

CITY OF BELLEVUE
EAST BELLEVUE COMMUNITY COUNCIL

RESOLUTION NO. 191

A RESOLUTION adopting rules and procedures for the conduct of Community Council meetings and repealing Resolutions 64, 85 and 169.

THE EAST BELLEVUE COMMUNITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON DOES RESOLVE AS FOLLOWS:

SECTION 1. MEETINGS

A. Regular Meetings:

1. Time: The Council shall meet regularly, at least once a month, starting at a time and on a day to be recommended by the Chairman, with the consent of a majority of all the members of the Council.
2. Place: The Council will conduct meetings as much as possible at libraries, schools, community clubs, and other facilities within the East Bellevue Community Municipal Corporation Service area.

B. Special Meetings and Study Sessions:

The Chairman of the Council, or in his absence, the Vice Chairman, may call either special meetings or study sessions as he deems necessary or when requested by a majority of all the members of the Council.

C. Notices:

1. Written notice of regular meetings shall be accomplished by publishing and distributing at least 48 hours in advance of the meeting an agenda to each councilmember and any requesting party.
2. Written notice of the time, date, place and business to be transacted at either special meetings or study sessions shall be delivered personally or by mail to each councilmember, to each local newspaper of general circulation and to each local radio or television station which has on file with the Council a written request to be notified of such special meetings. Such notice shall be delivered at least twenty-four hours

before the time of such meeting as specified in the notice.

3. Notice of public hearings shall be given as directed in Section 7.

D. Record:

A record shall be made of all proceedings at Regular and Special meetings. A Deputy to the City Clerk (The Clerk) of the City of Bellevue appointed to the Community Council shall prepare minutes, reporting all pertinent information, business discussed, motions, decisions made, actions and votes taken.

SECTION 2. AGENDA

All matters pertaining to land use in the East Bellevue Area, reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Community Council shall be delivered to the Clerk at the office of the City Clerk of the City of Bellevue by 12:00 o'clock noon at least five working days preceding the Community Council meeting. The Chairman shall designate which of those matters delivered to the Clerk shall be heard at the next meeting of the Community Council. The Clerk shall prepare a list of such matters that the Chairman designates be heard, according to the Order of Business and furnish each member of the Community Council, the City Council, the City Manager, the heads of City departments, and other interested persons a copy of the agenda at least 48 hours before the meeting. Matters set for public hearing for which public notice procedures have been initiated shall not be deleted by the Chairman from the agenda for the next meeting without the concurrence of a majority of all the members of the Council.

SECTION 3. MEMBERSHIP

The Community Council shall consist of five members elected every 4 years to consecutively numbered positions at the continuation election pursuant to RCW 35.14.060 from qualified electors residing within the service area. Terms of office shall be coexistent with the term of existence of the community municipal corporation and until successors are elected and qualified. Vacancies shall be filled by appointment for the remainder of an unexpired term following a majority vote of the remaining members. In the event of the extended excused absence or disability of a member, the remaining members by majority vote may appoint a councilman pro tempore to serve during the absence or disability. If a member

accumulates three unexcused absences from three consecutive regularly scheduled meetings, his seat may be declared vacant by a majority vote.

SECTION 4. QUORUM-VOTING

Three members of the Council shall constitute a quorum for the transaction of business. RCW 35.14.030 requires a vote of the majority of all the members of the Community Council to pass any action. Because of this constraint on voting, if a vote of significance results either in only two affirmative votes or has the potential of resulting in only two affirmative votes, whenever one or two Councilmembers are not present, the Chairman shall, on a vote of a majority of the members present, continue the matter.

SECTION 5. OFFICERS

There shall be a Chairman and a Vice-Chairman elected from the membership by the five duly elected and/or appointed members of the Community Council during the February meeting each year by majority votes of the Council. Their terms shall be for one year, and they may be re-elected. The Chairman shall preside at all meetings. In his absence, the Vice Chairman shall preside. They shall retain their right to vote on all actions. If neither the Chairman nor the Vice Chairman is present at a meeting and a quorum is present, a chairman pro tempore shall be selected by a majority of those present and shall then preside.

SECTION 6. CLERK

The Clerk shall be appointed by the Bellevue City Manager and shall prepare and maintain all records of Community Council business.

SECTION 7. PUBLIC NOTICE

Notice of public hearings before the Community Council shall be accomplished by publishing in a newspaper of general circulation throughout the City and by official postings within the Municipal Building, the main City Library, and at the site under consideration at least 10 days preceding the hearing.

