



SEATTLE CITY COUNCIL

Governance and Education Committee

Agenda

Wednesday, December 8, 2021

2:00 PM

Special Meeting

Remote Meeting. Call 253-215-8782; Meeting ID: 586 416 9164; or
Seattle Channel online.

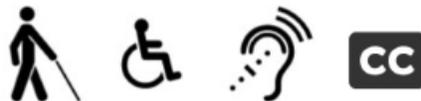
M. Lorena González, Chair
Debora Juarez, Vice-Chair
Teresa Mosqueda, Member
Kshama Sawant, Member
Dan Strauss, Member
Andrew J. Lewis, Alternate

Chair Info: 206-684-8809; Lorena.González@seattle.gov

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Council Chamber Listen Line: 206-684-8566

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206-684-8888 (TTY Relay 7-1-1), email CouncilAgenda@Seattle.gov, or visit
<http://seattle.gov/cityclerk/accommodations>.



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Governance and Education Committee
Agenda
December 8, 2021 - 2:00 PM
Special Meeting

Meeting Location:

Remote Meeting. Call 253-215-8782; Meeting ID: 586 416 9164; or Seattle Channel online.

Committee Website:

<http://www.seattle.gov/council/committees/governance-and-education>

This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Pursuant to Washington State Governor's Proclamation No. 20-28.15 and Senate Concurrent Resolution 8402, this public meeting will be held remotely. Meeting participation is limited to access by the telephone number provided on the meeting agenda, and the meeting is accessible via telephone and Seattle Channel online.

Register online to speak during the Public Comment period at the 2:00 p.m. Governance and Education Committee Special Meeting at <http://www.seattle.gov/council/committees/public-comment>.

Online registration to speak at the Governance and Education Committee Special Meeting will begin two hours before the 2:00 p.m. meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

Submit written comments to Councilmember González at Lorena.Gonzalez@seattle.gov

Sign-up to provide Public Comment at the meeting at <http://www.seattle.gov/council/committees/public-comment>

Watch live streaming video of the meeting at <http://www.seattle.gov/council/watch-council-live>

Listen to the meeting by calling the Council Chamber Listen Line at 253-215-8782 Meeting ID: 586 416 9164

One Tap Mobile No. US: +12532158782,,5864169164#

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

D. Items of Business

1. Seattle Department of Human Resources RSJI Presentation

Supporting Documents: [Presentation \(Updated: 12/7/21\)](#)

Briefing and Discussion (30 minutes)

Presenters: Kimberly Loving, Interim Director, Felecia Caldwell, Pam Donaldson, and Vanessa Bloomberg, Seattle Department of Human Resources (SDHR)

2. [Res 32029](#) **A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 31920.**

Attachments: [Att 1 - General Rules and Procedures of the Seattle City Council](#)
[Att 1 Appx A - List of Non-Suspendible Rules](#)

Supporting Documents: [Summary and Fiscal Note](#)

[Table of Amendments](#)

[Amendment 1](#)

[Attachment 1 to the Proposed Amendment 1](#)

[Amendment 2](#)

[Amendment 3](#)

[Amendment 10](#)

[Amendment 11](#)

[Amendment 19](#)

[Amendment 4](#)

[Amendment 6A](#)

[Amendment 6B](#)

[Amendment 6C](#)

[Amendment 5](#)

[Amendment 12](#)

[Amendment 13](#)

[Amendment 16](#)

[Amendment 15](#)

Briefing, Discussion, and Possible Vote (60 minutes)

Presenters: Esther Handy, Director, and Dan Eder, Council Central Staff; Monica Martinez Simmons, City Clerk, and Elizabeth Adkisson, Office of the City Clerk.

E. Adjournment



Legislation Text

File #: Inf 1955, **Version:** 1

Seattle Department of Human Resources RSJI Presentation

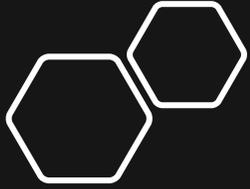


Seattle Human Resources
Racial Equity & Social Justice
2021 Update
Change Team & Workforce Equity

Presenters: Pam Donaldson, Vanessa
Bloomsburg, & Felecia Caldwell

2021 SHR RSJ Overview

- RSJ & Workforce Equity
- Change Team Overview
- Racial Equity Toolkits
- Accomplishments
- Challenges
- Spirit of Racial Equity & Social Justice



Change Team

- SHR Executive team check-ins
- SHR budget collaboration
- Collaboration with WFE & RSJ Network
- Increasing team equity education
- Participation in RSJ Key Leaders Learning
- Racial Equity Toolkit Education & Advising
- Change Team turnover



2021 Racial Equity Toolkits



- Increase use of Self-Directed Wellness Program
- Goal - engage more BIPOC individuals by adding videos relating to RSJ topics

REACH Benefits Program



- HR unit creating procedure manual for City-wide HR practitioners
- Goal - create greater uniformity and consistency across departments in the City

HR Business Partner On-Boarding manual



- Class/Comp creating request form for Civil Service Exemption
- Goal - create better guidance in addition to a form to prevent inequities in the process

Civil Service Exemption Guidance



- Vendor implementing a complete update/refresh on the Deferred Compensation website
- Goal - ensure changes would not have a disparate impact

Deferred Compensation Website





Racial Equity Analysis & Toolkit

- Redesigned RET Toolkit user-friendly forms and a guided experience
- Targeted workshops for HR on RET forms, Racial Equity Outcomes, Change Team engagement, and the new SHR Advisor Program
- Collaboration by Workforce Equity, Learning & Development, Change Team members

Change Team RET Advisor Program



Workforce Equity is when...

the workforce is inclusive of people of color and other marginalized or under-represented groups at a rate representative of the greater Seattle area at all levels of City employment;

where institutional and structural barriers impacting employee attraction, selection, participation, and retention have been eliminated, enabling opportunity for employment success and career growth.

Workforce Equity Strategic Plan Refresh

Vision for next 5 years

- Data and employee driven
- Concentrate on 2-4 major strategies
- Redefine “Workforce Equity” with more of an anti-racist lens
- Submit for approval/adoption to new administration





Accomplishments

2021

Accomplishments

Workforce Equity Strategic Plan

- A formal plan for eliminating institutional and structural barriers. Began next 5-year refresh feedback sessions.

Racial Equity Toolkit Training

- SHR began facilitating 4-part series RET workshops with department staff.

Leadership Expectations & Accountability Plan

- Learning self-assessment, tools for executive leaders and directors shared out Citywide.

Antiracist Strategic Roadmap for Citywide HR

- Plan for updating and changing HR practices implanted via Citywide CHRPs.

Equity Centered Design

- WFE utilizing and racial equity, antiracist frame of Human-Centered Design for engagement and work.

Shape of Trust

- Partnership with ARTS & SOCR RSJI program wrapped up and shared out. Videos, facilitator guide and assessment report.

Relational Culture

- Relational culture change in values and practices

Change Team Advisor Program

- Implemented Advisor Program to create greater accessibility and quicker response time on projects

Accomplishments

Wellness Workshops

- Hosted BIPOC centered on trauma & resilience and meditation series responding employee needs.

Supported Employment Job Role

- Redesigned to meet the changing work environment and safeguard jobs

Improve Police Officer Examinations

- Increase access and provide equity lens on exams

Create Learning Courses Centering RSJ

- On multiple topics including race/gender harassment and discrimination

City Budget Accountability

- WEPAC partnering with RSJ and CBO

Evaluating Virtual Hiring Practices

- Evaluating current virtual hiring practices and impact on BIPOC applicants via RET



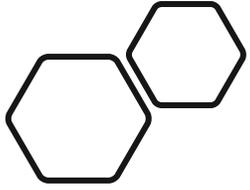
LEAP Assessment & Tools

- Personal tool to help City leaders increase their knowledge of workforce equity and develop skills to disrupt institutional racism.

Seven Competency Areas

- Personal Practice & Professional Development
- Workforce Equity Metrics
- Tools
- Communication
- Collaboration
- Resource Allocation
- Staff Management





LEAP Includes

- City Leaders Competencies Overview, [Part 1](#)
- Self-Assessment, [Part 2](#)
- Action Planning Workbook, [Part 3](#)
- [Links & Resources](#)





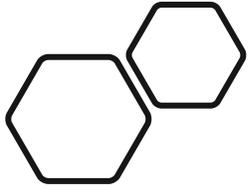
Strategic Antiracist HR Improvements

- Assessment Tool for HR Teams
- HR 101 Course
- Continuous Improvement Program
- Job Advertisements
- Annual HR Forum
- HR Staff Performance Metrics



