

CITY OF EAST WENATCHEE



East Wenatchee City Council Rules of Procedure

Adopted by: Resolution 2011-13

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These rules are the Rules of Procedure for the City of East Wenatchee City Council.

1. GENERAL RULES

1.1 Meetings to Be Public: The purpose of the Open Public Meetings Act is to permit the public to observe all steps in the making of government decisions. All regular and special meetings of the City Council are subject to the Open Public Meetings Act.

1.2 Swearing in of New Councilmembers: Councilmembers serve for four-year terms which are to begin on January 1. The City Clerk swears in new Councilmembers at the last meeting of the City Council or up to ten days before the scheduled day of assuming office.

1.3 Respect and Decorum: The Mayor and Councilmembers must maintain dignity and respect for their offices, for city employees, and for members of the public. While the Council is in session, Councilmembers shall preserve order and decorum. A Councilmember must neither delay or interrupt the proceedings of the Council, nor disrupt or disparage anyone participating during the session. Councilmembers, city employees, and members of the public shall obey the orders of the Chair.

The Chair shall ask any person making disruptive, disparaging or impertinent remarks or unreasonably disturbing the business of the Council, either while addressing the Council or attending its proceedings, to leave the meeting. Continued disruptions may result in a recess or adjournment.

1.4 Quorum: To transact city business, a quorum must be present at a meeting. A quorum consists of at least four Councilmembers, who are present and eligible to vote. If a quorum is not present, the City Clerk must declare the meeting adjourned. If a meeting is adjourned for lack of a quorum, the City Clerk shall post a written notice of the adjournment on all outside doors of City Hall. Council meetings adjourned under the previous provision shall be considered a regular meeting for all purposes.

1.5 Attendance, Excused Absences:

- a. As set forth in RCW 35A.12.060 and EWMC 2.04.040, a councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the council without being excused by the council.
- b. Councilmembers may be so excused by complying with the following procedure:
 - (1) The councilmember shall contact the mayor prior to the meeting and state the reason for his/her inability to attend the meeting. If the councilmember is unable to contact the mayor, the councilmember shall contact the city clerk or

deputy city clerk, who shall convey the message to the mayor.

- (2) At the beginning of the regular council meeting at which the councilmember will be absent, the mayor shall inform the attending members of the city council of the absent councilmember's absence, state the reason provided by the councilmember for such absence, and inquire if there is a motion to excuse the councilmember from the council meeting.
- (3) Upon passage of such a motion by a majority of the councilmembers present, the absent councilmember shall be considered excused and the city clerk shall make an appropriate notation in the council meeting minutes. If a motion is not made or the motion after made is not passed, the city clerk shall note in the minutes that the absence of the councilmember is unexcused.

- c. A Councilmember may attend meetings by telephone or video conference, as long as he/she is able to hear the voices of those in attendance and as long as those in attendance can hear the voice of the Councilmember. Councilmembers are encouraged to keep this practice to a minimum.

1.6 Attendance of City Staff: Unless excused by the Mayor, the City Attorney, the City Clerk, the Treasurer, the Police Chief, the Public Works Director and the Community Development Director shall attend all meetings of the City Council.

1.7 Attendance of Media at Council Meetings: Except for executive sessions; portions of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties; and collective bargaining sessions, all meetings of the Council and its committees are open to the media, freely subject to recording by radio, television and photographic equipment at any time; provided that if such recording interferes with the orderly conduct of the meetings the Chair may make such orders as necessary.

1.8 Recording of Meetings: Except for executive sessions; portions of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties; and collective bargaining sessions, the City Clerk shall keep the minutes of all meetings of the City Council and digitally record all meetings of the City Council.

2. TYPES OF MEETINGS

2.1 Regular Council Meetings: The regular meetings of the City Council are on the second and fourth Tuesday of each month. See EWMC 2.04.010.

- 2.2 Special Meetings:** Special meetings of the City Council may be held at any time. The Mayor or four City Councilmembers may call a special meeting by following the requirements set forth in EWMC 2.04.020.
- 2.3 Study Sessions and Workshops:** At the call of the Mayor or at the call of a majority of Councilmembers, the Council may meet informally in study sessions and workshops (open to the public) to review forthcoming programs of the City, to receive progress reports on current programs, or to conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council.
- 2.4 Executive Sessions:** Executive sessions may be held in accordance with the provisions of RCW 42.30.110. The Council may hold an executive session during a regular or special meeting. Before convening an executive session, the Chair publicly announces the statutorily allowed purpose for excluding the public from the meeting place and the length of the executive session.

