



CITY COUNCIL PROCEDURES MANUAL

ADOPTED
04/26/2016 – RES. NO. 2016-23

AMENDED
11/22/2016 – RES. NO. 2016-50

GRANDVIEW CITY COUNCIL PROCEDURES MANUAL

INDEX

SECTION 1. GENERAL RULES

- 1.1 Public Meetings
- 1.2 Quorum
- 1.3 Voting on Ordinance
- 1.4 Tie-Votes
- 1.5 Ordinances--Subject--Effective Date
- 1.6 Ordinances--Mayor's Veto
- 1.7 Adoption by Reference

SECTION 2. MEETINGS

- 2.1 Day and Time of Regular Meetings
- 2.2 Location of Meetings
- 2.3 Special Meetings
- 2.4 Executive Sessions
- 2.5 Remote Participation

SECTION 3. RULES OF ORDER

- 3.1 Rules Governing
- 3.2 Preservation of Order
- 3.3 Points of Order
- 3.4 Reading of Minutes
- 3.5 Conflicts of Interest
- 3.6 Permission to Speak
- 3.7 Motions
- 3.8 Motions to Reconsider
- 3.9 Journal of Order
- 3.10 Questions of Order
- 3.11 Presiding Officers--Discretion
- 3.12 Motions to Table
- 3.13 Abstentions
- 3.14 Adjournment
- 3.15 Rules--Changes
- 3.16 Committee-Reports
- 3.17 Attendance of Staff
- 3.18 Procedure for Presenting Matters to Council
- 3.19 Citizen Participation

SECTION 4. AGENDA

- 4.1 Agenda Preparation
- 4.2 Agenda Matters-Submitted
- 4.3 Order of Business
- 4.4 Consent Agenda
- 4.5 Old Business

4.6 New Business

SECTION 5. COMMITTEE-OF-THE-WHOLE & AD HOC COMMITTEES

SECTION 6. LAPTOP USAGE POLICY

- 6.1 Purpose
- 6.2 Ownership
- 6.3 Passwords
- 6.4 License Agreements
- 6.5 Liability
- 6.6 Email Usage
- 6.7 Acceptable Use
- 6.8 Privacy
- 6.9 Installation of Applications
- 6.10 Care of the Device
- 6.11 Loss and Damage

SECTION 7. AMENDMENT--REPEAL

APPENDIX: *

- A. RCW 35.A Optional Code Cities
- B. RCW 42.30 Open Public Meetings
- C. RCW 35.23 Bid Law
- D. RCW 42.56 Public Records
- E. RCW 42.23.030 Code of Ethics
- F. RCW 39.30.020 Competitive Bidding
- G. RCW 42.36 Appearance of Fairness

* NOTE: These statutes may change from time to time and current RCW's should be available at City Hall.

**CITY COUNCIL
PROCEDURES MANUAL**

SECTION 1. GENERAL RULES:

1.1 **Public Meetings:** All meetings of the Council, with the limited exception of Executive Sessions, shall be open to the public, and minutes shall be kept of all regular and special meetings of the Council, and shall be available for public inspection in accordance with RCW Chapter 42.30.

1.2 **Quorum:** At all meetings of the Council, a majority of the Councilmembers 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 accordance with RCW 35A.12.120.

1.3 **Voting on Ordinance:** The passage of any ordinance, grant, or revocation of a 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, in accordance with RCW 35A.12.120.

1.4 **Tie-Votes:** In accordance with RCW 35A.12.100, the Mayor may vote only in case of a tie vote of the Council. The Mayor may not vote to break a tie with respect to the passage of an ordinance, a resolution for the payment of money, or revocation of franchise or license.

1.5 **Ordinances--Subject--Effective Date:**

In accordance with RCW 35A.12.130:

(a) No ordinance shall contain more than one subject and that must be clearly expressed in its title.