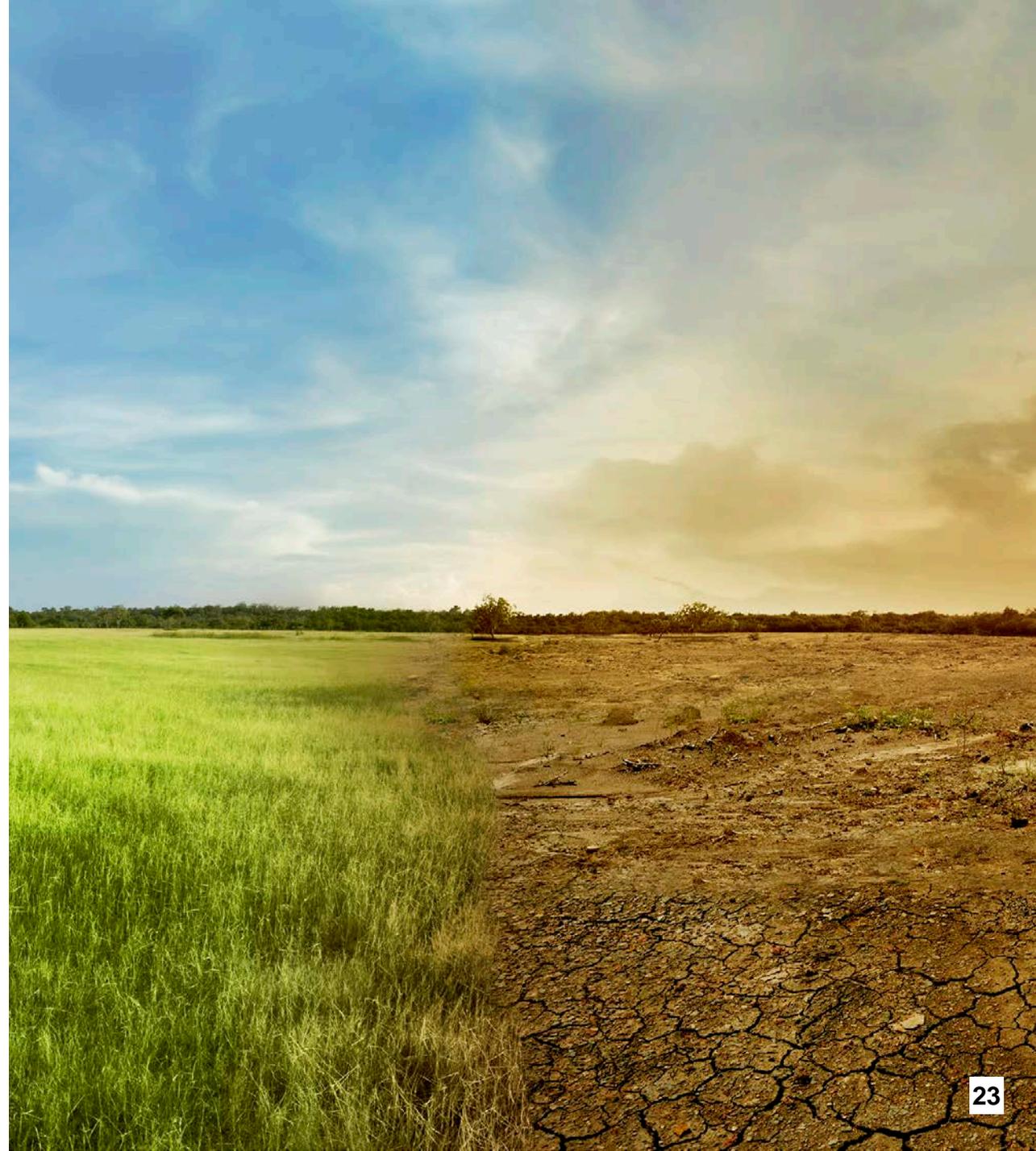
Equity Centered Design

- Focus on oppressed groups that are most impacted by the project
- Explicit human centered design approach to the problem to inform solutions with end user at the center.
- Active process of naming and elimination racist systems, structures, policies, practices and attitudes
- Redistribute power and share creations, process, implementation and evaluation.
- Make explicit the racial and gender identity break down of HR data
- Allows HR to dive into a better understanding of what is happening within the organization



Transformation and culture shift
begins with us.

Relational Culture

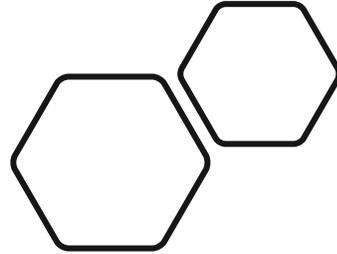




Challenges

2021

SHR Challenges



- Key leadership and staff turnover
- Increased demands with COVID-19 Response
- Sense of urgency
- Acknowledgement of issues but lack of commitment to change
- OCR RSJI, low staffing, and capacity impacts Citywide efforts
- Outdated systems and infrastructure
- Additional racialized impact of BIPOC groups doing equity-based work

Workplace Spirit of Racial Equity & Social Justice



Spirit of RSJ Highlights

- Responding to Employee Needs
 - Supervisor Spotlight videos
 - Meditations in a Burning House, 3-part workshop
 - Trauma and Resilience workshops
- Increase SHR Teams & CT having regular RSJ discussions
- Relational Culture Movement
- Commitment despite experiences of loss, trauma, and fear

QUESTIONS?



Additional Links & Information

2021 WMBE Data

WMBE Purchasing Goal	3%
WMBE Purchasing Actual	4%
WMBE Consultant Actual	24%

City of Seattle

- [Choice Points Document](#)
- City Leaders Competencies Overview, [Part 1](#)
- Self-Assessment, [Part 2](#)
- Action Planning Workbook, [Part 3](#)
- [LEAP Links & Resources](#)
- [Relational Culture handout](#), RSJI
- [Workforce Equity Strategic Plan](#)

Additional Links

- [Equity Centered Design](#)
- [Equity Community Centered Design](#)
- [Principles for Advancing Equitable Data Practice](#)
- [Real Rent Duwamish](#)
- [Summary of Racial Identity Development](#)
- [The Peoples Institute for Survival and Beyond](#)
- [White Supremacy Culture](#)



Links & Tools



“The beauty of anti-racism is that you don’t have to pretend to be free of racism to be anti-racist. Anti-racism is the commitment to fight racism wherever you find it, including in yourself. And it’s the only way forward.”

Ijeoma Oluo
writer, speaker, internet yeller



Legislation Text

File #: Res 32029, **Version:** 1

CITY OF SEATTLE

RESOLUTION _____

A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 31920.

WHEREAS, by Resolution 31920, the Seattle City Council adopted "General Rules and Procedures of the Seattle City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies; and

WHEREAS, the Council conducted a biennial review of its procedures and rules that guide and facilitate Councilmember duties and meeting deliberations; and

WHEREAS, revisions include expansion and clarification of the rules; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:

Section 1. The City Council adopts Attachment 1 to this resolution, the "General Rules and Procedures of the Seattle City Council."

Section 2. The adopted General Rules and Procedures of the Seattle City Council apply to City Council and meetings starting January 1, 2022.

Section 3. Resolution 31920 shall be superseded on January 1, 2022.

Adopted by the City Council the _____ day of _____, 2021, and signed by me in open session in authentication of its adoption this _____ day of _____, 2021.

President _____ of the City Council

Filed by me this _____ day of _____, 2021.

Monica Martinez Simmons, City Clerk

(Seal)

Attachments:

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

Appendix A - List of Non-Suspendible Rules



City of Seattle
Legislative Department

General Rules and Procedures
of the
Seattle City Council

(As adopted by Resolution _____, _____)

**GENERAL RULES AND PROCEDURES
OF THE SEATTLE CITY COUNCIL**

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GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

I. COUNCIL COMPOSITION, POWERS, AND DUTIES

A. Council – General Authority; Annual Report; Legislation Retirement.

1. The City Council shall establish rules for its proceedings.*
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. The City Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise executive or administrative power, except as provided in the Charter.†
4. The Council has authority to punish its members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any members by the affirmative vote of not less than two-thirds of its members, specifying in the order of expulsion the cause thereof.‡
5. The Council shall produce an Annual Legislative Report, as designated by the President. The report shall identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format determined by the President.
6. Council Bills, Resolutions, Clerk Files, and Appointments in committee or before the City Council for at least one year prior to March 1st of each year shall be considered for retirement.
7. Throughout these Rules, “City Council” is used when referring only to the body that meets at regular meetings as described in Rule II.A and actions taken by that body, regardless of meeting type. “Council” is used when referring to the City Council or any subdivision of it, as the context requires.

* Charter, Art. IV, § 4.

† Charter, Art. IV, § 4.

‡ Charter, Art. IV, § 4.

B. Members – Abbreviated as CMs; General Duties; Protest of Actions.

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.

2. CMs shall:

- a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
- b. Exercise budget and fiduciary responsibility;
- c. Be responsive to citizens; and
- d. Disqualify themselves from acting on City business when disqualification is required by the City’s Code of Ethics*, by common law, or by the Appearance of Fairness Doctrine.

(See “Council Rules for Quasi-Judicial Proceedings Before the City Council” as adopted by Resolution 31602.)

(See Rule V.A.1 Voting Required.)

3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.[†]

2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.[‡]

3. The President shall:

a. Preside over City Council meetings.

i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.

ii. Proceed with the order of business if a quorum is in attendance.

* SMC Chapter 4.16.

† Charter, Art. IV, § 4.

‡ Charter, Art. IV, § 4.

b. Sign all Bills in authentication of their passage in open session* and sign all Resolutions in authentication of their adoption.

c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.

d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.

e. Assign legislation to committees.

f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.

g. Act as Mayor in the Mayor's absence from the City or incapacitation.†

i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.

ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.

h. Head the Legislative Department‡, including providing for the orientation of new CMs.

4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)

5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.

6. The President may create select or other non-standing committees as provided in Rule VII.A.

* Charter, Art. IV, § 11.

† Charter, Art. V, § 9.

‡ Charter, Art. III, § 3.

7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

D. President Pro Tem – Designation; Duties.

1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.

2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.

3. The President Pro Tem shall:*

a. Act as President in the case of incapacitation or absence of the President.

b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.

(See Rule I.C.3.h President.)

* Charter, Art. V, § 9.

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.

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.3 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 at least two business days prior to the meeting.

* Charter, Art. IV, § 6.

† Charter, Art. IV, § 6.

‡ Charter, Art. IV, § 3.

§ Charter, Art. IV, § 3.

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 and voting 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 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.

* Charter, Art. IV, § 6.

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 and voting 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.

* Charter, Art. IV, § 6.

D. Attendance – Requirements; Excuses.

1. CMs shall attend all regular City Council meetings, unless excused by the City Council.
2. 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.
3. 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.*
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 and medical leave, paid parental leave, or paid family care leave under Seattle Municipal Code (SMC) Sections 4.26.010, 4.27.020, or 4.29.020. The notice shall give a reasonable estimate of dates to which the leave of absence shall apply.
5. 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.
6. 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.
7. The City Clerk shall record the attendance and requests for excused absence(s) from City Council meetings in the Journal of the Proceedings.

* Charter, Art. IV, § 3.

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 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.

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.*

7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.† 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. 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.

B. Order of Business.

1. The President shall announce the business of the City Council at its regular meetings, which shall ordinarily be disposed of in the following order:

- a. Call to Order
- b. Roll Call
- c. Presentations
- d. Approval of the Journal
- e. Approval of the Introduction and Referral Calendar
- f. Approval of the Agenda
- g. Public Comment
- h. Payment of Bills, Claims, and Salaries
- i. Committee Reports (discussion and vote on Bills, Resolutions, Clerk Files, and Appointments)
- j. Adoption of Other Resolutions

* Charter, Art. IV, § 8.

† Charter, Art. IV, § 8.

k. Other Business

l. Adjournment

2. Upon the passage of each Bill, the President shall announce that the President is signing the Bill, and if so requested by any CM, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled.*

C. Reconsideration of Vetoed Bills.†

1. The City Council shall reconsider and vote again on the passage of any Bill that is vetoed by the Mayor, in accordance with the Charter.

2. Reconsideration shall occur not less than five days after the Mayor's written objection of the Bill is published, and not more than 30 days after the return of the Bill by the Mayor.

3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the CMs.

4. Any Bill presented to the City Council for reconsideration that does not pass during the first vote of reconsideration shall be deemed finally lost.

D. Journal of the Proceedings.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council the proceedings of the City Council at its regular and special meetings, and recommendations to the City Council by committees.

2. The Journal of the Proceedings shall be presented to the City Council for approval at a regular City Council meeting.

3. The Journal of the Proceedings is a public document.

* Charter, Art. IV, § 11.

† Charter, Art. IV, § 12.

IV. PARLIAMENTARY PROCEDURES

If these General Rules and Procedures are silent on a matter of parliamentary procedure, the 12th Edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which it is applicable.

A. Rules of Debate.

When any CM wishes to speak, the CM shall address the Chair.

1. When recognized, the CM shall, in a courteous manner, confine comments to the question under debate.
2. The CM who sponsors a Bill, Resolution, Clerk File, Appointment, or motion has the privilege of speaking first and last upon it.
3. No CM shall impugn the motives of any other CM, or speak more than twice except for explanation during the consideration of any one question.