If the executive session is not over at the stated time, it may be extended only if the Chair announces to the public at the meeting place that it will be extended to a stated time. If the executive session is concluded *before* the time that was stated it would conclude, the City Council must not reconvene in open session until the time stated.

To ensure that the City's position is not compromised, anyone who attends an executive session must keep confidential all verbal information provided to them during executive sessions. Likewise, anyone who attends an executive session must return any documents that are distributed during executive sessions prior to the end of the executive session.

- 2.5 Adjournment:** The Chair shall adjourn all Regular and Special Council Meetings no later than 9:00 p.m. Study Sessions shall adjourn no later than 9:00 p.m. The City Council may extend these adjournment times upon approval of a motion by a majority of the Council.
- 2.6 E-mail communications among Councilmembers:** If the majority of the members of the City Council "meet by e-mail" to transact official business of the City and they communicate about issues that may or will come before the City Council for a vote, the Open Public Meetings Act is violated. The Open Public Meetings Act is not violated, however, when the members of the City Council merely receive information by e-mail about upcoming issues.

3. CHAIR AND DUTIES

- 3.1 Chair:** The Mayor presides as Chair at meetings of the Council. If the Mayor is absent, the Mayor Pro Tem presides. If the Mayor and the Mayor Pro Tem are

both absent, the Council elects a Chair to preside. A Councilmember who serves as Chair retains his/her right to vote on all matters brought before the Council.

- 3.2 **Call to Order:** The Chair calls the meetings of the Council to order.
- 3.3 **Points of Order:** With assistance of the City Attorney, the Chair determines all points of order, subject to the right of any member to appeal to the Council.
- 3.4 **Substitution for Chair:** The Chair may call upon the Mayor Pro Tem or any other member to temporarily chair the meeting.

4. **PRIVELEGES OF MAYOR AND COUNCILMEMBERS**

- 4.1 **Forms of Address:** The Mayor shall be addressed as “Mayor (surname).” “Your Honor,” or Mr./Madam Mayor. Members of the Council shall be addressed according to their preference as “Councilmember (surname),” “Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname). Members of the public shall be addressed as Mr./Mrs./Miss/Ms. (surname). First names shall not be used in the Council Chamber.
- 4.2 **Seating Arrangements:** The Mayor sits at the center of the Council. The Mayor Pro Tem sits on the Mayor’s immediate right. The City Clerk assigns the remaining seating arrangements.

5. **COUNCIL ORDER OF BUSINESS AND AGENDA**

- 5.1 **Officers:** The Chair is the Presiding Officer of the Council. It is the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner
 - a. Every Councilmember who wishes an opportunity to speak must be recognized by the chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. If a motion is made, the Chair identifies the Councilmember who made the motion, identifies the Councilmember who

seconded the motion, and restates the motion before it is discussed and before it is voted upon.

5. If a motion is voted upon, the Chair announces the result of the vote to ensure the result is preserved on audio record of proceedings.

5.2 Order of Business: The agenda introduces items to the Council, establishes the order of business, and gives notice to the public. Exhibit A serves as a guide for the normal order of business for all regular meetings. In preparing the agenda, however, the City Clerk may amend the order of business. Likewise, during a meeting, the Chair may amend the order of business.

5.3 Consent Calendar: The consent calendar includes items of a routine nature. The items are listed collectively and passed with a single motion and vote. No discussion is allowed. To pass, the motion to adopt the consent calendar must receive a unanimous vote of Councilmembers present. Before a motion to adopt is made, a Councilmember may request that a specific item be removed from the consent calendar and considered separately.

5.4 Items not on the Agenda: Claims and other items calling for the payment of money where delay might subject the City to interest or delinquent penalty may be added to the current agenda.

6. PREPARATION OF AGENDA

6.1 Staff Duties: Under the direction of the Mayor, the City Clerk prepares the agenda for each Council meeting, sets forth a brief description of each item, and provides supporting documentation to be considered by the Council.

6.2 Agenda Items: The Mayor, a Councilmember, or a Department Head may place an item to be considered by the City Council at a regular meeting on an agenda.

