

ORIGINAL

CITY OF BELLEVUE
EAST BELLEVUE COMMUNITY COUNCIL

AMENDED ON June 8, 1976
BY Resolution #85

RESOLUTION NO. 64

A RESOLUTION adopting rules and procedures for the conduct of Community Council meetings and repealing Resolutions 1, 17, 52 and 62.

AMENDED ON Sept. 7, 1982
BY Resolution #169

4 191, 192

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 8:00 p.m. on a day to be decided by the Chairman, with the consent of a majority of 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. Public notice shall be given as directed in Section 6.

B. Special Meetings and Study Sessions:

The Chairman of the Council, or in his absence, the Vice Chairman, may call special meetings and study sessions as he deems necessary or when requested by a majority of the members of the Council. Written notice of the time, place and business to be transacted at the special meeting shall be delivered personally or by mail to each council member, 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.

C. Record:

A record shall be made of all proceedings at Regular and Special meetings. A deputy to the City 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 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. Provided that 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 the members of the Council.

SECTION 3. MEMBERSHIP

The Community Council shall consist of five members elected 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 for the remainder of an unexpired term by 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.

SECTION 4. QUORUM

Three members of the Council shall constitute a quorum for the transaction of business. A vote of a majority of all members of the Community Council shall be required to pass or defeat any matter. If a member accumulates three absences from three consecutive regularly scheduled meetings, his seat may be declared vacant by a majority vote.

SECTION 5. OFFICERS

There shall be a Chairman and Vice-Chairman elected from and by the duly elected members of the Community Council. The Chairman shall preside at all meetings, or in his absence, the Vice Chairman shall preside, and they shall retain their right to vote on all matters. At the February meeting each year the Chairman and the Vice Chairman shall be elected from the membership of the Council by a majority vote of the Council. Their terms shall be for one year, and they may be re-elected. If neither the Chairman or the Vice Chairman is present at a meeting and a quorum is present, a presiding officer shall be selected by a majority of those present. The Clerk shall be appointed by the Bellevue City Manager and shall prepare all records of Community Council business.

SECTION 6. PUBLIC NOTICE

Public notice of hearings before the Community Council shall be published in a newspaper of general circulation throughout the City and by official postings within the Municipal Building and at the site at least 10 days preceding the hearing.

SECTION 7. ORDER OF BUSINESS

- A. At all regular meetings the order of business shall include the following:
1. Call to Order
 2. Roll Call
 3. Approval of Minutes of Previous Meetings
 4. Committee Reports
 5. Unfinished Business
 6. Communications: Written and Oral
 7. Public Hearings
 8. Resolutions
 9. New Business
 10. 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 8. COMMITTEES

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

SECTION 9. 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. 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.
 6. All questions of order shall be decided by the presiding officer with the right of appeal to the Council by any member.
 7. 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 shall be made by the Vice Chairman or his designee. If such conflict is determined, the Chairman shall relinquish the gavel during discussion of the matter.

8. The rules of order may be temporarily suspended by a vote of three members.
9. The Chairman of each committee, or a member acting for him, shall make a report to the Council when 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 way
 - (1) Give every member who so wishes an opportunity to speak
 - (2) Permit audience participation at appropriate times
 - (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 10. RESOLUTIONS

- A. Each action of the community municipal corporation shall be by resolution approved by a majority of all 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 the Chairman or 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.