B. Consideration of Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the Chair.
2. The motion shall be recorded and, if requested by any CM, it shall be read by the City Clerk before it is debated.
3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the CM who seconded the motion may withdraw the second.
4. Motions shall be entertained in the order of precedence outlined in the 12th Edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Debatable?	Amendable?	Vote?	May be reconsidered?
Adjourn	No	No	Maj	No
Recess	No	Yes	Maj	No
Reconsideration (Rule V.G)	Yes	No	Maj	No
Lay on the Table (Rule IV.J)	No	No	Maj	Yes
Take from the Table (Rule IV.K)	No	No	Maj	No
Call the Question (Rule IV.H)	No	No	2/3	Yes
Postpone to a Certain Time (Rule IV.I)	Yes	Yes	Maj	Yes
Commit or Refer to a Committee	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Maj	Yes
Postpone Indefinitely (Rule IV.L)	Yes	No	Maj	Affirmative vote may be reconsidered
All motions must be seconded to be entertained or debated. See Rule IV.B.1.				

C. Amendment Form.

1. CMs may offer for consideration amendments to proposed legislation to the body considering that legislation, whether at a City Council, select, or standing committee meeting. An amendment is a pending motion until it is voted on. Amendments to legislation must be written in accordance with City Clerk amendment standards. Motions to amend legislation must be seconded, are debatable, and require a majority vote of CMs

present and voting to be adopted. Proposed amendments should take the form of either:

- a. To insert, or to add language;
 - b. To delete language;
 - c. A combination of *a* and *b* having the following forms:
 - i. To delete and insert (which applies to words);
 - ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.
2. Added language shall be underlined and deleted language shall be shown with strikethrough format.
3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A CM may direct a Parliamentary Inquiry to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may relate to e.g., making an appropriate motion, raising a proper point of order, or clarifying the parliamentary situation or the effect of a motion.

E. Recognition by the Chair.

If two or more CMs seek recognition at the same time, the Chair shall decide the one who shall speak first.

F. Division of a Question.

Any CM may call for a division of a question, which shall be divided if it embraces subjects so distinct that, if one is taken away, a substantive proposition shall remain for the decision of the Council.

G. Point of Order.

1. The Chair has the right to decide all points of order, in which case Rules IV.G.2 through IV.G.5. apply. The Chair may instead submit the question on a point of order to CMs to decide by a majority vote of the CMs present and voting.
2. If dissatisfied with the decision of the Chair, any CM may appeal the decision.

3. In all cases of appeal, the question shall be: “Shall the decision of the Chair be sustained?”

4. No CM may speak more than once on an appeal without the consent of a majority of CMs in attendance.

5. The decision in response to the appeal shall be by a majority vote of the CMs in attendance. In case of a tie vote, the decision of the Chair shall stand.

H. Call the Question.

A CM may make a motion to Call the Question (also known as Previous Question) to end debate on an immediate pending motion. This motion requires a two-thirds vote in favor and may be considered at committee meetings.

I. Postpone to a Certain Time.

To postpone a question to a certain time, the motion shall state a definite date, meeting, or hour, or until after a certain event.

J. Lay on the Table.

A majority of CMs present and voting may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to Lay on the Table must state the reason for the motion. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

K. Take from the Table.

Once a question has been laid on the table, it may be taken from the table by a majority vote of CMs present and voting, as soon as the interrupting business has been disposed of or whenever no other question is pending. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

L. Postpone Indefinitely.

A majority of CMs present and voting may decide not to take a direct vote or position on a main question by disposing of it with a motion to Postpone Indefinitely. The question shall not be brought back again for at least 60 days.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

1. Every CM in attendance shall vote on all actions before the City Council, except when CMs must disqualify themselves from voting as required by either the City's Code of Ethics* or the Washington State Appearance of Fairness Doctrine. CMs may also disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict.
(See Rule V.D.2 Announcing and Recording Votes.)

2. Abstentions are not allowed. CMs not having disqualified themselves pursuant to Rule V.A.1 shall vote "Aye" or "No."

3. All votes shall be recorded by the City Clerk in the Journal of the Proceedings.†

B. Roll Call Voting.

A roll call vote shall be taken when voting on final passage of Bills and on other business when requested by a CM. A roll call vote is called in alphabetical order of last name, except for the President, whose name is always called last. At each regular Council meeting, the first name on the roll, in a systematic rotation, is moved to the name immediately preceding the President's name.

C. Voice Vote.

A voice vote may be taken on any matter of business before the City Council, unless a roll call vote has been requested as provided in Rule V.B.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.

2. When a CM is in attendance and has been disqualified from voting under Rule I.B.2.d, the City Clerk shall record and announce "in attendance, but disqualified from voting."
(See Rule V.A.1 Voting Required.)

* SMC Chapter 4.16.

† Charter, Art. IV, § 4.

E. Proxy Votes.

There are no proxy votes.

F. Tie Vote.

In the event of a tie vote, a motion does not pass.

G. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of that City Council meeting, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

b. If a Bill is moved for final passage and fails to pass, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.*

2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.

4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

* Charter, Art. IV, § 10.

VI. STANDING COMMITTEES*

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.
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.

* Charter, Art. IV, § 4.

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; or
 - b. A legal holiday moves a City Council 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.
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.

D. Special Meetings.

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

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All

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

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

E. Attendance – Requirements; Excused Absences.

1. It is the duty of each member of a committee to attend its meetings.

2. Committee Member Notification Duties.

a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate's availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate's availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.

b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.

3. A committee member may be excused with the consent of the Chair.

F. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and the City Council Work Program, and publish such agenda in accordance with Rule VI.C.6, VI.C.7, and VI.C.8.
7. Run meetings expeditiously.
8. Preserve order and decorum.

G. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, Clerk Files, and Appointments, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

H. Voting, Referral, and Reporting.

1. Only members of a standing committee (or the alternate if serving as a member) may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except

upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.

5. Committee Reports.

Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.

a. If a committee recommendation is not unanimous:

1. Unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation; and

2. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.

b. A CM abstaining from voting does not make the vote non-unanimous.

6. Divided Votes.

A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.

b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

The City Council shall have a Finance Committee of not less than three members.*

* Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

The President may create, amend, or abolish select committees and shall appoint the Chair and membership to select or other non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council. When creating the committee, the President shall specify at least three CMs as a quorum. Any committee created under this Rule may be of limited duration or focus.

B. 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. Regular meeting dates, times, and locations may be determined in advance and filed in a Clerk File by the President upon creation of the select committee. The committee Chair may cancel a meeting at any time.
3. 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.
4. 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 public notification, except upon passage of a motion by the Chair to suspend this Rule.
5. All reasonable effort shall be made to provide the preliminary agenda online at least two business days prior to the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
6. All reasonable effort shall be made to make materials that are to be presented in the meeting available online at least 24 hours in advance of the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

C. Special Meetings.

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

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

D. Attendance – Requirements; Excused Absences.

1. Each committee member shall attend its meetings.
2. Committee Member Notification Duties.
 - a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate's availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate's availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.
 - b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.
3. A committee member may be excused with the consent of the Chair.

E. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the

speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.

4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and publish such agenda in accordance with Rule VII.B.4, VII.B.5, and VII.B.6.
7. Run meetings expeditiously.
8. Preserve order and decorum.

F. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.

5. Committee Reports:

Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.

a. If a committee recommendation is not unanimous:

1. Unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation; and

2. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.

b. A CM abstaining from voting does not make the vote non-unanimous.

6. Divided Votes.

A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.

b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.

2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.

3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.

4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:

- a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or
 - b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.
5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting. Final agendas of Budget Committee meetings shall be issued no later than the morning of the scheduled meeting and shall include all items to be discussed.
6. A budget Amendment is a proposed change to the Mayor's proposed budget and accompanying legislation. Budget Amendments are developed in accordance with these Rules and include: amendments to budget legislation; development of new Council Bills or Resolutions; Council Budget Actions (CBAs); and Statements of Legislative Intent (SLIs).
 - a. Budget Amendments that meet established deadlines on the Budget Committee schedule may be published on the appropriate meeting agenda.
 - b. Budget Amendments that are not included on a final published agenda shall not be presented at a Budget Committee meeting unless circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day. This rule may only be suspended by an affirmative vote of two-thirds of CMs present and voting at a Budget Committee meeting.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.
8. The quorum for the Budget Committee is at least three CMs.
9. Adoption of a Balanced Budget Package:
 - a. The Chair shall prepare a group of budget revisions (Chair's Initial Proposed Balancing Package) that if adopted would amend the Mayor's proposed budget to produce a budget in which expenditures do not exceed revenues.
 - b. Following Committee discussion of the Chair's Initial Balancing Package, the Chair may prepare a Revised Balancing Package, subject to the same requirements under Rule VII.H.9.a. The Chair shall endeavor to inform CMs of any changes made to the Chair's Initial Balancing Package prior to the scheduled vote on the Revised Balancing Package in the Budget Committee.
 - c. If a CM wants to propose one or more amendments or substitute actions to the Proposed Balancing Package, the CM must make an appropriate motion at the Budget Committee, requiring a second and a majority of CMs present and voting.

10. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President in consultation with the Budget Committee Chair. Any rules and procedures regarding meeting times, dates, locations, attendance, and quorum supersede provisions in this Rule VII on those topics, except that a quorum may not be fewer than three CMs.

I. Labor Committee.

1. The Labor Committee is a select committee comprised of the President, the Chair of the Council Budget Committee, and three CMs selected by the President.

2. The primary purpose of the Labor Committee is to serve on the Labor Relations Policy Committee and perform the functions established by SMC Section 4.04.120.

VIII. EXTERNAL COMMITTEES

A. Appointment.

1. CM participation on an external committee (a governing or advisory body on which CMs serve that is not a Council committee) is typically established by Resolution.
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 external committee duties and responsibilities unless stated otherwise, whether by Resolution or appropriate action of another body responsible for appointments to the committee.

B. Attendance.

CMs serving on an external committee shall attend its meetings unless the CM is unavailable.

C. Notification If Unable to Attend.

If a CM is unable to attend an external committee meeting, the CM's office shall inform the committee alternate(s) as soon as practical. When an alternate is notified of the absence, the alternate shall attend the meeting unless the alternate is also unavailable. If the alternate is unable to attend, the alternate's office shall notify other members or alternates (if there are any).

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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. 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.

C. Preliminary Agendas.

1. Preliminary agendas of upcoming regular Council Briefing meetings shall list items for which discussion is expected and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
2. For special Council Briefing meetings, all reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

Executive sessions may be held during City Council meetings, Council Briefing meetings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140 and SMC 5.24.020 and 5.24.030.

B. How Sessions May Be Convened.

The presiding officer or a majority of those CMs in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those CMs in attendance.

C. Purpose of Session.

Before convening an executive session, the presiding officer shall announce the purpose of the executive session, and the time when the executive session is expected to conclude.

D. Attorney to be Present.

1. An attorney from the Law Department, or outside counsel if appropriate, shall be present during all executive sessions to advise CMs on compliance with RCW 42.30.
2. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only if all nine CMs are in attendance and unanimously agree to waive the privilege. Legislative Department staff shall not waive the privilege. Executive session is the only forum in which the Council may waive attorney-client privilege for any attorney-client privileged documents presented to the Council in or out of executive session.

