

Amendment 1 to Res. 31806

Sponsored by Councilmembers Mosqueda, González, and Johnson

Resolution 31806, Attachment 1 - General Rules and Procedures of the Seattle City Council

Amendment to Attachment 1, General Rules and Procedures of the Seattle City Council, Articles II, by adding new Sections A.6; B.4; C.5; D.4; and renumbering section numbers accordingly

II. CITY COUNCIL MEETINGS

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

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

a. If a Monday is a legal holiday, then the regular meeting shall be held on the next day that is not a legal holiday.

b. Regular meetings are not held on the last two Mondays in August nor on the last two Mondays in 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.[†]

3. A quorum consists of a majority of all nine CMs except as listed below.[‡]

a. During a declared emergency under Article V, § 2 of the Charter, a quorum shall for all purposes consist of a majority of all CMs who are available to participate in City Council meetings and are capable of performing the duties of the office; and in such a declared emergency for all purposes, the City Council shall consist of a majority of such CMs available to participate in regular City Council meetings.

* Charter, Art. IV, § 6.

† Charter, Art. IV, § 6.

‡ Charter, Art. IV, § 3.

b. Except when Rule II.A.3.a applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those CMs currently holding office.

4. Less than a quorum of CMs may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the City Council prescribes.*

(See Rule II.D.2 Attendance.)

5. Preliminary agendas of upcoming regular meetings shall list items on which action is expected to be taken and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online and provide it in hard copy at least two business days prior to the meeting.

6. If a CM is not able to be present at a regular City Council meeting under Rule II.D.4, the CM may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose. If the CM is unable to participate electronically, the CM shall inform the President and City Clerk as soon as practical.

B. Special Meetings – Calling; Notice; Limitations; Location.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. The Mayor, the President of the City Council, or any three CMs may call a special meeting.†

2. Notices of special meetings shall be in accordance with RCW 42.30.080.

a. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

b. Special meetings are held in the Council Chamber in Seattle City Hall unless: a specific alternate location is established by the party calling the meeting, whether the Mayor, the President, or three CMs; and notice as required under RCW 42.30.080 is given.

3. -If a CM is not able to be present at a special City Council meeting, and if approved by a majority of CMs present at the meeting, the CM may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose.

4. If a CM is not able to be present at a special City Council meeting under Rule II.D.4, the CM may participate and vote by any electronic means (e.g., multi-party telephone or

* Charter, Art. IV, § 3.

† Charter, Art. IV, § 6.

video conferencing) utilized by the Council for such purpose. If the CM is unable to participate electronically, the CM shall inform the President and City Clerk as soon as practical.

C. Emergency Meetings – Calling; CMs’ Electronic Attendance.

1. Emergency City Council meetings may be called by the Mayor, President, or any two CMs, consistent with the provisions of chapter 42.30 RCW and RCW 42.14.075.*
2. Meeting time, location, and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.
3. Emergency meetings are open to the public unless exempt under chapter 42.30 RCW.
4. If a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency that renders a CM’s physical attendance at a meeting impracticable, or if approved by a majority of CMs present at an emergency meeting, the CM may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose.

5. If a CM is not able to be present at an emergency City Council meeting under Rule II.D.4, the CM may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose. If the CM is unable to participate electronically, the CM shall inform the President and City Clerk as soon as practical.

D. Attendance – Requirements; Excuses.

1. CMs shall attend all regular City Council meetings, unless excused by the City Council.
2. Three CMs, including the President or President Pro Tem acting in the capacity of the President, or four CMs otherwise, may compel the attendance of absent unexcused CMs at the City Council meeting, and may adjourn from day to day if necessary until a quorum can be convened.†
3. A CM may obtain a leave of absence or be excused from a particular meeting by vote of the City Council before or during the meeting to which the leave of absence or excuse would apply.
4. A CM shall be granted a leave of absence by submitting written notice to the President as soon as practical of a personal situation that would entitle a City employee to family

* Charter, Art. IV, § 6.

† Charter, Art. IV, § 3.

and medical leave or paid parental leave under Seattle Municipal Code Sections 4.26.010 or 4.27.020. The notice shall give a reasonable estimate of dates to which the leave of absence shall apply.

45. No more than four CMs may be excused from any one City Council meeting, except during November budget deliberations, when no more than two CMs may be excused from any one City Council meeting.

56. If the maximum number of CMs has been excused for any one particular meeting, the last CM so excused shall be considered on-call. An on-call CM may make arrangements with any other excused CM to switch on-call status. Any such switch must be communicated with the President and the City Clerk.

67. The City Clerk shall record the attendance and requests for excused absence(s) from City Council meetings in the Journal of the Proceedings.