SECTION 8. ORDER OF BUSINESS

A. The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll Call, Flag Salute
3. Communications: Written and Oral
4. Approval of Agenda
5. Public Hearings
6. Resolutions

7. Committee Reports
8. Unfinished Business
9. New Business
10. Continued Communications
11. Approval of Minutes of Previous Meetings
12. Adjournment

- B. The order of business may be changed during the meeting by the Chairman with the consent of a majority of the members present.

SECTION 9. COMMITTEES

The Chairman shall establish those Standing and Special Committees deemed necessary to the conduct of Council business.

SECTION 10. RULES OF ORDER

- A. Roberts Rules of Order, Revised, shall govern the deliberations of the Council except as follows:
1. No member shall speak more than twice on the same subject without the permission of the presiding officer.
 2. No person, who is not a member of the Council, shall be allowed to address the Council while in session without the permission of the presiding officer.
 3. Motions shall be reduced to writing when required by either the presiding officer of the Council or any member. All resolutions shall be in writing.
 4. Motions to reconsider must be by a member who voted with the majority. Such motions must be made at the same or next regular meeting of the Council. A motion to reconsider having been put and lost, shall not be renewed.
 5. Each member present shall vote on all questions put to the Council, except when excused by the presiding officer for a personal conflict of interest, or when for good cause shown, such abstention is agreed to by a majority of the members of the Council. Silence will be presumed as a vote with the majority. No member with a conflict of interest may take part in the discussion of that matter. In case the Chairman declares his own conflict of interest, a determination of conflict shall be made by the Vice Chariman or his

designee. If such conflict is determined, the Chairman shall relinquish the gavel during discussion of the matter.

6. The names of those members voting aye and those voting nay on any question shall be recorded in the minutes. Unanimous votes shall be so designated.
7. All questions of order shall be decided by the presiding officer, subject to the right of appeal to the Council by any member.
8. The rules of order may be suspended temporarily by a majority vote of the members present.
9. The Chairman of each committee, or a member acting for him, shall make a report to the Council when so requested by the presiding officer or any member.
10. It shall be the duty of the presiding officer of the Council meeting to:
 - (a) Call the meeting to order.
 - (b) Keep the meeting to its order of business.
 - (c) State each motion and require a second to that motion before permitting discussion.
 - (d) Handle discussion in an orderly manner; and:
 - (1) Give every member who so wishes an opportunity to speak.
 - (2) Permit audience participation at the appropriate time.
 - (3) Keep all speakers to the rules and to the questions.
 - (4) Give pro and con speakers opportunities to speak.
 - (e) Put motions to a vote and announce the outcome.
 - (f) Suggest but not make motions for adjournment.
 - (g) Appoint committees

SECTION 11. RESOLUTIONS

- A. Each action of the community municipal corporation shall be by resolution approved by a majority of all the members of the community council. Resolutions requiring action and other matters to be considered by the council must be introduced and sponsored by a member, except that either the Chairman or the City Attorney may present resolutions and other matters to the Council, and any member may assume sponsorship thereof by moving that such resolutions or other matters be adopted.
- B. Any member may demand and have a full reading of a proposed resolution immediately before a vote is called for its final adoption. Otherwise, with Council approval it shall not be necessary to read excessive detail set forth in a particular resolution. In lieu thereof an oral summary of the contents shall be made.
- C. Resolutions to be presented to the Community Council by a member thereof shall be composed by the member sponsoring the resolution and submitted to the Clerk no later than three working days prior to the meeting at which it is to be considered.

SECTION 12. SEVERABILITY

If any provision, section, or subsection of this resolution or its application to any person or circumstances is held invalid, the remainder of the provision, section or subsection of this resolution and its application to other persons or circumstances is not affected.

SECTION 13. AMENDMENT

This resolution may be altered or amended by an affirmative vote of four members. Proposed changes shall be submitted to the Council at least one regular meeting prior to final adoption.

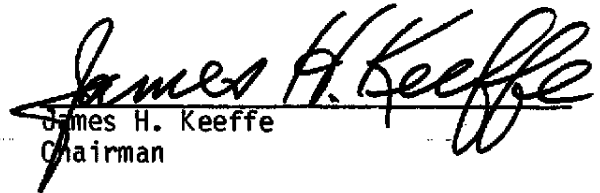
SECTION 14. EFFECTIVE DATE

191
6-30-83

This resolution shall take effect and be in force immediately after its passage and authentication.

This resolution was first introduced on the 7th day of June, 1983, and passed by affirmative vote of 4 members of the East Bellevue Community Council this 5th day of July, 1983, and signed in authentication of its passage this 5th day of July, 1983.

(SEAL)


James H. Keefe
Chairman

Attest:

for Vida L. Fausler
Marie K. O'Connell, CMC
City Clerk