E. Attendees.

Attendance at an executive session is limited to:

1. CMs;
2. Assistants to CMs representing their CM in absentia (and this attendance is limited to presence, not participation);
3. The City Clerk or designee;
4. Legal counsel assigned to the matter at issue;
5. The City Council's Central Staff Director and/or designee; and

6. Designated city staff members and others representing the City (e.g., consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend.

F. Confidentiality.

Executive session attendees shall not disclose the contents of discussions held within the session.

G. Issues.

Issues that may be considered in executive session include, but are not limited to:

1. Consideration of the 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;
2. Consideration of 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;
3. Evaluation of complaints against a public officer or employee;
4. Evaluation of qualifications of candidate for appointment to elective office;
5. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
6. Discussion with legal counsel regarding litigation or potential litigation to which the City or a CM 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; and
7. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of those Members physically present and to hear any CMs attending by electronic means.

(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.*

(See Rule II.A.2 City Council Meetings;
and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is 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 committee's regular CMs and appropriate public notice and access are provided.

4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, Clerk File, Appointment, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting shall specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or other subject to be discussed at the public hearing.

(See Rule VI.F Duties of the Chair.)

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.

2. The Chair of the body conducting the public hearing shall:

a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and

* Charter, Art. IV, § 6.

b. Require all speakers to sign in on registers, when provided by Legislative Department staff.

3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

C. Public Comment at City Council Meetings and Committee Meetings.

Public comment periods are opportunities for members of the public to comment on items on the meeting's agenda or, in the case of a committee meeting, on matters within the purview of the committee. The agenda for a particular Council meeting may specify the total time allotted for the public comment period and for time limits for individual comments.
(See Rule XI.B Public Hearings.)

1. The Council shall not accept public comment at special City Council meetings.

2. The Council shall accept public comment at regular City Council meetings.

a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program; and

b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.

3. Council committees shall accept public comment at standing and select committee meetings.

a. Public comment at a committee meeting shall be limited to matters within the purview of the specific committee or an item listed on that day's agenda.

b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.

4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.

5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.

8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20-minute time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.

9. The Council is not required to allow public comment at Council Briefing meetings.

10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.

D. Disruptions of City Council Meetings and Committee Meetings.

1. Disruptions of City Council and committee meetings are prohibited. Disruptions include but are not limited to the following:

- a. Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;
- b. Outbursts from members of the public who have not been recognized by the presiding officer for public comment;
- c. Comments that are not in compliance with Rule XI.C.2.a or XI.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, Appointment, Clerk File, or other legislative action on which a public hearing is being held;
- d. Delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;
- e. Use of an allotted individual comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
- f. Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;
- g. Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting;

h. Behavior that intentionally disrupts, disturbs, or otherwise impedes attendance or participation at a Council or Committee meeting; or

i. Failure to follow the direction of a Presiding Officer or security official related to disruptions described in Rule XI.D.1(a) through (h).

2. Signs may be displayed during Council and committee meetings in a manner consistent with these Rules. Any written communication intended for a CM may be submitted to the City Clerk for distribution to the intended recipient.

3. The presiding officer shall preserve the order and decorum of a Council or committee meeting at all times. If an individual fails to comply with Rule XI.D.1, any CM may issue an oral or written warning to the individual that the individual's behavior is out of order. An oral or written warning may be issued based on an individual's prior conduct at a Council or committee meeting. If the individual continues to engage in activity that violates Rule XI.D.1, any CM may:

a. Terminate the individual's comment period;

b. Direct security staff of the prescribed forum to assist an individual to the individual's seat; or

c. Direct security staff of the prescribed forum to remove the individual from the meeting.

4. Any individual ordered to be removed from a meeting pursuant to Rule XI.D.3.c shall be excluded from returning to that same meeting from which the individual was removed.

5. If an individual fails to comply with the requirements of Rule XI.D.1 over the course of multiple meetings, any CM may exclude the individual from participation in future public comment periods before the Council and/or committee meetings, or exclude the individual from attendance at future Council and/or committee meetings.

a. The CM imposing the exclusion shall inform the individual of the specific reason for, and the specific terms of, the exclusion.

b. An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at Council and/or committee meetings may be issued for up to 28 calendar days.

c. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 28 calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 90 calendar days.

d. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 90 or more calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 180 calendar days.

e. The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or committee meetings.

f. When issuing an exclusion from future public comment periods, or from future attendance at Council or committee meetings, the CM shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

E. Abusive and Harassing Behavior During City Council Meetings and Committee Meetings.

1. Engaging in abusive or harassing behavior may subject an individual to immediate removal from a meeting and an exclusion from future attendance at Council and/or committee meetings for a period of up to one year.

2. Abusive and harassing behavior means actions that purposefully or recklessly alarm other individuals and serve no legitimate advocacy purpose. Abusive and harassing behavior includes but is not limited to the following:

a. The use of obscene language and gestures;

b. Assaults or threatening behavior; or

c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.

3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

1. The decision of any CM to impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those CMs in attendance either at the meeting where the disruption took place or at the next regularly scheduled City Council meeting.
2. Any individual excluded from participation in future public comment periods or from attendance at future Council or committee meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the City Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the City Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or committee meetings shall remain in effect during the Council's consideration of the appeal.
3. The enforcement provisions of these rules are in addition to the authority of the Department of Finance and Administrative Services to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions of a Council or committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under Rule 05-02 or Rule 06-03.

G. Interruption(s) to City Council Meetings and Committee Meetings.

1. It is the responsibility of the presiding officer to maintain order and adjourn any meeting as the presiding officer deems necessary.
2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by a majority vote of CMs present and voting. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Rule XI.G.
3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

1. No individual other than the Legislative Department staff may approach the CMs or the Clerks while the Council or a committee is in session, unless permitted to do so by the President or Chair.
2. During committee meetings and Council Briefing meetings, no persons other than Legislative Department staff shall join the prescribed forum, unless specifically invited by the committee Chair to provide information necessary to committee business.
3. Physical access to CM office areas is limited and provided only in accordance with established policies and procedures of the Legislative Department.
4. Individuals desiring to electronically tape (audio, video, etc.) or photograph a CM or CMs within the CM office area(s) may only do so with the permission of the respective CM(s) or their respective staff members, when so delegated.
5. Access by media shall be in accordance with Legislative Department policy.
6. The presiding officer or designee may temporarily suspend or modify this Rule XI.H to protect the safe and responsible functioning of the Council.

I. Digital Recording of Meetings.

1. Public meetings of the Council shall be electronically recorded whenever feasible. The presiding officer or designee may temporarily suspend or modify this Rule XI.I.1 to protect the safe and responsible functioning of the Council.
2. Executive sessions and those meetings exempted from chapter 42.30 RCW shall not be recorded.
3. The City Clerk shall maintain custody of recordings made pursuant to Rule XI.I.1.

J. Inclusive Access and Participation – Requests for Reasonable Accommodation.

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.
3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.
5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.

K. Use of the Council Chamber.

1. Council business shall have priority over other uses of the Council Chamber.
2. Other uses of the Council Chamber shall be in accordance with Legislative Department policy.

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:

- a. If a CM requests suspension and no objection is offered; or
- b. In open session upon a two-thirds vote.

Any rule or procedure so suspended shall be announced by the presiding officer, after which the Council or committee shall proceed accordingly.

2. The following rules or procedures established by this document shall not be suspended:

- a. This Rule XII.A;
- b. Rule XII.B;
- c. Rule V.G.1.b;
- d. Rule X.F;
- e. Those required by the Charter, the Seattle Municipal Code, or state law; and
- f. Any part of a Rule that establishes a quorum.

3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

The President and City Clerk shall conduct and coordinate biennial reviews of the General Rules and Procedures of the Seattle City Council.

C. Amendment.

Amendments of these General Rules and Procedures shall be by a majority vote of CMs and, if applicable, pursuant to SMC 3.02.030.

Appendix A

LIST OF NON-SUSPENDIBLE RULES

(These Rules and Procedures are based on Charter, RCW, or SMC provisions and should not be suspended without consulting applicable provisions)

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
CMs establish the rules for their proceedings	I.A.1	5	Art. IV, § 4
Individual CMs shall not have or execute executive or administrative power	I.A.3	5	Art. IV, § 4, Fifth
Council has authority to punish CMs	I.A.4	5	Art. IV, § 4
Council chooses President from among members	I.C.1	6	Art. IV, § 4, First
President performs usual functions of presiding officer	I.C.1	6	Art. IV, § 4, First
Removal of president	I.C.2	6	Art. IV, § 4, First
Council Bills are signed in open session by the President	I.C.3.b	7	Art. IV, § 11
The President acting as Mayor	I.C.3.g	7	Art. V, § 9
The President heads the Legislative Department	I.C.3.h	7	Art. III, § 3
President Pro Tem acts as President	I.D.3	8	Art. V, § 9
Regular City Council meeting dates and times	II.A.1	9	Art. IV, § 6
Quorum for City Council (majority of all members)	II.A.3	9	Art. IV, § 3
Provisions for City Council special meetings	II.B	10	Art. IV, § 6 (also RCW 42.30.080)
CMs must attend all regular City Council meetings unless excused	II.D.1	12	Art. IV, § 3
Attendance at City Council meeting can be compelled	II.D.3	12	Art. IV, § 3
Council Bills cannot be introduced and passed at the same meeting	III.A.6	14	Art. IV, § 8
Council Bills require at least a majority of all CMs' votes to pass	III.A.7	14	Art. IV, § 8
President announces signature of Council Bills when they are passed	III.B.2	15	Art. IV, § 11
Council Bills to be read upon passage if requested by a CM	III.B.2	15	Art. IV, § 11
Council Bills vetoed by the Mayor are voted on again by Council	III.C.1	15	Art. IV, § 12
Reconsideration of vetoed bills must occur within 5 days of veto	III.C.2	15	Art. IV, § 12
2/3 vote is required to pass a reconsidered bill that was vetoed	III.C.3	15	Art. IV, § 12
Vetoed bills may not be reconsidered again if lost on reconsideration vote	III.C.4	15	Art. IV, § 12
A roll call vote may be demanded by a CM	V.B	20	Art. IV, § 4, Third

Att 1 Appx A – List of Non-Suspendible Rules

V1

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
When passage of a bill fails in City Council by vote, it may not be reconsidered before the next regular City Council meeting	V.G.1.b	21	Art. IV, § 10
Establishing a Finance Committee	VI.I	26	Art. IV, § 5
Meeting location for City Council regular meetings	XI.A.2	36	Art. IV, § 6

RCW PROVISIONS	RULE	PAGE	RCW REF.
Who can call a special meeting and how it shall be noticed	II.B.1	10	42.30.080 (also Charter Art. IV, § 6)
Notice of Full Council special meetings	II.B.2	10	42.30.080
Calling special emergency meetings; meeting notice requirements	II.C	11	42.30.070; 42.30.080; 42.14.075
When an executive session may be held	X.A	35	42.30.140
How an executive session is conducted	X.A	35	42.30.110
Disrupted meetings may be adjourned and reconvened elsewhere	XI.G.2	42	42.30.050

SMC PROVISIONS	RULE	PAGE	SMC REF.
Appearance of Fairness disqualifications	I.B.2.d	6	4.16
CMs must disqualify themselves from acting on certain City business	V.A.1	20	4.16
Amendment of Rules and Procedures	XII.A	45	3.02.030

SUMMARY and FISCAL NOTE*

Department:	Dept. Contact/Phone:	CBO Contact/Phone:
Legislative	Emilia M. Sanchez	NA

* Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.

