

Esther Handy

Date: December 4, 2021

Version: 1

Amendment 6A

to

RES 32029 – General Rules and Procedures

Sponsor: CM Strauss

Schedule of Council Meetings and Council Briefings

Beginning on p. 9 of Attachment 1 to Resolution 32029, make the following changes:

II. CITY COUNCIL MEETINGS

A. Regular Meetings – Time; Location; Quorum; Preliminary Agenda.¹

1. The City Council shall meet each ~~Monday-Tuesday~~ except as listed below. Regular meetings shall convene at ~~2 p.m.~~ 9:30 a.m., and the City Clerk shall enter the time of adjournment in the Journal of the Proceedings.

a. If a ~~Monday-Tuesday~~ is a legal holiday, or if a Council Briefing meeting moves from a legal holiday under Rule XI.B.2., then the regular meeting shall be held on the next day that is not a legal holiday.

b. Regular meetings are not held on Tuesdays following the last two Mondays in the months of August ~~nor on the last two Mondays in and~~ December.

c. Any regular meeting may be canceled by the President or a majority vote of CMs.

2. Regular meetings are held at Seattle City Hall in the Council Chamber. The City Council may meet at another location in the event of an emergency or disaster.²

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Beginning on p. 34 of Attachment 1 to Resolution 32029, make the following changes:

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

¹ Charter, Art. IV, § 6.

² Charter, Art. IV, § 6.

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The Council shall hold Council Briefing meetings, chaired by the President, to discuss and receive briefings on issues of general interest. The President shall be Chair of the meetings. A quorum of three CMs is required at any Council Briefing meeting. The Council shall take no vote or other final action at any Council Briefing meeting, other than approving Council Briefing minutes or collectively signing documents.

B. Location and Frequency.

1. Council Briefing meetings shall be held in the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the President and appropriate public notice and access are provided.

2. Regular Council Briefing meetings shall be held at ~~9:30 a.m.~~2:00 p.m. each Monday or, if Monday is a holiday, on the next day that is not a legal holiday. Regular meetings shall not be held on the last two Mondays in August nor on the last two Mondays in December. Council Briefing meetings may be canceled by the President at any time.

3. A special meeting is a meeting held at a time, date, or location that differs from a regular meeting. Special meetings may be scheduled by the committee Chair. Notices of special meetings shall be in accordance with RCW 42.30.080.

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Beginning on p. 22 of Attachment 1 to Resolution 32029, make the following changes:

VI. STANDING COMMITTEES³

A. Formation.

1. Standing committees are formed after the biennial election of a President.
2. Formation of standing committees, i.e., the identification of committees' scopes of work, regular meeting schedules, and Chair and membership assignments, shall be adopted by Resolution.

B. Membership.

1. A standing committee consists of at least four members and, if the committee has fewer members than the Council has CMs, may include an alternate. A committee has a Chair and may have a Vice-Chair.

³ Charter, Art. IV, § 4.

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2. If the vacancy of a City Council position requires the appointment and/or election of a replacement CM, the replacement CM shall assume the replaced CM's committee duties and responsibilities, unless stated otherwise by Resolution.
3. Only CMs who are designated members of the standing committee (or the alternate if serving as a member) may sponsor legislation or amendments before the committee, or vote at its meetings. Voting rights of members include the power to make, second, amend, or vote on all motions, including proposed amendments.
 - a. If invited by the Chair or Vice-Chair, a CM other than the designated members (or the alternate if serving as a member) may participate as a non-committee member without voting rights in a standing committee meeting.
 - b. Participation of non-committee members is limited to taking part in debate, upon recognition by the Chair, and the authorship of amendments, to be submitted in accordance with Rule IV.C.1.
4. The quorum requirement for standing committee meetings is three CMs unless a greater number is stated by Resolution.
5. The President shall not serve as the Chair or Vice-Chair of the Finance Committee.

C. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.
2. The Council sets regular meeting dates and times by Resolution. The committee Chair may cancel a meeting at any time.
3. A regularly scheduled meeting will be moved to the following Friday if:
 - a. The regular schedule places that meeting on a legal holiday;
 - b. A legal holiday moves a City Council meeting to a day on which that meeting is regularly scheduled; or
 - c. A legal holiday moves a Council Briefing meeting to a day on which that meeting is regularly scheduled.
4. Regular meetings are not held in weeks when the Council does not hold a regular City Council or Council Briefing meeting under Rule II.A.1.b or IX.B.2.

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5. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.

6. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for proper notification, except upon passage of a motion by the Chair to suspend this Rule.

7. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.

8. All reasonable effort shall be made to make materials that are to be presented in a regular meeting available online at least 24 hours in advance of the meeting.

9. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

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Beginning on p. 13 of Attachment 1 to Resolution 32029, make the following changes:

III. CITY COUNCIL BUSINESS

A. Legislation – Introduction; Referral; Requirements.

1. Introduction of Legislation.

- a. All submitted legislation shall be reviewed by the City Clerk before it is sent to the Council President.

- b. All Council Bills and Resolutions shall include a Summary and Fiscal Note.

- c. The President shall assign the appropriate committee or City Council to receive the legislation and determines when to send the legislation to the committee chair.

- d. The committee chair determines whether and when to place the legislation onto the Council's Introduction and Referral Calendar. Any CM may be the primary sponsor of legislation, but legislation does not require a sponsor. Prior to introduction by the Council, additional sponsors of the legislation may be added with consent of the primary sponsor, except that sponsors added outside an open

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session shall not cause the total number of sponsors to exceed a quorum of its assigned committee (or City Council if there is no assigned committee).

e. When adoption of the Introduction and Referral Calendar is being considered during each City Council meeting, it may be modified by a majority vote of CMs present and voting. Modifications include amendment to titles, committee referral, sponsorship, and removing or adding legislation.

f. After the Introduction and Referral Calendar is adopted, legislation is in the control of the referred committee or City Council.

g. Before final passage by the Council, additional sponsors of the legislation may be added in open session with consent of the primary sponsor.

2. Relieving a Committee of Legislation.

The City Council may relieve a committee of legislation in one of two ways:

a. With consent from the current committee chair, the proposed committee chair, and the President, legislation may be re-referred to the proposed committee on the Introduction and Referral Calendar; or

b. A motion to relieve the committee may be considered at the City Council meeting during consideration of the adoption of the Introduction and Referral Calendar and requires a majority vote of CMs present and voting.

3. A Resolution shall not be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of CMs present and voting, except that resolutions pursuant to SMC Chapter 10.02 to terminate civil emergencies require at least two-thirds vote of all CMs.

4. Resolutions not on the City Council Introduction and Referral Calendar or City Council agenda shall not be added for introduction and adoption at the same City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.

5. Council Bills not on the City Council Introduction and Referral Calendar shall not be added to the Introduction and Referral Calendar for introduction at the same City Council meeting such action is requested unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.

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6. A Bill shall not be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries, and claims.⁴

7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.⁵ In some cases, passage requires more than a majority vote.

8. Amendments to Bills and Resolutions shall not be presented at a City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk ~~at least two hours before the meeting~~ by 5 PM on the preceding business day. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional public notice and opportunity for public comment before an amended Bill may be passed.

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Effect: This amendment would establish that regular Council Briefings meetings occur on Mondays at 2 PM. This amendment would establish that regular Council meetings occur on Tuesdays at 9:30 AM.

⁴ Charter, Art. IV, § 8.

⁵ Charter, Art. IV, § 8.