(b) No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

(c) No ordinance shall take effect until five days after the date of its publication unless otherwise provided by State Law, except that an ordinance passed by a majority plus one of the whole membership of the Council, designated therein as a public emergency ordinance necessary for the protection of public property or public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

1.6 **Ordinances--Mayor's Veto:** In accordance with RCW 35A.12.130, every ordinance which passed the Council in order to become valid must be presented to the Mayor, if he approves it, he shall sign the ordinance. If not, he shall return the ordinance with his written objection to the Council and the Council shall cause his objections to be entered into the minutes and shall proceed to reconsider the ordinance. If, upon reconsideration, a majority plus one of the whole membership votes in favor of its passage, the ordinance shall become valid without the Mayor's approval. If the Mayor fails for 10 days to either approve or veto an ordinance, it shall become valid without his approval. Ordinances shall be signed by the Mayor, attested by the City Clerk, and approved by the City Attorney, as to form.

1.7 **Adoption by Reference:** In accordance with RCW 35A.12.140, ordinances may, by reference, adopt Washington State statutes and State, County, or City Codes, regulations, or ordinances or any standard code of technical regulations, or portions thereof. Said adopted codes, statutes, or regulations so adopted need not be published in a newspaper as provided in RCW 35A.12.160, but the adopting ordinance shall be so published and the adopted code, statutes, or regulations so adopted shall be on file at the office of the City Clerk for uses and examination of the public and shall be authenticated and recorded by the City Clerk along with the ordinance.

SECTION 2. MEETINGS:

2.1 **Day and Time of Regular Meetings:** The regular meetings of the Council shall be held on the second and fourth Tuesdays of each and every month at the hour of 7:00 p.m.; provided, that regular meetings shall be held on the next succeeding day when the meeting day is a state-established holiday.

2.2 **Location of Meetings:** All meetings of the City Council shall be held in the City Hall situated at 207 West Second Street in the City, unless Council at a previous meeting decides to hold them elsewhere.

2.3 **Special Meetings:** RCW 42.30.080 provides that special meetings may be called by the Mayor or by a majority of the members of the Council by written notice delivered to each member of the Council personally, by mail, by fax or by electronic mail at least 24 hours before the time specified for the proposed meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meeting by the City Council. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

2.4 **Executive Sessions:** Executive sessions may be held in accordance with the State Open Meetings Act, RCW Chapter 42.30, and by amendments thereto. Unless amended by RCW, said executive sessions may be called during regular or special meeting to consider:

- (a) matters affecting national security.
- (b) selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- (c) the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing of public property shall be taken in a meeting open to the public.
- (d) review negotiations on the performance or publicly-bid contracts where public knowledge regarding such consideration would cause a likelihood of increased costs.
- (e) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.

(f) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body or salaries, wages, or other conditions of employment to be generally applied within the City shall occur in a meeting open to the public, and when a governing body elects to take final action on hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

(g) to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

(h) to discuss with legal counsel representing the City matters relating to the City enforcement actions, or to discuss with legal counsel representing the City litigation or potential litigation to which the City, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

(i) before convening in executive session, the Mayor shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Mayor.

2.5 Remote Participation: A Councilmember may participate and vote telephonically or via other electric means in all or part of a regular or special Council meeting if the following conditions are met:

(a) The majority of the Council membership consents and such consent shall not be unreasonably withheld; and

(b) All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone, computer speaker or other amplification; and

(c) Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and

(d) The Councilmember participating telephonically or via other electronic means bears any costs of such participation, but may use the communications equipment owned by the City at City Hall without charge.

SECTION 3. RULES OF ORDER:

3.1 Rules Governing: Meetings shall be governed by Robert's Rules of

Order Revised.

3.2 **Preservation of Order:** In accordance with RCW 35A.12.100, the Mayor, Mayor Pro-Tem, or the elected chairman, in the absence of the Mayor and Mayor Pro-Tem, shall preside over all meetings and shall preserve order and decorum, prevent attacks on personalities, or the impugning of member's motives, and confine members in debate to the question under discussion.

3.3 **Points of Order:** The chairman shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"

3.4 **Reading of the Minutes:** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk properly furnished each member with a copy thereof.

3.5 **Conflicts of Interest:** In accordance with RCW 42.23, Councilmembers or the Mayor shall excuse themselves from the Council Chamber during any discussions or vote on any subject in which there are conflicts of interest or which may give the appearance that there may be a conflict of interest.

3.6 **Permission to Speak:** No member shall speak more than twice on the same subject without permission of the presiding officer. No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer.

3.7 **Motions:** Motions shall be reduced to writing when required by the presiding officer of the Council. All resolutions and ordinance shall be in writing.