1. BILL SUMMARY

Legislation Title: A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 31920.

Summary and background of the Legislation:

Resolution 31920 adopted the Seattle City Council "General Rules and Procedures of the Seattle City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies. The Council conducted a biennial review of its procedures and rules that guide and facilitate Councilmember duties and meeting deliberations, and revisions include expansion and clarification of the rules.

2. CAPITAL IMPROVEMENT PROGRAM

Does this legislation create, fund, or amend a CIP Project? ___ Yes ___ No

If yes, please fill out the table below and attach a new (if creating a project) or marked-up (if amending) CIP Page to the Council Bill. Please include the spending plan as part of the attached CIP Page. If no, please delete the table.

Project Name:	Project I.D.:	Project Location:	Start Date:	End Date:	Total Project Cost Through 2026:

3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation amend the Adopted Budget? ___ Yes ___ No

If there are no changes to appropriations, revenues, or positions, please delete the table below.

Appropriation change (\$):	General Fund \$		Other \$	
	2021	2022	2021	2022
Estimated revenue change (\$):	Revenue to General Fund		Revenue to Other Funds	
	2021	2022	2021	2022
Positions affected:	No. of Positions		Total FTE Change	
	2021	2022	2021	2022

Does the legislation have other financial impacts to the City of Seattle that are not reflected in the above, including direct or indirect, short-term or long-term costs?

If so, describe the nature of the impacts. This could include increased operating and maintenance costs, for example.

Is there financial cost or other impacts of *not* implementing the legislation?

Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs or consequences.

If there are no changes to appropriations, revenues, or positions, please delete sections 3.a., 3.b., and 3.c. and answer the questions in Section 4.

3.a. Appropriations

This legislation adds, changes, or deletes appropriations.

If this box is checked, please complete this section. If this box is not checked, please proceed to Revenues/Reimbursements.

Fund Name and number	Dept	Budget Control Level Name/#*	2021 Appropriation Change	2022 Estimated Appropriation Change
TOTAL				

**See budget book to obtain the appropriate Budget Control Level for your department.*

This table should reflect appropriations that are a direct result of this legislation. In the event that the project/programs associated with this ordinance had, or will have, appropriations in other legislation please provide details in the Appropriation Notes section below. If the appropriation is not completely supported by revenue/reimbursements listed below, please identify the funding source (e.g. available fund balance) to cover this appropriation in the notes section. Also indicate if the legislation changes appropriations one-time, ongoing, or both.

Is this change one-time or ongoing?

Please explain any complicated scenarios – e.g. three-year funding agreement but not permanent ongoing.

Appropriations Notes:

3.b. Revenues/Reimbursements

This legislation adds, changes, or deletes revenues or reimbursements.

If this box is checked, please complete this section. If this box is not checked, please proceed to Positions.

Anticipated Revenue/Reimbursement Resulting from this Legislation:

Fund Name and Number	Dept	Revenue Source	2021 Revenue	2022 Estimated Revenue
TOTAL				

This table should reflect revenues/reimbursements that are a direct result of this legislation. In the event that the issues/projects associated with this ordinance/resolution have revenues or reimbursements that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below. Do the revenue sources have match requirements? If so, what are they?

Is this change one-time or ongoing?

Please explain any complicated scenarios – e.g. three-year funding agreement but not permanent ongoing.

Revenue/Reimbursement Notes:

3.c. Positions

 This legislation adds, changes, or deletes positions.

If this box is checked, please complete this section. If this box is not checked, please proceed to Other Implications.

Total Regular Positions Created, Modified, or Abrogated through this Legislation, Including FTE Impact:

Position # for Existing Positions	Position Title & Department*	Fund Name & #	Program & BCL	PT/FT	2021 Positions	2021 FTE	Does it sunset? (If yes, explain below in Position Notes)
TOTAL							

* List each position separately

This table should only reflect the actual number of positions created by this legislation. In the event that positions have been, or will be, created as a result of previous or future legislation or budget actions, please provide details in the Notes section below.

Position Notes:

4. OTHER IMPLICATIONS

a. Does this legislation affect any departments besides the originating department? No.

If so, please list the affected department(s) and the nature of the impact (financial, operational, etc.).

b. Is a public hearing required for this legislation? No.

If yes, what public hearing(s) have been held to date, and/or what public hearing(s) are planned/required in the future?

c. Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation? No.

For example, legislation related to sale of surplus property, condemnation, or certain capital projects with private partners may require publication of notice. If you aren't sure, please check with your lawyer. If publication of notice is required, describe any steps taken to comply with that requirement.

d. Does this legislation affect a piece of property? No.

If yes, and if a map or other visual representation of the property is not already included as an exhibit or attachment to the legislation itself, then you must include a map and/or other visual representation of the property and its location as an attachment to the fiscal note. Place a note on the map attached to the fiscal note that indicates the map is intended for illustrative or informational purposes only and is not intended to modify anything in the legislation.

e. Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities? What is the Language Access plan for any communications to the public?

If yes, please explain how this legislation may impact vulnerable or historically disadvantaged communities. Using the racial equity toolkit is one way to help determine the legislation's impact on certain communities. If any aspect of the legislation involves communication or outreach to the public, please describe the plan for communicating with non-English speakers.

f. Climate Change Implications

1. Emissions: Is this legislation likely to increase or decrease carbon emissions in a material way? No.

Please provide a qualitative response, considering net impacts. Are there potential carbon emissions impacts of not implementing the proposed legislation. Discuss any potential intersections of carbon emissions impacts and race and social justice impacts, if not previously described in Section 4e.

2. Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle's resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects. No.

Describe the potential climate resiliency impacts of implementing or not implementing the proposed legislation. Discuss any potential intersections of climate resiliency and race and social justice impacts, if not previously described in Section 4e.

g. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program's desired goal(s).

This answer should highlight measurable outputs and outcomes.

List attachments/exhibits below:

Table of Amendments

Order	Amendment	Sponsors and Authors	Subject
A.	1	Pedersen, González	Eliminate Alternates (has Attachment)
B.	2	Pedersen, González	Abstentions on Non-Budget Resolutions
C.	3	Pedersen, Herbold, González	Introducing Legislation
D.	10	Strauss	Legislation Sponsorship
E.	11	Herbold, González	Legislation Sponsorship
F.	19	Herbold, González	Maximum Number of Legislation Sponsors
G.	4	Pedersen, Juarez, González	Council Briefings Optional
H.	6A	Strauss	Schedule
I.	6B	González, Juarez	Schedule
J.	6C	Mosqueda	Schedule
K.	5	Pedersen, González	Interjections
L.	12	Strauss	Topics for Public Comment
M.	13	Strauss	Duties and Responsibilities of CMs
N.	16	Herbold, González	Electronic Participation
O.	15	Strauss	Review Council Rules

Esther Handy

Date: November 30, 2021

Version: 1

Amendment 1

to

RES 32029 – General Rules and Procedures

Author: CM Pedersen

Sponsor: CP González

Eliminate Alternative Committee Members

Amend Attachment 1 to Resolution 32029 as shown in Attachment A to this amendment.

Effect: This amendment would eliminate the practice of having Councilmembers serve as alternates on committees. The amendment would remove all references to alternative members in the General Rules and Procedures as shown in Attachment A.



City of Seattle
Legislative Department

General Rules and Procedures
of the
Seattle City Council

(As adopted by Resolution _____, _____)

**GENERAL RULES AND PROCEDURES
OF THE SEATTLE CITY COUNCIL**

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GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

I. COUNCIL COMPOSITION, POWERS, AND DUTIES

A. Council – General Authority; Annual Report; Legislation Retirement.

1. The City Council shall establish rules for its proceedings.*
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. The City Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise executive or administrative power, except as provided in the Charter.†
4. The Council has authority to punish its members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any members by the affirmative vote of not less than two-thirds of its members, specifying in the order of expulsion the cause thereof.‡
5. The Council shall produce an Annual Legislative Report, as designated by the President. The report shall identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format determined by the President.
6. Council Bills, Resolutions, Clerk Files, and Appointments in committee or before the City Council for at least one year prior to March 1st of each year shall be considered for retirement.
7. Throughout these Rules, “City Council” is used when referring only to the body that meets at regular meetings as described in Rule II.A and actions taken by that body, regardless of meeting type. “Council” is used when referring to the City Council or any subdivision of it, as the context requires.

* Charter, Art. IV, § 4.

† Charter, Art. IV, § 4.

‡ Charter, Art. IV, § 4.

B. Members – Abbreviated as CMs; General Duties; Protest of Actions.

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.

2. CMs shall:

- a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
- b. Exercise budget and fiduciary responsibility;
- c. Be responsive to citizens; and
- d. Disqualify themselves from acting on City business when disqualification is required by the City’s Code of Ethics *, by common law, or by the Appearance of Fairness Doctrine.

(See “Council Rules for Quasi-Judicial Proceedings Before the City Council” as adopted by Resolution 31602.)

(See Rule V.A.1 Voting Required.)

3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.[†]

2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.[‡]

3. The President shall:

a. Preside over City Council meetings.

i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.

ii. Proceed with the order of business if a quorum is in attendance.

* SMC Chapter 4.16.

† Charter, Art. IV, § 4.

‡ Charter, Art. IV, § 4.

b. Sign all Bills in authentication of their passage in open session* and sign all Resolutions in authentication of their adoption.

c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.

d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.

e. Assign legislation to committees.

f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.

g. Act as Mayor in the Mayor's absence from the City or incapacitation.†

i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.

ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.

h. Head the Legislative Department‡, including providing for the orientation of new CMs.

4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)

5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.

6. The President may create select or other non-standing committees as provided in Rule VII.A.

* Charter, Art. IV, § 11.

† Charter, Art. V, § 9.

‡ Charter, Art. III, § 3.

7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

D. President Pro Tem – Designation; Duties.

1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.

2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.

3. The President Pro Tem shall:*

a. Act as President in the case of incapacitation or absence of the President.

b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.

(See Rule I.C.3.h President.)

* Charter, Art. V, § 9.

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.

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.3 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 at least two business days prior to the meeting.

* Charter, Art. IV, § 6.

† Charter, Art. IV, § 6.

‡ Charter, Art. IV, § 3.

§ Charter, Art. IV, § 3.

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 and voting 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 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.

* Charter, Art. IV, § 6.

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 and voting 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.

* Charter, Art. IV, § 6.