6.3 Timing of Preparation: All agenda items must be submitted to the City Clerk by 3:00 p.m. on the Wednesday before the next meeting. The City Clerk delivers a packet before 5:00 p.m. on the Friday before the next meeting to the Mayor, to all Councilmembers, and to all Department Heads. In addition, the agenda and packet shall be posted on the city's website no later than 5:00 p.m. on the Friday before the next meeting.

7. WRITTEN CORRESPONDENCE WITH THE COUNCIL

7.1 Written Correspondence: Access to the City Council by written correspondence is a significant right of all members of the general public. The City Council encourages the general public to exercise the right to bring matters

of concern to the attention of the Council. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.

One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section.

Correspondence of an Information only Nature – If written correspondence is purely of an informational nature and does not require a response, the City Clerk will place the correspondence in the next packet mailing.

Routine Requests –If written correspondence addresses items of a routine nature (minor complaints, routine requests, referrals, etc.), the City Clerk will place the correspondence in the Council packets under Correspondence.

Significant Correspondence – If written correspondence requires Council discussion or requires a response, the City Clerk shall place it on the next regular Council agenda, either under Reports of City Officers or Action Items.

Correspondence Directly Related to Quasi-Judicial Hearing Matters – If written correspondence is directly related to quasi-judicial hearing matters, the City Clerk must be included with the agenda materials for that project or proposal with the date of receipt clearly marked. Such correspondence will be circulated to Councilmembers at the time that the matter comes before the City Council for its quasi-judicial consideration and as part of the hearing course.

E-mails Directly Related to Quasi-Judicial Hearing Matters – If a City Councilmember receives an e-mail directly related to quasi-judicial hearing matters, he or she must forward it to the City Clerk. A copy of the e-mail will be circulated to Councilmembers at the time that the matter comes before the City Council for its quasi-judicial consideration and as part of the hearing course.

8. VOTING AND MOTIONS

8.1 **Voting**: Votes during Council meetings shall be conducted as follows:

- a. All votes shall be recorded by the City Clerk.

- b. Each Councilmember shall vote on all questions and matters before the Council, unless a valid reason disqualifies him or her from voting. In general, abstaining from voting is only warranted when a City Councilmember conflict of interest regarding a matter on which he or she is called upon to vote or when a Councilmember's participation in a quasi-judicial matter may result in an appearance of fairness violation.
- c. The Mayor rarely participates in Council votes. State law prohibits the Mayor from breaking a tie vote in the following situations: the passage of an ordinance, the acceptance of a grant, the revocation of a franchise, the revocation of a license, or the payment of money. In other situations, the Mayor may vote only when his or her vote is needed to break a tie vote.
- d. A tie vote, (3-3, 2-2) on an ordinance or on a matter requiring four affirmative votes for passage is not final action of the matter voted upon, but shall be deemed to have tabled the matter until the next regular meeting at which all seven Councilmembers are present. At that meeting, any Councilmember may move to take the matter off the table. If no Councilmember moves to take the matter off the table or if the motion to take the matter off the table fails, then the matter is defeated. Staff will insure all members are reminded that the Ordinance or matter is pending.
- e. A non-tie vote (3-2, 2-3, 3-1, 1-3) which fails for a lack of four affirmative votes, if the matter requires four affirmative votes for passage, shall be deemed to defeat the matter voted upon. Any Councilmember, however, may move to reconsider the matter at the next regular meeting at which all seven Councilmembers are present.

8.2 Motions:

- a. Councilmembers must make their motion clearly and concisely. Motions shall not include arguments for the motion within the motion. If a motion does not receive a second, it dies. Motions that do need a second include: questions of privilege, orders of the day, points of order, objecting to the consideration of the question, parliamentary inquiries, and points of information.
- b. After a motion and a second, the Chair states the motion, states the name of the Councilmember who made the motion, states the name of the Councilmember who seconded the motion, and gives members of the Council an opportunity to discuss their opinions on the issue prior to the vote.
- c. Councilmembers should speak one at a time. No councilmember may speak twice, until all other Councilmembers have had an opportunity to speak.