3.8 **Motions to Reconsider:** Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

3.9 **Journal of Proceedings:** The City Clerk shall keep a correct journal of all proceedings and at the desire of any member of ayes and nays shall be taken on any question and entered in the journal.

3.10 **Questions of Order:** All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.

3.11 **Presiding Officers-Discretion:** The Mayor may, at his discretion, call any member to take the chair, to allow him to address the Council, or discuss any other matter at issue.

3.12 **Motions to Table:** Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distance day, and the largest sum shall be put first. All motions to table will be to a time certain.

3.13 **Abstentions**: Any member not voting is deemed to be voting with the majority, except as to matters with respect to which such council member has a disqualifying interest.

3.14 **Adjournment**: A motion for adjournment shall always be in order.

3.15 **Rules-Changes**: The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

3.16 **Committee-Reports**: The chairman of each respective committee, or the Councilmember acting in that capacity in his place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

3.17 **Attendance of Staff**: The City Administrator, City Clerk, City Attorney, City Treasurer, Police Chief, Fire Chief, Public Works Director, Parks and Recreation Director, Library Director and such other officers or employees of the City shall, when requested, attend meetings of the Council.

3.18 **Procedure of Presenting Matters to Council:**

(a) All matters coming before the City Council shall first be referred to the Committee-of-the-Whole. Therefore, all new matters shall be placed on the Council agenda as new business for referral to the Committee-of-the-Whole.

(b) At the next Council meeting, after such referral to the Committee-of-the-Whole, the Committee-of-the-Whole will report their recommendation to the Council. If the Committee-of-the-Whole feels that it is something that should be referred to the Mayor for disposition as an administrative matter, then the Committee-of-the-Whole will report that back to the Council at the next Council meeting. Otherwise, the matter will come back to the Council for their action.

(c) If a matter is of an urgent or time sensitive nature, the Council can vote to suspend the rules pursuant to Section 3.15 of this manual and dispose of an item immediately.

3.19 **Citizen Participation**

The following rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

(a) **Addressing the Council:** Any person desiring to address the Council under agenda item "Public Comment," shall first secure the permission of the Mayor.

(b) **Manner of Addressing the Council - Time Limit:** Each person addressing the Council shall step up to the microphone, will give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their remarks to three minutes. All remarks shall be addressed to the Council as a whole, not individual Councilmembers. No person, other than the Mayor, members of the 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 Mayor. No one other than the Mayor may interrupt the speaker and the Mayor is obligated to interrupt if the speaker exceeds the time limit or when it is necessary to uphold the rules and restore order. The Council will then determine the disposition of the issue (information only, place on present agenda, a future agenda, assign to staff, or do not consider).

(c) **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, threatening, intimidating, disrespectful or personally abusive while addressing the Council may be requested to leave the meeting and may be forthwith, by the Mayor, barred from further audience before the Council during that Council meeting. No demonstrations, noises, or other disruptive expressions are allowed.

(d) **“Out of Order” comments:** The Mayor has the authority to preserve order at all meeting of the Council and to enforce the Rules of the Council. Any person whose comments have been ruled out of order by the Mayor shall immediately cease and refrain from further improper comments or disorderly conduct. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Mayor may be subject to removal from the Council Chambers. The Mayor may command assistance of any police officer to enforce all lawful orders of the Mayor to restore order at any meeting.

(e) **Citizen Complaints:** Citizens with complaints, concerns or questions will be encouraged to refer the matter to the City Administrator or ask that the matter be placed on a future City Council meeting agenda with the appropriate background information. The Mayor shall refer administrative matters to the City Administrator for resolution.

Personnel matters, including labor negotiations, grievances, hiring, and dismissals will not be dealt with at public Council meetings. Such complaints may be submitted in writing to the City Administrator or Mayor.

SECTION 4. AGENDA:

4.1 **Agenda Preparation:** The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of subjects to be considered by the City Council and shall be formulated as follows:

4.2 **Agenda Matters--Submitted:** Matters shall be submitted for the City Council agenda as follows:

- (a) Any member of the City Council may place a matter on the agenda.
- (b) All other matters to be placed on the agenda shall be submitted to the City Administrator or to the Mayor for consideration and possible placement on the agenda.
- (c) All matters placed on the agenda shall be noted with the sponsor's name.
- (d) All reports, communications, ordinances, resolutions, and other items to be submitted to the Council shall be delivered to the City Clerk no later than 12:00 Noon on the Wednesday preceding each Council meeting, whereupon the City Clerk shall arrange a list of such matters according to the order of business.
- (e) The agenda shall be delivered to each Councilmember by 5:00 p.m., the Friday preceding the Council meeting.