D. Attendance – Requirements; Excuses.

1. CMs shall attend all regular City Council meetings, unless excused by the City Council.
2. 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.
3. 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.*
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 and medical leave, paid parental leave, or paid family care leave under Seattle Municipal Code (SMC) Sections 4.26.010, 4.27.020, or 4.29.020. The notice shall give a reasonable estimate of dates to which the leave of absence shall apply.
5. 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.
6. 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.
7. The City Clerk shall record the attendance and requests for excused absence(s) from City Council meetings in the Journal of the Proceedings.

* Charter, Art. IV, § 3.

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 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.

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.*

7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.† 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. 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.

B. Order of Business.

1. The President shall announce the business of the City Council at its regular meetings, which shall ordinarily be disposed of in the following order:

- a. Call to Order
- b. Roll Call
- c. Presentations
- d. Approval of the Journal
- e. Approval of the Introduction and Referral Calendar
- f. Approval of the Agenda
- g. Public Comment
- h. Payment of Bills, Claims, and Salaries
- i. Committee Reports (discussion and vote on Bills, Resolutions, Clerk Files, and Appointments)
- j. Adoption of Other Resolutions

* Charter, Art. IV, § 8.

† Charter, Art. IV, § 8.

k. Other Business

l. Adjournment

2. Upon the passage of each Bill, the President shall announce that the President is signing the Bill, and if so requested by any CM, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled.*

C. Reconsideration of Vetoed Bills.†

1. The City Council shall reconsider and vote again on the passage of any Bill that is vetoed by the Mayor, in accordance with the Charter.

2. Reconsideration shall occur not less than five days after the Mayor's written objection of the Bill is published, and not more than 30 days after the return of the Bill by the Mayor.

3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the CMs.

4. Any Bill presented to the City Council for reconsideration that does not pass during the first vote of reconsideration shall be deemed finally lost.

D. Journal of the Proceedings.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council the proceedings of the City Council at its regular and special meetings, and recommendations to the City Council by committees.

2. The Journal of the Proceedings shall be presented to the City Council for approval at a regular City Council meeting.

3. The Journal of the Proceedings is a public document.

* Charter, Art. IV, § 11.

† Charter, Art. IV, § 12.

IV. PARLIAMENTARY PROCEDURES

If these General Rules and Procedures are silent on a matter of parliamentary procedure, the 12th Edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which it is applicable.

A. Rules of Debate.

When any CM wishes to speak, the CM shall address the Chair.

1. When recognized, the CM shall, in a courteous manner, confine comments to the question under debate.
2. The CM who sponsors a Bill, Resolution, Clerk File, Appointment, or motion has the privilege of speaking first and last upon it.
3. No CM shall impugn the motives of any other CM, or speak more than twice except for explanation during the consideration of any one question.

B. Consideration of Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the Chair.
2. The motion shall be recorded and, if requested by any CM, it shall be read by the City Clerk before it is debated.
3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the CM who seconded the motion may withdraw the second.
4. Motions shall be entertained in the order of precedence outlined in the 12th Edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Debatable?	Amendable?	Vote?	May be reconsidered?
Adjourn	No	No	Maj	No
Recess	No	Yes	Maj	No
Reconsideration (Rule V.G)	Yes	No	Maj	No
Lay on the Table (Rule IV.J)	No	No	Maj	Yes
Take from the Table (Rule IV.K)	No	No	Maj	No
Call the Question (Rule IV.H)	No	No	2/3	Yes
Postpone to a Certain Time (Rule IV.I)	Yes	Yes	Maj	Yes
Commit or Refer to a Committee	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Maj	Yes
Postpone Indefinitely (Rule IV.L)	Yes	No	Maj	Affirmative vote may be reconsidered
All motions must be seconded to be entertained or debated. See Rule IV.B.1.				

C. Amendment Form.

1. CMs may offer for consideration amendments to proposed legislation to the body considering that legislation, whether at a City Council, select, or standing committee meeting. An amendment is a pending motion until it is voted on. Amendments to legislation must be written in accordance with City Clerk amendment standards. Motions to amend legislation must be seconded, are debatable, and require a majority vote of CMs

present and voting to be adopted. Proposed amendments should take the form of either:

- a. To insert, or to add language;
- b. To delete language;
- c. A combination of *a* and *b* having the following forms:
 - i. To delete and insert (which applies to words);
 - ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.

2. Added language shall be underlined and deleted language shall be shown with strikethrough format.

3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A CM may direct a Parliamentary Inquiry to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may relate to e.g., making an appropriate motion, raising a proper point of order, or clarifying the parliamentary situation or the effect of a motion.

E. Recognition by the Chair.

If two or more CMs seek recognition at the same time, the Chair shall decide the one who shall speak first.

F. Division of a Question.

Any CM may call for a division of a question, which shall be divided if it embraces subjects so distinct that, if one is taken away, a substantive proposition shall remain for the decision of the Council.

G. Point of Order.

1. The Chair has the right to decide all points of order, in which case Rules IV.G.2 through IV.G.5. apply. The Chair may instead submit the question on a point of order to CMs to decide by a majority vote of the CMs present and voting.
2. If dissatisfied with the decision of the Chair, any CM may appeal the decision.

3. In all cases of appeal, the question shall be: “Shall the decision of the Chair be sustained?”
4. No CM may speak more than once on an appeal without the consent of a majority of CMs in attendance.
5. The decision in response to the appeal shall be by a majority vote of the CMs in attendance. In case of a tie vote, the decision of the Chair shall stand.

H. Call the Question.

A CM may make a motion to Call the Question (also known as Previous Question) to end debate on an immediate pending motion. This motion requires a two-thirds vote in favor and may be considered at committee meetings.

I. Postpone to a Certain Time.

To postpone a question to a certain time, the motion shall state a definite date, meeting, or hour, or until after a certain event.

J. Lay on the Table.

A majority of CMs present and voting may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to Lay on the Table must state the reason for the motion. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

K. Take from the Table.

Once a question has been laid on the table, it may be taken from the table by a majority vote of CMs present and voting, as soon as the interrupting business has been disposed of or whenever no other question is pending. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

L. Postpone Indefinitely.

A majority of CMs present and voting may decide not to take a direct vote or position on a main question by disposing of it with a motion to Postpone Indefinitely. The question shall not be brought back again for at least 60 days.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

1. Every CM in attendance shall vote on all actions before the City Council, except when CMs must disqualify themselves from voting as required by either the City's Code of Ethics* or the Washington State Appearance of Fairness Doctrine. CMs may also disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict.
(See Rule V.D.2 Announcing and Recording Votes.)

2. Abstentions are not allowed. CMs not having disqualified themselves pursuant to Rule V.A.1 shall vote "Aye" or "No."

3. All votes shall be recorded by the City Clerk in the Journal of the Proceedings.†

B. Roll Call Voting.

A roll call vote shall be taken when voting on final passage of Bills and on other business when requested by a CM. A roll call vote is called in alphabetical order of last name, except for the President, whose name is always called last. At each regular Council meeting, the first name on the roll, in a systematic rotation, is moved to the name immediately preceding the President's name.

C. Voice Vote.

A voice vote may be taken on any matter of business before the City Council, unless a roll call vote has been requested as provided in Rule V.B.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.

2. When a CM is in attendance and has been disqualified from voting under Rule I.B.2.d, the City Clerk shall record and announce "in attendance, but disqualified from voting."
(See Rule V.A.1 Voting Required.)

* SMC Chapter 4.16.

† Charter, Art. IV, § 4.

E. Proxy Votes.

There are no proxy votes.

F. Tie Vote.

In the event of a tie vote, a motion does not pass.

G. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of that City Council meeting, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

b. If a Bill is moved for final passage and fails to pass, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.*

2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.

4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

* Charter, Art. IV, § 10.

VI. STANDING COMMITTEES*

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. A committee has a Chair and may have a Vice-Chair.
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 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 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.

* Charter, Art. IV, § 4.

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; or
 - b. A legal holiday moves a City Council 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.
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.

D. Special Meetings.

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

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All

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

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

E. Attendance – Requirements; Excused Absences.

1. It is the duty of each member of a committee to attend its meetings.

2. Committee Member Notification Duties.

a. If, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.

3. A committee member may be excused with the consent of the Chair.

F. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and the City Council Work Program, and publish such agenda in accordance with Rule VI.C.6, VI.C.7, and VI.C.8.
7. Run meetings expeditiously.
8. Preserve order and decorum.

G. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, Clerk Files, and Appointments, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

H. Voting, Referral, and Reporting.

1. Only members of a standing committee may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except

upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.

5. Committee Reports.

Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.

a. If a committee recommendation is not unanimous:

1. Unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation; and

2. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.

b. A CM abstaining from voting does not make the vote non-unanimous.

6. Divided Votes.

A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.

b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

The City Council shall have a Finance Committee of not less than three members.*

* Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

The President may create, amend, or abolish select committees and shall appoint the Chair and membership to select or other non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council. When creating the committee, the President shall specify at least three CMs as a quorum. Any committee created under this Rule may be of limited duration or focus.

B. 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. Regular meeting dates, times, and locations may be determined in advance and filed in a Clerk File by the President upon creation of the select committee. The committee Chair may cancel a meeting at any time.
3. 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.
4. 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 public notification, except upon passage of a motion by the Chair to suspend this Rule.
5. All reasonable effort shall be made to provide the preliminary agenda online at least two business days prior to the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
6. All reasonable effort shall be made to make materials that are to be presented in the meeting available online at least 24 hours in advance of the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

C. Special Meetings.

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

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

D. Attendance – Requirements; Excused Absences.

1. Each committee member shall attend its meetings.
2. Committee Member Notification Duties.
 - a. If, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.
3. A committee member may be excused with the consent of the Chair.

E. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and publish such agenda in accordance with Rule VII.B.4, VII.B.5, and VII.B.6.

7. Run meetings expeditiously.

8. Preserve order and decorum.

F. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.

2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.

3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.

4. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.

5. Committee Reports:

Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.

a. If a committee recommendation is not unanimous:

1. Unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation; and

2. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.

b. A CM abstaining from voting does not make the vote non-unanimous.

6. Divided Votes.

A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.

b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.

2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.

3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.

4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:

a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or

b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.

5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting. Final

agendas of Budget Committee meetings shall be issued no later than the morning of the scheduled meeting and shall include all items to be discussed.

6. A budget Amendment is a proposed change to the Mayor's proposed budget and accompanying legislation. Budget Amendments are developed in accordance with these Rules and include: amendments to budget legislation; development of new Council Bills or Resolutions; Council Budget Actions (CBAs); and Statements of Legislative Intent (SLIs).

a. Budget Amendments that meet established deadlines on the Budget Committee schedule may be published on the appropriate meeting agenda.

b. Budget Amendments that are not included on a final published agenda shall not be presented at a Budget Committee meeting unless circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day. This rule may only be suspended by an affirmative vote of two-thirds of CMs present and voting at a Budget Committee meeting.

