

Sammamish City Council Rules of Procedure

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RULES OF PROCEDURE

Resolution No. R2024-1043

Attachment A

1. AUTHORITY

The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded.

1.1 Open Public Meetings Act

All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public; and

1.2 Robert's Rules of Order

In all decisions arising from points of order, the Council shall be governed by Robert's Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

1.3 Effect/Waiver of Rules

These rules of procedure are adopted for the sole benefit of the members of the City Council 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 majority vote, determine to temporarily waive any of the provisions herein.

2. DUTIES AND RESPONSIBILITIES OF COUNCILMEMBERS

2.1 Councilmember Job Description

The principal job of a City Councilmember is to make policy. Policy making often takes the form of passing ordinances or resolutions. Councilmembers should base their policy making decisions on many factors after considering input from many sources, including the City staff, resident's groups, advisory commissions and others. It is the Councilmember's responsibility to consider the merits of each idea and then approve, modify, or reject it. Councilmembers should also consider community needs and available resources when making their decisions. It is the job of the City Manager and staff to implement the policies set by the City Council.

2.2 Public Statements

Any member of the Council has a right to express personal views and opinions. However, statements representing the views or decisions of the Council must be authorized by a majority or consensus of the Council. Minority views or positions may be conveyed as well.

2.3 Ethics Laws

State law provides a specific code of ethics for city officials. [RCW 42.23.070](#) prohibits a municipal official from:

- 2.3.1** Using the official's position to secure special privileges or exemptions for the official or others.
- 2.3.2** Directly or indirectly, giving or receiving any compensation, gift, gratuity, or reward from any sources, except the employing city, for a matter related to the official's services.
- 2.3.3** Accepting employment or engaging in business that the official might reasonably expect would require the official to disclose confidential information acquired by reason of the official's position.
- 2.3.4** Disclosing confidential information gained by reason of the official's position or use of such information for personal gain.

2.4 Public Records Act Compliance

- 2.4.1** Each Councilmember is responsible for complying with [RCW chapter 42.56](#), laws that govern public records.
- 2.4.2** Paper and electronic records that relate to the functional responsibility of the recipient or sender as a public official constitute a public record, which is subject to public inspection in accordance with [RCW 42.56](#).
- 2.4.3** Councilmembers should send and receive messages related to City business through the City's email system.
- 2.4.4** Emails and/or text messages transmitted through personal accounts and devices are public records and must be retained accordingly.
- 2.4.5** Councilmembers shall not communicate in any electronic format with another Councilmember during a Council meeting.
- 2.4.6** Social media posts are a public record. Wherever possible, posting should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct official City business.
- 2.4.7** Public records created or received by a Councilmember will be transferred to the Legislative Analyst for retention by the City in accordance with retention requirements under state law.

2.4.8 Public records that are duplicates of those in the possession of City staff, such as meeting agendas, are not required to be retained

2.5 Information Sharing

It is in the public interest that, to the greatest extent possible, all members of the City Council have an opportunity to be aware of and act upon the information that is available to other members.

The City Council places a high value on conducting the public's business in an open and transparent manner. While Councilmembers are not expected to place on the record all contacts with City residents and other stakeholders on every matter, Councilmembers should place on the record all contacts with City residents and other stakeholders on matters about which a Councilmember reasonably believes the other Councilmembers should be apprised. Examples of such matters would include, but not be limited to, contacts with opposing parties in litigation involving the City, agenda items to be added at a meeting, vendors seeking contracts with the City, legislators, stakeholders with City business, and matters of similar sensitivity. The context of any such contact should be provided in writing, either in an email to the full Council or in a written Council report at the next available Council meeting following the contact."

2.6 Communicating with Staff

Councilmembers may directly contact department directors, provided the City Manager is copied on the email.

2.7 Confidentiality and Executive Sessions

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is exempt from disclosure under the Revised Code of Washington. Violations of this section may be addressed pursuant to RCW 42.23.050 ("Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.")

2.8 Official Correspondence

Official correspondence from the City Council shall be presented at a City Council meeting and approved by motion before it is distributed, when feasible. When correspondence must be distributed sooner than the next City Council meeting, the correspondence will be distributed and then added to the next City Council meeting agenda as a report.