4.3 **Order of Business:** The order of business shall be as follows:

- (a) Call to Order & Roll Call
- (b) Pledge of Allegiance
- (c) Presentations
- (d) Public Comment - At this time the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing.
- (e) Consent Agenda
 - (i) Minute Approval
 - (ii) Payroll and Claim Payments
 - (iii) Other items
- (f) Active Agenda
- (g) Unfinished and New Business
- (h) City Administrator and/or Staff Reports
- (i) Mayor & Councilmember Reports
- (j) Adjournment

4.4 **Consent Agenda:** Items may be placed on a "Consent Agenda" which items of business will be voted on together by the Council, unless a Councilmember requests that one or more of the items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under "Unfinished and New Business".

4.5 **Active Agenda:** This section of the agenda shall include items of a general nature, including:

- (a) Resolutions and ordinances previously discussed at a Committee-of-the-Whole or Council meeting.
- (b) Consideration of bids, L.I.D.'s, and related matters.

4.6 **Unfinished and New Business:** This section of the agenda shall include all items of a general nature, including resolutions and ordinances put forward to the regular meeting and items that have been removed from the Consent Agenda.

SECTION 5. COMMITTEE-OF-THE-WHOLE & AD HOC COMMITTEES:

5.1 The Committee-of-the-Whole shall consist of all members of the City Council. The Mayor shall chair the Committee-of-the-Whole. A quorum shall be the majority of the members.

5.2 The Committee-of-the-Whole shall meet on the second and fourth Tuesdays of each and every month at 6:00 p.m., and if determined necessary on the third Tuesday of each and every month at 6:00 p.m., except if at any time the Committee-of-the-Whole meeting falls on a holiday, the Committee shall meet on the next business day at the same hour.

5.3 The Committee-of-the-Whole should, in their deliberations, limit discussions to matters of a policy nature, but it may discuss operational efficiencies. Any conclusions or recommendations of an operational nature should be directed to the City Administration for consideration. Direction of day-to-day operations is the responsibility of City Administration. The Committee may deal with all matters referred to it by the Mayor, City Council, or the City Administrator and report back within a time period specified within the request. The Committee-of-the-Whole shall have no power to take any official action.

5.4 **Agenda**. Matters shall be submitted for the Committee-of-the-Whole agenda as follows:

(a) Any member of the City Council, the Mayor, or the City Administrator may submit items for the agenda. Items for the agenda shall be delivered to the City Clerk no later than 12:00 noon on the Wednesday preceding the Committee-of-the-Whole meeting, whereupon the City Clerk shall arrange a list of such items accordingly to the order of business. The agenda shall be delivered to each Councilmember by 5:00 p.m., the Friday preceding the Committee-of-the-Whole meeting.

(b) The Order of Business shall be as follows:

- Call to Order
- Roll Call
- Public Comment
- New Business
- Other Business
- Adjournment

5.5 Ad Hoc Committees shall be appointed as deemed necessary.

5.6 The Mayor and City Administrator shall be ex-officio members of the Committee-of-the-Whole.

5.7 Action and recommendation of the Committee-of-the-Whole and Ad Hoc Committees shall be subject to the approval of the City Council, and shall be placed on the agenda of the City Council at a regular or special meeting thereof.

5.9 Copies of the minutes of all meetings of the Committee-of-the-Whole shall be provided to all Councilmembers and Department Heads with the agenda for the next regular meeting of the City Council.

5.10 Any procedures not specifically covered in this section shall be in accordance with Section 1. General Rules, Section 2. Meetings, and Section 3. Rules of Order.

SECTION 6. LAPTOP USAGE POLICY:

6.1 Purpose: The City of Grandview recognizes that the use of digital communications has become necessary to conduct official business. This policy strives to ensure that the Mayor and Council Members are able to be issued a device which will enable them to utilize digital communications in a manner consistent with their role as an elected official and applicable law.