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

8. The quorum for the Budget Committee is at least three CMs.

9. Adoption of a Balanced Budget Package:

a. The Chair shall prepare a group of budget revisions (Chair's Initial Proposed Balancing Package) that if adopted would amend the Mayor's proposed budget to produce a budget in which expenditures do not exceed revenues.

b. Following Committee discussion of the Chair's Initial Balancing Package, the Chair may prepare a Revised Balancing Package, subject to the same requirements under Rule VII.H.9.a. The Chair shall endeavor to inform CMs of any changes made to the Chair's Initial Balancing Package prior to the scheduled vote on the Revised Balancing Package in the Budget Committee.

c. If a CM wants to propose one or more amendments or substitute actions to the Proposed Balancing Package, the CM must make an appropriate motion at the Budget Committee, requiring a second and a majority of CMs present and voting.

10. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President in consultation with the Budget Committee Chair. Any rules and procedures regarding meeting times, dates, locations, attendance, and quorum supersede provisions in this Rule VII on those topics, except that a quorum may not be fewer than three CMs.

I. Labor Committee.

1. The Labor Committee is a select committee comprised of the President, the Chair of the Council Budget Committee, and three CMs selected by the President.
2. The primary purpose of the Labor Committee is to serve on the Labor Relations Policy Committee and perform the functions established by SMC Section 4.04.120.

VIII. EXTERNAL COMMITTEES

A. Appointment.

1. CM participation on an external committee (a governing or advisory body on which CMs serve that is not a Council committee) is typically established by Resolution.

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 external committee duties and responsibilities unless stated otherwise, whether by Resolution or appropriate action of another body responsible for appointments to the committee.

B. Attendance.

CMs serving on an external committee shall attend its meetings unless the CM is unavailable.

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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. 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.

C. Preliminary Agendas.

1. Preliminary agendas of upcoming regular Council Briefing meetings shall list items for which discussion is expected and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
2. For special Council Briefing meetings, all reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

Executive sessions may be held during City Council meetings, Council Briefing meetings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140 and SMC 5.24.020 and 5.24.030.

B. How Sessions May Be Convened.

The presiding officer or a majority of those CMs in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those CMs in attendance.

C. Purpose of Session.

Before convening an executive session, the presiding officer shall announce the purpose of the executive session, and the time when the executive session is expected to conclude.

D. Attorney to be Present.

1. An attorney from the Law Department, or outside counsel if appropriate, shall be present during all executive sessions to advise CMs on compliance with RCW 42.30.
2. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only if all nine CMs are in attendance and unanimously agree to waive the privilege. Legislative Department staff shall not waive the privilege. Executive session is the only forum in which the Council may waive attorney-client privilege for any attorney-client privileged documents presented to the Council in or out of executive session.

E. Attendees.

Attendance at an executive session is limited to:

1. CMs;
2. Assistants to CMs representing their CM in absentia (and this attendance is limited to presence, not participation);
3. The City Clerk or designee;
4. Legal counsel assigned to the matter at issue;
5. The City Council's Central Staff Director and/or designee; and

6. Designated city staff members and others representing the City (e.g., consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend.

F. Confidentiality.

Executive session attendees shall not disclose the contents of discussions held within the session.

G. Issues.

Issues that may be considered in executive session include, but are not limited to:

1. Consideration of the 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;
2. Consideration of 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;
3. Evaluation of complaints against a public officer or employee;
4. Evaluation of qualifications of candidate for appointment to elective office;
5. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
6. Discussion with legal counsel regarding litigation or potential litigation to which the City or a CM 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; and
7. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of those Members physically present and to hear any CMs attending by electronic means.

(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.*

(See Rule II.A.2 City Council Meetings;
and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is 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 committee's regular CMs and appropriate public notice and access are provided.

4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, Clerk File, Appointment, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting shall specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or other subject to be discussed at the public hearing.

(See Rule VI.F Duties of the Chair.)

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.

2. The Chair of the body conducting the public hearing shall:

a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and

* Charter, Art. IV, § 6.

b. Require all speakers to sign in on registers, when provided by Legislative Department staff.

3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

C. Public Comment at City Council Meetings and Committee Meetings.

Public comment periods are opportunities for members of the public to comment on items on the meeting's agenda or, in the case of a committee meeting, on matters within the purview of the committee. The agenda for a particular Council meeting may specify the total time allotted for the public comment period and for time limits for individual comments.
(See Rule XI.B Public Hearings.)

1. The Council shall not accept public comment at special City Council meetings.

2. The Council shall accept public comment at regular City Council meetings.

a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program; and

b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.

3. Council committees shall accept public comment at standing and select committee meetings.

a. Public comment at a committee meeting shall be limited to matters within the purview of the specific committee or an item listed on that day's agenda.

b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.

4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.

5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.

8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20-minute time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.

9. The Council is not required to allow public comment at Council Briefing meetings.

10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.

D. Disruptions of City Council Meetings and Committee Meetings.

1. Disruptions of City Council and committee meetings are prohibited. Disruptions include but are not limited to the following:

- a. Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;
- b. Outbursts from members of the public who have not been recognized by the presiding officer for public comment;
- c. Comments that are not in compliance with Rule XI.C.2.a or XI.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, Appointment, Clerk File, or other legislative action on which a public hearing is being held;
- d. Delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;
- e. Use of an allotted individual comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
- f. Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;
- g. Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting;

h. Behavior that intentionally disrupts, disturbs, or otherwise impedes attendance or participation at a Council or Committee meeting; or

i. Failure to follow the direction of a Presiding Officer or security official related to disruptions described in Rule XI.D.1(a) through (h).

2. Signs may be displayed during Council and committee meetings in a manner consistent with these Rules. Any written communication intended for a CM may be submitted to the City Clerk for distribution to the intended recipient.

3. The presiding officer shall preserve the order and decorum of a Council or committee meeting at all times. If an individual fails to comply with Rule XI.D.1, any CM may issue an oral or written warning to the individual that the individual's behavior is out of order. An oral or written warning may be issued based on an individual's prior conduct at a Council or committee meeting. If the individual continues to engage in activity that violates Rule XI.D.1, any CM may:

a. Terminate the individual's comment period;

b. Direct security staff of the prescribed forum to assist an individual to the individual's seat; or

c. Direct security staff of the prescribed forum to remove the individual from the meeting.

4. Any individual ordered to be removed from a meeting pursuant to Rule XI.D.3.c shall be excluded from returning to that same meeting from which the individual was removed.

5. If an individual fails to comply with the requirements of Rule XI.D.1 over the course of multiple meetings, any CM may exclude the individual from participation in future public comment periods before the Council and/or committee meetings, or exclude the individual from attendance at future Council and/or committee meetings.

a. The CM imposing the exclusion shall inform the individual of the specific reason for, and the specific terms of, the exclusion.

b. An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at Council and/or committee meetings may be issued for up to 28 calendar days.

c. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 28 calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 90 calendar days.

d. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 90 or more calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 180 calendar days.

e. The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or committee meetings.

f. When issuing an exclusion from future public comment periods, or from future attendance at Council or committee meetings, the CM shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

E. Abusive and Harassing Behavior During City Council Meetings and Committee Meetings.

1. Engaging in abusive or harassing behavior may subject an individual to immediate removal from a meeting and an exclusion from future attendance at Council and/or committee meetings for a period of up to one year.

2. Abusive and harassing behavior means actions that purposefully or recklessly alarm other individuals and serve no legitimate advocacy purpose. Abusive and harassing behavior includes but is not limited to the following:

a. The use of obscene language and gestures;

b. Assaults or threatening behavior; or

c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.

3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

1. The decision of any CM to impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those CMs in attendance either at the meeting where the disruption took place or at the next regularly scheduled City Council meeting.
2. Any individual excluded from participation in future public comment periods or from attendance at future Council or committee meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the City Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the City Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or committee meetings shall remain in effect during the Council's consideration of the appeal.
3. The enforcement provisions of these rules are in addition to the authority of the Department of Finance and Administrative Services to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions of a Council or committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under Rule 05-02 or Rule 06-03.

G. Interruption(s) to City Council Meetings and Committee Meetings.

1. It is the responsibility of the presiding officer to maintain order and adjourn any meeting as the presiding officer deems necessary.
2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by a majority vote of CMs present and voting. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Rule XI.G.
3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

1. No individual other than the Legislative Department staff may approach the CMs or the Clerks while the Council or a committee is in session, unless permitted to do so by the President or Chair.
2. During committee meetings and Council Briefing meetings, no persons other than Legislative Department staff shall join the prescribed forum, unless specifically invited by the committee Chair to provide information necessary to committee business.
3. Physical access to CM office areas is limited and provided only in accordance with established policies and procedures of the Legislative Department.
4. Individuals desiring to electronically tape (audio, video, etc.) or photograph a CM or CMs within the CM office area(s) may only do so with the permission of the respective CM(s) or their respective staff members, when so delegated.
5. Access by media shall be in accordance with Legislative Department policy.
6. The presiding officer or designee may temporarily suspend or modify this Rule XI.H to protect the safe and responsible functioning of the Council.

I. Digital Recording of Meetings.

1. Public meetings of the Council shall be electronically recorded whenever feasible. The presiding officer or designee may temporarily suspend or modify this Rule XI.I.1 to protect the safe and responsible functioning of the Council.
2. Executive sessions and those meetings exempted from chapter 42.30 RCW shall not be recorded.
3. The City Clerk shall maintain custody of recordings made pursuant to Rule XI.I.1.

J. Inclusive Access and Participation – Requests for Reasonable Accommodation.

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.
3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.
5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.

K. Use of the Council Chamber.

1. Council business shall have priority over other uses of the Council Chamber.
2. Other uses of the Council Chamber shall be in accordance with Legislative Department policy.

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:

- a. If a CM requests suspension and no objection is offered; or
- b. In open session upon a two-thirds vote.

Any rule or procedure so suspended shall be announced by the presiding officer, after which the Council or committee shall proceed accordingly.

2. The following rules or procedures established by this document shall not be suspended:

- a. This Rule XII.A;
- b. Rule XII.B;
- c. Rule V.G.1.b;
- d. Rule X.F;
- e. Those required by the Charter, the Seattle Municipal Code, or state law; and
- f. Any part of a Rule that establishes a quorum.

3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

The President and City Clerk shall conduct and coordinate biennial reviews of the General Rules and Procedures of the Seattle City Council.

C. Amendment.

Amendments of these General Rules and Procedures shall be by a majority vote of CMs and, if applicable, pursuant to SMC 3.02.030.

Amendment 2
to
RES 32029 – General Rules and Procedures
Author: CM Pedersen
Sponsor: CP González
Abstentions on Non-Budget Resolutions

Beginning on p. 20 of Attachment 1 to Resolution 32029, make the following changes:

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

1. Every CM in attendance shall vote on all actions before the City Council, except when CMs must disqualify themselves from voting as required by either the City’s Code of Ethics¹ or the Washington State Appearance of Fairness Doctrine. CMs may also disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict.
(See Rule V.D.2 Announcing and Recording Votes.)

2. Abstentions are not allowed on actions, other than Resolutions not from the Select Budget Committee. CMs not having abstained or disqualified themselves pursuant to Rule V.A.1 shall vote “Aye” or “No.”