2.9 Conduct Outside of Council Meetings

2.9.1 Personal Attacks and Negative Comments

While policy disagreements are acceptable, Councilmembers should refrain from personal attacks or other personal negative comments about fellow Councilmembers, City Staff members, or the City as a whole. Violation of this section may result in an admonishment or other sanction by majority vote of the other members of the City Council.

2.9.2 Use of Role or Title

Councilmembers shall not use their role or title as Councilmember to serve as a mediator between contracted or non-contracted staff and the Council without the Council having taken a formal position on the subject matter. For purposes herein, “serve as a mediator” means by way of illustration and not limitation, committing the contracted or non-contracted staff to meet with members of the public without the City Manager’s knowledge and without Council having taken a position on the matter. Further,

Councilmembers shall not sign petitions or the like using their title unless the Council has taken a formal position on the topic.

2.10 Antiharassment Policy

2.10.1 It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by elected officials toward fellow Councilmembers, City Staff or members of the public. Elected officials are expected to show respect for one another and the public at all times, despite individual differences.

2.10.2 Harassment is unwelcome conduct that can be based, but is not limited to, race, color, religion, national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

2.10.3 Sexual harassment is a form of unlawful discrimination.

2.11 Reporting Discrimination or Harassment

Any individual who believes they have been discriminated against or harassed in violation of Section 2.9 above shall report the incident to the City Manager, who shall evaluate whether an investigation should take place by a third-party investigator; if the City Manager determines that an investigation should commence, the investigation will be conducted; provided however, that if the allegation involves the City Manager, the report shall be made using the City’s Whistleblower hotline at 1 (866) 921-6714 (toll free) or the City Attorney.

2.11.1 Should the official to whom the report is made pursuant to Section 2.10.1, above, determine that the incident does not merit an investigation, that official shall provide the person making the complaint a written explanation as to the reason the complaint does not merit an investigation. This written explanation shall be provided to the person making the complaint within 7 business days of the City's receipt of the same. If an investigation is commenced, the official to whom the report is made pursuant to Section 2.9.1, above shall initiate the investigation within 24 hours, or by the end of the next business day.

2.12 Swearing in of New Councilmembers

New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.

2.13 Election of Mayor/Deputy Mayor

2.13.1 Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon the chair of the council as mayor, the chair shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. The mayor shall have no regular administrative duties. Pursuant to Resolution 2010-398, the council shall select the deputy mayor on an annual basis, using the procedures of this section.

2.13.2 The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.

2.13.3 No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Councilmembers will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare the nominee elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.

2.13.4 In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of meetings and emergency business. In the event that the mayor is unable to serve the remainder of their term, a new mayor shall be elected at the first regular meeting following the conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of their term, a new deputy mayor shall be elected at the first regular meeting following the conclusion of the deputy mayor's term.

2.13.5 A super majority vote (5 councilmembers) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for serious cause.

2.14 Duties of Mayor and Deputy Mayor

Presiding Officers. The Mayor, or in their absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

2.14.1 Presiding Officer's Duties

It shall be the duty of the Presiding Officer to:

- a. Call the meeting to order;
- b. Keep the meeting to its order of business;
- c. Control discussion in an orderly manner;
- d. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
- e. Permit audience participation at the appropriate times;
- f. Require all speakers to speak to the question and to observe the rules of order;
- g. State each motion before it is discussed and before it is voted upon; and
- h. Put motions to a vote and announce the outcome.
- i. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- j. Presiding Officer, Participation. The Presiding Officer may at their discretion call the Deputy Mayor or any member to take the chair.
- k. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

3. MEETINGS

3.1 Regular Business Meetings Dates, Times

All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.

3.2 Meetings

3.2.1 Regular Business Meetings

All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.

3.2.2 Regular Study Sessions

Regular study sessions of the City Council shall be held on the second Tuesday of each month beginning at 6:30 p.m. and ending no later than 10:00 p.m.

Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. Under special circumstances, final action may be taken at a Regular Study Session

3.2.3 Special Meetings

Special Meetings may be held by the Council subject to the requirements by State law (RCW 42.30.080). Every effort will be made to contact all Councilmembers before scheduling a special meeting.

3.2.4 Meetings Scheduled on Legal Holidays

Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council.

3.2.5 Executive Sessions

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. The announced purpose of the Executive Session shall be entered into the minutes of the meeting. Should the Session require more time, a public announcement shall be made that the Session is being extended.

3.2.6 Meeting Place

Council Meetings will be held at Sammamish City Hall, located at 801 228th Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.

3.2.7 Public Notice

The City shall comply with the provisions of RCW 35A.12.160.

3.2.8 Adjournment

Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may make a motion at or about 9:30 p.m. to review agenda priorities or to extend the meeting.

3.2.9 Meetings During a State of Emergency

If, after the declaration of an emergency by the federal government, the State of Washington, or by the City of Sammamish, the City Council determines that it cannot hold a meeting of the Council with members or public in attendance, the City Council may: (a) Hold a remote meeting without a physical location; or (b) Hold a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.

During a remote meeting, the City Council may appear by phone or by other electronic means. For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited, the City Council must provide an option for the public to listen to the proceedings telephonically or by other electronic means of remote access.

Notice of a remote meeting without a physical location or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency will include instructions on how the public may listen live to proceedings and on how the public may access any other electronic means of remote access.

3.3 Attendance, Excused Absences

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Clerk, who shall convey the message to the Mayor.

Following roll call, the Presiding Officer 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. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. As set forth in RCW 35A.13.020 and RCW 35A.12.060, a council

position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused by the City Council.

3.4 General Decorum

3.4.1 Preserve Order and Decorum

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or anyone addressing members of the Council during the course of business, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.

3.4.2 Disruptive Behavior

Any person engaging in the following actions may be asked to leave by the Presiding Officer and barred from further audience participation for that meeting:

- a. disruptive, impertinent, or slanderous remarks; or
- b. disruptive or intimidating behavior, such as clapping during public comment.

3.4.3 Addressing Remarks to Presiding Officer

Per Robert's Rules of Order, all remarks shall be addressed to the Presiding Officer, unless asking a question, answering a question or clarifying a point of anyone addressing the Council during the course of Council business.

3.4.4 Motion Process

When a motion is moved and seconded, the following steps will be followed:

- a. **Question rounds:** Councilmembers will only ask questions during these rounds. There will be no limitation on the amount of time each Councilmember may speak or on the number of rounds. These rounds shall not exceed 30 minutes in total.
- b. **Debate rounds:** Following questions, there will be up to two rounds of debate. Councilmembers will have no more than five minutes per round to speak. If a Councilmember goes past the speaking limit, the Mayor will stop them, or a Councilmember may raise a Point of Order.
- c. **Vote:** Following debate, the Council will vote on the motion.

3.4.5 Electronic Devices During Meetings

Cell phones and other electronic devices shall be silenced. Councilmembers should limit the use of electronic devices to access agenda materials and other agenda-related information during meetings. Councilmembers shall not communicate with each other electronically or through social media during meetings on agenda items in order to

maintain transparency and to ensure that all discussion and deliberation occurs publicly on the record.

3.4.6 Quorum

At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

3.4.7 Consequences

The Council has power under state law to impose punishment on its members, short of removal of office, for violation of state law or Council rules.

If a member of the Council shall transgress these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the presiding officer shall transgress these rules or fail to call such member to order, any other member of the Council may, under a point of order, call the presiding officer or such other member to order, in which case the presiding officer or such member, as the case may be, shall be silent except to explain or continue in order. Additional consequences may include a verbal admonition, written reprimand, censure, expulsion from the meeting at which the conduct is occurring, removal of the Council Member from the Council committee chair positions or committee memberships, or removal of intergovernmental duties. Expulsion for such behavior in the Council's presence shall require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

3.5 Remote Participation

3.5.1 Intent

It is the intent of the Sammamish City Council that City Councilmembers conduct business in person at Council Chambers or such other location as may be publicly noticed. However, the Council will allow remote participation in limited situations.