- d. Once a motion and second is on the floor, no further citizen comments and no further city staff comments may be heard. If a Councilmember wishes to hear additional comments, he or she must make a request to the Chair and the Chair must give his or her permission.
- e. The maker of the motion may withdraw his or her motion at any time and without the consent of Council.
- f. A motion to table requires a second and is debatable. The debate as to whether to table the motion shall not include debate of the issue under consideration. If a motion to table prevails, the Chair shall move to the next item on the agenda. A tabled item can be reconsidered at the same meeting or at the next regular meeting. Any Councilmember may move to remove the item from the table for consideration. Such an item requires a second and a majority vote of those present. If the item is not removed from the table by the end of the next regular meeting, it shall be considered expired.
- g. A motion to postpone to a certain time requires a second is debatable, is amendable, and may be reconsidered at the same meeting or a future meeting. The question being postponed must be considered at that later time.
- h. A motion to call for the question shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a 2/3 vote of those present. (If 7 Councilmembers are present, then 5 must vote in the affirmative to meet this 2/3 requirement.) Debate is reopened if the motion fails.
- i. A motion to amend is defined as amending the motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting.
- j. The motion maker, the Mayor, or the City Clerk should repeat the motion prior to voting. Following the vote, the Chair announces the results of the vote and announces whether the question carried or was defeated. The Chair may publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

8.3 Requests for Written Motions: If required by the Chair or any Councilmember, the City Clerk will reduce the motion to writing.

8.4 Disqualification: Any Councilmember who is disqualified from voting on a matter shall not participate in the debate. The Councilmember shall state the reason for the disqualification before abstaining from the vote.

8.5 Motions to Reconsider: No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings and decision were adopted. In regards to other matters, only a person who voted with the majority may move to reconsider a vote. The motion must be made at the same or succeeding regular meeting (except as outlined in section 8.1).

8.6 Questions of Interpretations: After consultation with the City Attorney, the Chair decides all questions of interpretations of these policies and procedures and all other questions of parliamentary nature, which may arise at a Council meeting. If these Rules of Procedure do not address the question, the Chair should consult the most recent version of Robert's Rules of Order. Robert's Rules of Order, however, only serves as a guide and is not binding upon the Chair or upon the Council.

9. RESOLUTIONS AND ORDINANCES

9.1 In Writing: All Resolutions and Ordinance must be in writing.

9.2 Review by City Attorney: Before being presented at a meeting, the City Attorney must review a proposed Resolution or Ordinance.

9.3 Procedure: Ordinances generally require two readings. The first reading will consist of a staff presentation and may include Council discussion. The second reading will occur at a subsequent meeting. As allowed by Resolution 90-5, the Mayor may suspend the two reading requirement. Likewise, a unanimous vote of the Councilmembers present may suspend the two reading requirement.

9.4 Dissents & Protests: Any Councilmember has the right to express dissent from or protest to any ordinance or resolution of the Council. Upon request of a Councilmember, the City Clerk will enter the reason for the dissent or protest into the minutes.

9.5 Format of Ordinances and Resolutions: Resolutions and Ordinances are in a format determined by the City Attorney including numerical identification. A Resolution or an Ordinance may only contain one subject. This one subject must be clearly stated in the title. The Council may not amend a Resolution or an Ordinance unless the amendment sets forth each modified section in full. Subject to the Mayor's authority to veto an Ordinance, if a Resolution or an Ordinance is passed, the Mayor signs it, the City Clerk attests it, and the City Attorney approves it as to form.

10. PUBLIC HEARING PROCEDURES

10.1 Sign-In: Before a public hearing starts, the Chair may require that all persons wishing to speak sign their name, address, and indicate whether they wish to speak as a proponent, opponent or from a neutral position. The Chair will not permit any person who fails to sign in to speak until all those who have signed in have given their testimony. The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. order listed on sign-in sheet, proponents, opponents, adjacent owners, etc.).

10.2 Timing; Representation: The City Council will take public testimony during a public comment period. Persons appearing before the Council should limit their comments to three minutes. Where an organization is appearing before the City Council, it should designate a representative to speak on behalf of its members.

10.3 The Public Hearing Process: The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:

1. Unless a reasonable accommodation is needed because of a disability, all comments must be made from the podium. Any individual making comments shall first give their name and address.
2. Anyone making “out of order” comments is subject to removal from the meeting.
3. There shall be no demonstrations (i.e. applause) during or at the conclusion of anyone’s presentation.
4. The Chair may call City Staff to describe the matter under consideration.
5. The Chair calls upon proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration.
6. The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the Chair will ask the appropriate individual to return to the podium.
7. The Chair may afford a proponent an opportunity for rebuttal.
8. The Chair continues the public hearing to a time specific or closes the public hearing.