6.2 Ownership:

(a) One laptop computer and accessory package will be issued to the Mayor and each member of Council. Laptops issued under this policy will remain the property of the City of Grandview. The Mayor and members of Council will have no ownership, interest or right to title of the laptop.

(b) Each recipient issued a laptop is responsible for the security and care of that laptop, regardless of where the laptop is used.

(c) All laptops will be covered by a hardware warranty and supplemental support plan through the manufacturer or a third party.

(d) Upon vacating elected or appointed seat, each laptop recipient will ensure that their laptop is returned to the City Clerk. The City Council shall have the discretion to declare the laptop surplus and authorize its disposal or to direct the City Clerk to reimage the laptop and reissue the laptop to the next holder of that seat.

6.3 Passwords: Council Members granted access to the City's electronic mail (e-mail) system will be issued an initial identifying password. A Council Member must immediately notify the City Clerk of any changes to their identifying password. The City Clerk shall maintain a record of all current identifying passwords.

6.4 License Agreements: The City of Grandview is the sole licensee of the software included with the laptop. Any copying, modification, merging or distribution of the software by the recipient, including written documentation, is prohibited. The

recipient is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

6.5 Liability:

(a) Recipients are responsible for all material sent by and/or stored on the laptop issued to them which they will knowingly and intentionally send or store/install. Recipients accept responsibility for keeping their laptop free from all inappropriate or dangerous files.

(b) The City of Grandview is not liable for any inappropriate material sent by and/or stored on laptops issued under this policy outside of the scope of use expected by a City official.

6.6 Email Usage:

(a) The recipient of a device under this policy agrees to conduct all email communications which are stored on this device through their assigned City of Grandview email account. All emails sent through the City's email system are archived and retained by the City in a manner consistent with the City's record retention policies.

(b) Syncing personal email accounts to the issued device, other than the recipient's assigned City email account, is prohibited.

6.7 Acceptable Use:

(a) The City of Grandview only authorizes use of its laptops in a manner that supports the recipient's role as an elected official of the City.

(b) The device may only be used for limited personal use that does not interfere with the ability of the device to be used for official intended purposes.

(c) Use of the laptop for any political use including, but not limited to campaigning, is expressly forbidden.

6.8 Privacy: All communications made via devices covered under this policy are subject to disclosure under the Public Records Act, Ch. 42.56 RCW, or for litigation purposes unless a privilege or exemption exists that justify withholding the records.

6.9 Installation of applications:

(a) The installation of applications or programs on laptops covered by this policy is subject to approval by the City Clerk.

(b) Modification of the laptop's operating systems to allow installation of applications not approved by the manufacturer is prohibited.

6.10 Care of the Device: Recipients are responsible for the general care of the device issued under this policy. The laptop must remain free of any writing, drawing, stickers, or labels that are not property of the City. Only a clean microfiber cloth, like what is used to clean eyewear, should be used when cleaning the screen.

6.11 Loss and Damage:

(a) Recipients of laptops under this policy are encouraged to keep the device safe and in good working order. If a user demonstrates extreme negligence with a device, or loses a replacement device within 18 months of being issued a replacement, then he or she shall be financially responsible for the cost of the replacement.

(b) Loss of or damage to a City of Grandview laptop and/or accessory must be reported immediately to City staff.

(c) Recipients must not modify, upgrade, or attempt to repair laptops and/or accessories issued under this policy without the express permission of the City of Grandview's contracted IT support personnel. All repairs must be made through the provided protection plan. Repairs not covered by the supplied protection plan which are determined to be caused by negligence, shall be covered by the recipient.

GRANDVIEW CITY COUNCIL

Off-site Equipment Receipt

I, _____, agree and understand that I have received the below listed equipment in good working order.

I acknowledge having received, read and understand the Grandview City Council Laptop Use Policy.

I agree that this equipment will be used solely for the conduct of City business, and in accordance with any and all Grandview City Council policies, and applicable laws.

I will return the equipment in good working order, with allowance for normal wear and tear.

I understand that I must provide an inventory of all City of Grandview provided equipment used off-site annually, and sign other equipment receipt for same.

Manufacturer	Model	Serial Number	Remarks

City Council Member Name (Please print)

City Council Member Signature

Date