3.5.2 Prior Notice Required

Any Councilmember wanting to participate remotely must notify the Mayor, Deputy Mayor, City Manager, and the City Clerk by 5pm the day of the meeting.

3.5.3 Reasons for Remote Participation

A Councilmember may participate remotely in a Council meeting for the following reasons:

- a. The Councilmember or family member has an illness or medical issue,
- b. The Councilmember is away due to a personal vacation (up to three times per calendar year), or

- c. The Councilmember is away due to work or employment (up to three times per calendar year).

3.6 Public Requests for Proclamations

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Sammamish event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Sammamish's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

- a. The person(s) or organization making the request must submit a request to the City Clerk and submit a copy of the proposed proclamation.
- b. The request should be made at least two weeks in advance of the requested Council meeting.
- c. The Mayor, Deputy Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee for its guidance.
- d. The Council retains the right to limit the number of proclamations at a Council Meeting.
- e. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
- f. The City retains the right to decide if the proclamation will or will not be issued.
- g. Once approved, the proclamation will be included on the appropriate Council agenda.
- h. If not approved, the requestor and the Council will be notified of the decision and the reason(s) for the decision.

4. ORDER OF BUSINESS

4.1 Agenda and Council Packet Preparation

4.1.1 Preliminary Agenda

The City Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.

4.1.2 Placing Items on the Agenda

An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor, by the Deputy Mayor in the absence of the Mayor, by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager.

4.1.3 No Surprise Rule

Councilmembers should use best efforts to:

- a. Contact the Mayor or City Council to advise of emerging issues
- b. Provide staff advance notice of any questions or concerns they may have on agenda items prior to a public meeting, if possible, to allow for staff preparation. Staff responses to such requests will be provided to the full Council.
- c. Provide staff and City Council advance notice if planning to propose substantial amendments or revisions to any agenda items.

4.1.4 Order of Business

The order of business shall be as follows:

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance
4. Land Acknowledgement Statement
5. Approval of Agenda
6. Public Comment
7. Executive Session
8. Consent Calendar
9. Presentations/Proclamations
10. Public Hearings
11. Unfinished Business
12. New Business
13. Council Reports/City Manager Report
14. Executive Session
15. Adjournment

4.1.5 Criteria for Consent Calendar

The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or prescribed by state law that passage is likely. Examples of consent calendar items include:

- a. Approval of minutes.
- b. Payroll and claims.

- c. Adoption of resolutions fixing dates for hearings and appeals, approving final plats, approving and accepting grants, and other such actions.
- d. Contract amendments for extensions of time and not-to-exceed dollar amounts.
- e. Interlocal Agreements.

4.1.6 Public Hearings

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

4.1.7 Continued Items

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

4.1.8 Procedure Review

It is the intent of the City Council that council procedures be periodically reviewed as needed.

4.2 Consent Calendar

4.2.1 Adopting Consent Calendar

The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

4.3 Public Comment and Testimony

4.3.1 Regular Meeting Public Comment

Public comment for a period of 30 minutes will be included near the beginning of the agenda for all Regular Meetings.

4.3.2 Study Session Public Comment

Public comment for a period of 30 minutes will be included near the end of the Study Session. Public comment at the Study Session shall be limited to items included on the Study Session agenda.

4.3.3 Extending the Public Comment Period

The presiding officer may choose to extend the public comment period for up to 30 additional minutes. If public comment remains after this one-hour period, the presiding officer will include time for such public comment as the final agenda item which may continue as necessary until 10:00 PM.

4.3.4 Public Comment Time Limit

Public comment is permitted for up to 3 minutes per person.

4.3.5 Grouping Topics by Category

The presiding officer will encourage collaboration and will attempt to group the topics by category so that there is continuity of subject matter during the public comment period.

4.3.6 Multiple Subjects

If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council.