The Council intends these rules to promote an orderly system of holding a public hearing to give every person an opportunity to be heard and to ensure that no individual is annoyed or embarrassed by exercising his/her right of speech.

10.4 Quasi-Judicial Hearings: Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. The proceedings are focused on the Council arriving at a fact-based decision between two distinct alternatives – pro or con. Examples of matters that courts have ruled to be quasi-judicial if a public hearing is required include, but are not limited to: conditional uses, variances, rezoning a specific site, Planned Unit Development approval (PUD), discretionary zoning permits, and other types of zoning changes which involve fact-finding and the application of general policy to a discrete situation. Quasi-judicial actions do not include the legislative actions of adopting, amending or revising comprehensive, community or neighborhood plans, or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.

In addition to the Rules of Order set forth in Section 10.3, the following rules should be observed during a quasi-judicial hearing:

- a. The Chair announces the matter for consideration and asks Councilmembers to disclose any ex parte oral or written communications with a party, disclose any conflicts of interest, and disclose any potential violations of the appearance of fairness doctrine. After all disclosures are made, the Chair will ask if any party to the quasi-judicial matter desires to challenge or request a Councilmember to recuse himself/herself from the decision on the matter. The challenge shall be placed on the record.
- b. A Councilmember who is recused from participating must leave the hearing room until the matter under consideration has been concluded.

11. DUTIES AND PRIVILEGES OF CITIZENS:

11.1 Meeting Participation: The Council welcomes citizens at all Council meetings and encourages them to attend and participate. Whether a speaker is a citizen, a Councilmember, or a staff member, recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. The City Council expects all speakers to deliver their comments in a courteous and efficient manner and speak only to the specific subject under consideration. The Chair has the discretion to have anyone making out of order comments or acting in an unruly manner removed from the meeting.

11.2 Subjects Not on the Current Agenda: Under the agenda item “Public Comment,” a citizen may address any item he or she wishes to discuss with the Mayor and Council. They shall first obtain recognition by the Chair state their name, address, and the subject of their comments. The Chair shall then allow the comments, subject to a three minute limitation per speaker, or other limitations as the Chair or Council may deem necessary.

- 11.3 Subjects on the Current Agenda:** Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair. All comments shall be limited to three minutes per speaker, or other limitations as the Chair or Council may deem necessary.
- 11.4 Manner of Addressing the Council – Time Limit:** Each person addressing the Council shall step up to the podium, give his/her name and address in an audible tone of voice for the record. Unless further time is granted by the Council, a speaker shall limit his/her remarks to three minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of Council and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair.
- 11.5 “Out of Order Comments”:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, disparaging, or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the Council Chambers. City Councilmembers should refrain from making out-of-order comments.

12. CITY ADVISORY COMMITTEES:

The City of East Wenatchee’s Commissions, Committees, and Task Forces provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Council in the decision-making process. Effective citizen participation is an invaluable tool for local government. All City Advisory Committees are advisory to the City Council and are not authorized to take independent action representing the City with other agencies or bodies.

- 12.1 Establishment of Advisory Bodies:** These advisory bodies will be established by City Resolution or Ordinance, if required by state statute. The enacting resolution will set forth the size of each advisory group, which will be related to its duties and responsibilities; the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work. The Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 12.2 Appointments to Advisory Bodies:** Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of East Wenatchee, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

The Mayor appoints all members of the Planning Commission. The City Council appoints all members of the remaining advisory bodies. All appointments occur during a regularly scheduled City Council meeting.

Newly appointed members will receive a briefing by the Commission, Committee, or Task Force Chairperson and/or City Staff regarding duties and responsibilities of the members of the advisory body.

Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

- 12.3 Conduct of Business:** The advisory body will normally adopt rules for transaction of business, and will determine the number of meetings necessary for the business needs of the advisory group, unless otherwise established in the enacting resolution or ordinance. All meetings are subject to the public meetings laws of the State of Washington and City Ordinance.

13. FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM

- 13.1 Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 35A.13.020. To fill the vacancy with the most qualified person available until an election is held, the Council will distribute and publish a notice of the vacancy, the procedure and deadline for applying for the position.
- 13.2 Application Procedure:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The Council will use the application form in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.
- 13.3 Interview Process:** At a regular or special Council meeting open to the public, the City Council interviews each candidate who submits a timely application. The City Clerk determines the order of the interviews by drawing names. To make the interviews fair, the Chair will ask applicants to remain outside the Council Chambers while the City Council interviews other applicants. The Chair asks each applicant to make a two minute opening statement. Next the City Council will question the applicant. Finally, the Chair asks the applicant to make a two minute closing statement. Since this is not a campaign, comments about another applicant will not be allowed.
- 13.4 Selection of Councilmember:** After all interviews are complete, the Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill a vacancy will be conducted during an open public meeting.

13.5 Selection of Mayor Pro Tem: The City Council selects the Mayor Pro Tem. Annually, at the first regular meeting each year Councilmembers may each nominate one person for Mayor Pro Tem. Nominations require a second. Each Councilmember is given the opportunity to submit a nomination for Mayor Pro Tem. After all nominations are made, the Mayor will call for a vote on the nominations in the order that they were made. As soon as one nominee receives a majority vote of four votes of the Council, that Councilmember is declared the Mayor Pro Tem. No votes are taken on the remaining nominees.

13.6 Removal of Mayor Pro Tem: The Mayor Pro Tem may be removed as the Mayor Pro Tem upon a vote of four Councilmembers.

14. EFFECT/WAIVER OF RULES

It is the intent of the City Council that council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures shall be considered in the month of January of every even-numbered year, and may be considered at any other time that Council shall choose to review them.

The City Council adopts these rules of procedure for its sole benefit and to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a two-thirds vote of those members present and voting, determine to temporarily waive any of the provisions herein. A two-thirds vote is five of seven votes, four of six votes, four of five votes, and three of four votes.

15. SUSPENSION AND AMENDMENT OF RULES

15.1 Suspension of These Rules: Any provision of these rules may be temporarily suspended by a majority vote of Councilmembers present at a meeting.

15.2 Amendment of These Rules: These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.



**CITY OF EAST WENATCHEE
REGULAR COUNCIL MEETING AGENDA
_____, 2011 6:30 P.M.**

ROLL CALL A majority of councilmembers must be present at the meeting constitute a quorum.

PLEDGE OF ALLEGIANCE

PROCLAMATION

PUBLIC COMMENTS At this time, the Council invites citizens to address the Council on any subject not on the agenda. The Council requests that comments or testimony related to an agenda item be held until the Mayor calls for citizen comments during that time. Please limit public comments to under three minutes. Please provide your name and address for the record.

BUDGET ISSUES

MAYOR'S REPORT

DEPARTMENT REPORTS

CONSENT CALENDAR No debate is allowed on any item included in the consent calendar. The motion for adoption must receive unanimous approval. Any councilmember may remove an item from the consent calendar for separate approval.

PUBLIC HEARING The Mayor will call the Public Hearing to order, state the ground rules, state the purpose of the hearing, state the action that the hearing body may take on the matter, address the appearance of fairness doctrine, and state the manner in which the hearing will proceed. First, Staff gives a report. Second, experts and/or the applicant testify. Third, members of the public testify. Please speak into the microphone and clearly state your name and address. Please address all comments to the Council. Comments should be relevant to the application and should not be of a personal nature. Public testimony may be limited to three minutes, unless further time is granted by the Mayor. If there are a large number of speakers, a representative may be appointed to speak on behalf of the group.

ACTION ITEMS

RESOLUTION The passage of a resolution for the payment of money requires an affirmative vote of at least a majority of the whole membership of the Council.

ORDINANCE The passage of any ordinance requires an affirmative vote of at least a majority of the whole membership of the Council.

DISCUSSION

COUNCIL REPORTS

EXECUTIVE SESSION The Council may meet in executive session to consider matters concerning: national security, real estate transactions, publicly bid contracts, complaints against a public officer or employee, qualifications of an applicant, performance of an employee, qualifications of an applicant for appointment, and litigation.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 509-884-9515. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



CITY OF EAST WENATCHEE
REGULAR COUNCIL MEETING AGENDA
_____, 2011 6:30 P.M.

ADJOURNMENT

SAMPLE

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 509-884-9515. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.