasonable time
28 frame (approximately five (5) minutes each), with a maximum of six (6)
29 presentations and proclamations per business meeting.

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31 **70. Written Communications and Petitions**

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33 The Mayor shall ask whether any written communications or petitions
34 have been received by the city staff or any Councilmember or whether
35 any person wishes to present written communications or petitions.

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37 **80. Council Comments and Announcements**

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39 Council comments provide an opportunity for Councilmembers to report
40 on significant activities since the last regular meeting, to inquire on
41 matters of general business, or to initiate investigation or action on a
42 matter of concern. A Councilmember's comments shall be limited to two
43 (2) minutes, unless approval for more time is granted in advance by the
44 Council President. Any request to the Administration that will require

1 substantial staff work or additional expense needs the support of no less
2 than three Councilmembers.

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4 **90. Business Items and Other Matters:**

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6 **90.1 Unanimous Consent Agenda:**

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8 A. The Council President, in consultation with the Mayor and
9 other Councilmembers, shall place on the Unanimous
10 Consent Agenda matters that:

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12 1. Have been previously discussed by the Council; or
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14 2. Have been the subject of a memo previously included
15 in the council packet which does not need further
16 explanation; or
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18 3. Are routine in nature and adoption is likely; or
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20 4. Have been scheduled by the Council.

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22 B. Items on the Unanimous Consent Agenda shall be
23 adopted by a non-debatable motion. Before requesting a
24 motion to adopt the Unanimous Consent Agenda the
25 Councilmember reading the Unanimous Consent Agenda
26 shall ask if any Councilmember wishes to have an item
27 removed from the agenda.

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29 C. Items removed by request shall be considered
30 immediately after the Consent Agenda, as modified, is
31 approved, before the next agenda item is considered. A
32 Councilmember may request the item be heard later on
33 the agenda by presenting specific reasons for the request
34 and identifying where and when on the agenda the item
35 should be considered.

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37 D. The Councilmember making the motion to adopt the
38 Unanimous Consent Agenda shall read each matter on
39 the agenda. After the motion is made, the Presiding
40 Officer shall ask for unanimous consent to adopt the
41 agenda as read, and
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- 1 1. If no objection is made, the Presiding Officer shall
2 state, in substance, that the Unanimous Consent
3 Agenda is adopted.
- 4
5 2. If an objection is made, the Presiding Officer shall ask
6 the member making the objection to identify the
7 objectionable item(s) and each item shall be removed
8 from the motion and placed immediately after the
9 adoption of the Consent Agenda or later on the agenda
10 under "100 New Business."
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12 3. The Presiding Officer shall identify the items removed
13 from the Unanimous Consent Agenda, and then ask if
14 there is objection to adoption of the amended
15 Unanimous Consent Agenda. This process shall be
16 repeated until there is no objection or until no items
17 remain on the Unanimous Consent Agenda.

18 19 **90.2 Public Hearings & Quasi-Judicial Proceeding**

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21 A. Resolution 96-7 shall govern the conduct of public
22 meetings and quasi-judicial proceedings (See Appendix A).
- 23
24 B. The Presiding Officer shall announce the procedures and
25 sequence of steps of a public hearing or a quasi-judicial
26 hearing at the beginning of each hearing.

27 28 **90.3 Other Business Items**

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30 A sponsor or spokesperson shall be recognized to initiate
31 discussion of a business item.

32 33 **100. New Business**

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35 A. Any Councilmember may, as provided in Rule 15 D, propose
36 additional item(s) of new business. If the item of new business is to be
37 considered, the Council President, in consultation with the Mayor and
38 other Councilmembers, shall schedule the new business matter for
39 consideration at a work session, unless a majority schedules the matter
40 otherwise. (The Council may consider and take immediate action on an
41 item of new business proposed by a Councilmember.

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43 B. Any item of New Business not acted upon shall be held over to the
44 next business meeting as or, if time is not available, re-scheduled by the

1 Council President, in consultation with the Mayor and other
2 Councilmembers.

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4 **110. Adjournment**

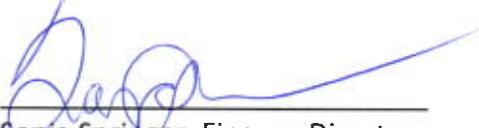
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6 C. The foregoing order of business is a guideline and shall not limit the authority of
7 the Council to change the order or manner in which the Council may elect to
8 proceed with its business.
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10 D. Recess: A meeting may be interrupted by the Presiding Officer or a majority of
11 the Council for a recess for a stated period of time for any reason; provided that
12 each meeting shall have at least one recess of 10 minutes near or after 8:30 p.m.
13 A reminder of this provision shall be stated on each meeting agenda.
14
15 E. Work Session Agenda: Each work session agenda shall contain three parts: (1) a
16 main section listing the items for discussion; (2) a section listing memorandums
17 for action at the next regular business meeting; and (3) a section listing
18 informational memorandums (FYI) to the Council.
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20 RESOLVED this 8th day of August, 2016.
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23 CITY OF LYNNWOOD

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27 Nicola Smith, Mayor
28 For Mayor per DSA
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30 ATTEST/AUTHENTICATED:

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34 Sonja Springer, Finance Director
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