4.3.7 Responding to Public Comment

The Presiding Officer may ask the rest of the Councilmembers if they have any questions before being excused. After a resident (or group of residents) has made public comment, the Presiding Officer will respond to the resident or group with one of the following actions:

- a. The commentator will be thanked for their input if it is a comment only;
- b. Staff will be directed to follow up if an administrative answer or problem resolution is required;
- c. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next Regular Business Meeting or Regular Study Session;
- d. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
- e. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

4.3.8 Selection of Response

The decision as to which alternative to use will be at the discretion of the Presiding Officer. The Presiding Officer will verbalize a reason for their choice. After the Presiding Officer's decision, any Councilmember may make a motion to select one of the other alternatives. If the motion is seconded, it will be discussed and voted upon. Should the motion fail, the Presiding Officer may use the previously chosen alternative or may select a different one, again providing a verbal reason.

4.3.9 Identification of Speakers

Persons testifying shall identify themselves for the record as to name, city or county, and organization if representing one.

4.3.10 Instructions for Speakers

An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

4.3.11 Remote Public Comment

In general, public comment may only be made in person at City Hall during the allotted time on the meeting agenda. Remote (online or phone-in) public comment is only permitted by reasonable accommodation. Upon the request of any individual who will have difficulty attending a council meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the Council shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely. Such requests for reasonable accommodation must be sent in writing to the City Clerk by no later than 3 PM on the day of the regular meeting or, in the case of a special meeting, by no later than 2 regular business hours ahead of the published start time. For example, if a special meeting is scheduled to start at 8:30 AM on a Saturday, then the request for reasonable accommodation must be sent in writing to the City Clerk by no later than 3 PM on the Friday before the special meeting.

4.3.12 Offensive Backgrounds or Disruptive Behavior

Remote participants are prohibited from using virtual backgrounds that would be highly offensive to a reasonable person. In the event a remote participant is using an offensive virtual background or engaging in disruptive behavior, the Presiding Officer shall have the authority to turn off the participant's video feed. The remote participant may continue to provide oral comment with their video feed turned off, if the Presiding Officer determines the comment is not disruptive to the Council proceedings.

4.4 Rules for Public Testimony during Public Hearings

The following rules shall be observed during any Public Hearing:

4.4.1 Public Hearing Testimony

Individuals will be allowed three minutes to speak.

4.4.2 Timekeeper

The City Clerk shall be the timekeeper.

5. VOTING

5.1 Procedure

The votes during all Council Meetings shall be conducted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the

request of any Councilmember, a random roll call vote shall be taken by the City Clerk or the Presiding Officer may call for a show of hands. In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.

5.2 Majority Vote Requirement

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council.

5.3 Reading of Ordinance

Unless otherwise provided for by statute or ordinance, the passage of any ordinance shall require only one reading. Additional readings may be held by a majority vote or consensus of the Council.

5.4 Tie Vote

In case of a tie vote on any motion, the motion shall be considered lost.

5.5 Abstentions

Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter under State law is present. Unless a member of the Council states that they are abstaining for the above reasons, their silence shall be recorded as an affirmative vote.

6. BOARDS AND COMMISSIONS

6.1 Appointment to Advisory Bodies

6.1.1 Recruitment

Vacancies may be advertised so that any interested resident may submit an application. Applicants are urged to be residents of the City of Sammamish, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

6.1.2 Appointments

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.

6.1.3 Briefing on Duties

Newly appointed advisory body members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.

6.1.4 Removal

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

6.2 Key Staff Duties

Any City employee shall attend a City Council meeting when requested by the City Manager for clarification or explanation of agenda items.

7. COUNCIL COMMITTEES

7.1 Purpose

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

7.2 Structure

Council committee structure shall be as determined by the city council and may include:

7.2.1 Council Committees

Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

7.2.2 Subcommittees of the City Council

Ad hoc and informal working or study group (three or fewer Councilmembers);

7.2.3 Councilmember Appointments

To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).

7.3 External Boards or Commissions

The Chair of any Council Committee or Subcommittee, and the City's representative to any external Board or Commission (e.g., Eastside Transportation Partnership), shall provide a written report to the City Council within a reasonable time after each meeting of a Committee, Subcommittee, or other External Body.

7.3.1 Voting

Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.

Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting, unless receiving such direction is not feasible due to timing or urgency.

Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.

This section only applies to significant action items, which does not include actions such as approval of meeting minutes.

This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).