3. All votes shall be recorded by the City Clerk in the Journal of the Proceedings.²

B. Roll Call Voting.

A roll call vote shall be taken when voting on final passage of Bills and on other business when requested by a CM. A roll call vote is called in alphabetical order of last name, except for the President, whose name is always called last. At each regular Council meeting, the first name on the roll, in a systematic rotation, is moved to the name immediately preceding the President’s name.

¹ SMC Chapter 4.16.

² Charter, Art. IV, § 4.

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C. Voice Vote.

A voice vote may be taken on any matter of business before the City Council, unless a roll call vote has been requested as provided in Rule V.B.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the “ayes” and “nos” ~~and in~~ addition to “abstentions” and “disqualifications” for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.

2. When a CM is in attendance and has been disqualified from voting under Rule I.B.2.d, the City Clerk shall record and announce “in attendance, but disqualified from voting.” (See Rule V.A.1 Voting Required.)

E. Proxy Votes.

There are no proxy votes.

F. Tie Vote.

In the event of a tie vote, a motion does not pass.

G. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of that City Council meeting, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

b. If a Bill is moved for final passage and fails to pass, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.³

2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.

3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.

³ Charter, Art. IV, § 10.

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4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

Effect: This amendment would allow Councilmembers to abstain from Council votes on all resolutions that were referred either to the Council directly or to most standing and select committees prior to a Council vote. However, Councilmembers would not be allowed to abstain from Council votes on resolutions that come to the Council with recommendations from the Select Budget Committee.

Amendment 3

to

RES 32029 – General Rules and Procedures

Author: CM Pedersen and CM Herbold

Sponsor: CP González

Clarify Roles of Committee Members and Non-Committee Members

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

VI. STANDING COMMITTEES¹

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.
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.

¹ Charter, Art. IV, § 4.

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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.

...

Effect: This amendment would clarify the intent all Councilmembers regardless of Committee membership may sponsor legislation for inclusion on the Introduction and Referral Calendar. However, once legislation is referred to a Committee, only Councilmembers on that Committee may sponsor amendments for the Committee's consideration.

Amendment 10
to
RES 32029 – General Rules and Procedures
Sponsor: CM Strauss
Legislation Sponsorship

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~~ the Council President may choose to include selected legislation on the Council’s Introduction and Referral Calendar as “Executive Requested” or “[Department] Requested” Legislation” (i.e., naming the department who generated the legislation) rather than including a Councilmember M as 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 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.

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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.

...

Effect: This amendment would memorialize the current practice that allows the Council President to include legislation on the Introduction and Referral Calendar without a named Councilmember as sponsor. Instead of a named Councilmember as sponsor, the Council President could choose to designate selected legislation as "Executive Requested" or "[Department] Requested Legislation."

Amendment 11

to

RES 32029 – General Rules and Procedures

Author: CM Herbold

Sponsor: CP González

Legislation Sponsorship

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. If a primary sponsor of legislation requests that the Council President place legislation onto the Council’s Introduction and Referral Calendar without the support of the Chair of the committee with subject matter jurisdiction for doing so, then the Council President will confer with the Chair of the standing or select committee with subject matter jurisdiction prior to placing the legislation on the Introduction and Referral Calendar regardless of whether the legislation in question is routine or time sensitive.

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 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

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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.

...

Effect: The amendment establishes the expectation that the Council President will confer with relevant Committee Chairs prior to placing legislation on the Introduction and Referral Calendar.

Amendment 19

to

RES 32029 – General Rules and Procedures

Author: CM Herbold

Sponsor: CP González

Maximum Number of Legislation Sponsors

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 session shall not cause the total number of sponsors to meet or 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.

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2. Relieving a Committee of Legislation.

...

Effect: This amendment would clarify that the total number of sponsors must be less than the quorum for any committee to which legislation is assigned (or less than the quorum for the Council if the legislation is assigned to the Council).

Amendment 4
to
RES 32029 – General Rules and Procedures
Author: CM Pedersen
Sponsors: CM Juarez and CP González
Council Briefing Meetings

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

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

The Council ~~shall~~ may, at the discretion of the Council President, 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. 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.

C. Preliminary Agendas.

1. Preliminary agendas of upcoming regular Council Briefing meetings shall list items for which discussion is expected and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.

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2. For special Council Briefing meetings, all reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.

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

Effect: This amendment would emphasize the ability of the Council President to determine whether to conduct regular Council Briefings meetings.

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

...

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.

...

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.

...

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

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.

...

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.

Amendment 6B

to

RES 32029 – General Rules and Procedures

Sponsor: CP González and CM Juarez

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., 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, 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 ~~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

...

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

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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

¹ Charter, Art. IV, § 6.

² Charter, Art. IV, § 6.

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Date: December 4, 2021

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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, provided however that there shall be no regular Council Briefing meetings 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.

...

<p>Effect: This amendment would establish that regular Council Briefings meetings occur on Mondays at 2 PM except during Council Recess and during weeks when Monday is a legal holiday. This amendment would establish that regular Council meetings occur on Tuesdays at 2 PM except during Council Recess.</p>
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Amendment 6C

to

RES 32029 – General Rules and Procedures

Sponsor: CM Mosqueda

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-Wednesday~~ 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-Wednesday~~ 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-Wednesdays~~ in August nor on the last two ~~Mondays-Wednesdays~~ 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.²

...

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

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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

¹ Charter, Art. IV, § 6.

² Charter, Art. IV, § 6.

Esther Handy

Date: December 4, 2021

Version: 1

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, provided however that there shall be no regular Council Briefing meetings~~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.

...

<p>Effect: This amendment would establish that regular Council Briefings meetings occur on Mondays at 2 PM; regular Council Briefings meetings will be cancelled if they fall on a holiday. This amendment would establish that regular Council meetings occur on Wednesdays at 2 PM.</p>
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Amendment 5
to
RES 32029 – General Rules and Procedures

Author: CM Pedersen

Sponsor: CP González

Interjections During Deliberations

Beginning on p. 43 of Attachment 1 to Resolution 32029, make the following changes to Section XI. Public Participation and Access:

H. Public Access to CMs and Offices.

1. No individual other than the Legislative Department staff may approach the CMs or the Clerks while the Council or a committee is in session, unless permitted to do so by the President or Chair.
2. During committee meetings and Council Briefing meetings, no persons other than Legislative Department staff shall join the prescribed forum, unless specifically invited by the committee Chair to provide information necessary to committee business. Once a motion is made and seconded, no person other than a CM or, as allowed by the CM serving as the Chair, Legislative Department staff, may speak.
3. Physical access to CM office areas is limited and provided only in accordance with established policies and procedures of the Legislative Department.
4. Individuals desiring to electronically tape (audio, video, etc.) or photograph a CM or CMs within the CM office area(s) may only do so with the permission of the respective CM(s) or their respective staff members, when so delegated.
5. Access by media shall be in accordance with Legislative Department policy.
6. The presiding officer or designee may temporarily suspend or modify this Rule XI.H to protect the safe and responsible functioning of the Council.

<p>Effect: This amendment would more explicitly provide the Chair of a Committee with the power to determine whether Legislative Staff can address Committees and Council Briefing sessions during consideration of a motion that has been duly made and seconded. This amendment would create a new rule that presenters who are not Legislative Staff are not allowed to address Committees and Council Briefings during consideration of a motion that has been duly made and seconded.</p>

Esther Handy

Date: December 1, 2021

Version: 1

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Amendment 12
to
RES 32029 – General Rules and Procedures
Sponsor: CM Strauss
Topics for Public Comment

Beginning on p. 37 of Attachment 1 to Resolution 32029, make the following changes:

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

...

C. Public Comment at City Council Meetings and Committee Meetings.

Public comment periods are opportunities for members of the public to comment on items on the meeting's agenda or, in the case of a committee meeting, on matters within the purview of the committee. The agenda for a particular Council meeting may specify the total time allotted for the public comment period and for time limits for individual comments.
(See Rule XI.B Public Hearings.)

1. The Council shall not accept public comment at special City Council meetings.
2. The Council shall accept public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, and Committee Reports on that day's regular City Council meeting agenda, ~~and other matters directly related to the City Council Work Program~~; and
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept public comment at standing and select committee meetings.
 - a. Public comment at a committee meeting shall be limited to matters within the purview of the specific committee or an item listed on that day's agenda.

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b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.

4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.

5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.

(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

Effect: This amendment would limit the topics for public comment at Council meetings to matters on the Introduction and Referral Calendar and Committee Reports on that day's regular City Council meeting agenda (eliminating public comment at Council meetings regarding other items that may be included in the Council's adopted annual Work Program). This amendment makes no changes to the topics for public comment at Committee meetings.

Esther Handy

Date: December 4, 2021

Version: 1

Amendment 13

to

RES 32029 – General Rules and Procedures

Sponsor: CM Strauss

Time Limits for Debate at Council Meetings

Beginning on p. 16 of Attachment 1 to Resolution 32029, make the following changes:

IV. PARLIAMENTARY PROCEDURES

If these General Rules and Procedures are silent on a matter of parliamentary procedure, the 12th Edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which it is applicable.

A. Rules of Debate.

When any CM wishes to speak, the CM shall address the Chair.

1. When recognized, the CM shall, in a courteous manner, confine comments to the question under debate.
2. The CM who sponsors a Bill, Resolution, Clerk File, Appointment, or motion has the privilege of speaking first and last upon it.
3. No CM shall impugn the motives of any other CM, or speak more than twice except for explanation during the consideration of any one question.
4. No CM, having obtained the floor while a debatable motion is immediately pending at a meeting of the Council, shall speak for longer than five minutes unless all CMs present agree by voice to extend the limits of debate or two-thirds of CMs present and voting pass a motion to extend the limits of debate.

B. Consideration of Motions.

...

Effect: This amendment would set time limits for debate at Council meetings.

Esther Handy

Date: December 4, 2021

Version: 1

Amendment 16

to

RES 32029 – General Rules and Procedures

Author: CM Herbold

Sponsor: CP González

Electronic Participation

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 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.²

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

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

¹ Charter, Art. IV, § 6.

² Charter, Art. IV, § 6.

³ Charter, Art. IV, § 3.

shall consist of a majority of such CMs available to participate in regular City Council meetings.

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.⁴
(See Rule II.D.3 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 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.~~

6. If a CM is not able to be present at a regular City Council meeting for any reason, 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 provided that the CM informs the Council President at least 48 hours in advance of the meeting.

7. If a CM is not able to be present at a regular City Council meeting, and if approved by a majority of CMs present and voting 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.

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.⁵

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

⁴ Charter, Art. IV, § 3.

⁵ Charter, Art. IV, § 6.

- 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 for any reason, 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 provided that the CM informs the Council President at least 48 hours in advance of the meeting.

If the City Council convenes a special City Council meeting within 48 hours of notice to the public, CMs shall endeavor to provide timely notice to the Council President of an inability to be present at a special City Council meeting for any reason. In such circumstances, CMs may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the CM informs the Council President in advance of the meeting.

~~3.4.~~ If a CM is not able to be present at a special City Council meeting, and if approved by a majority of CMs present and voting 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 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 42.14.075.⁶
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.

⁶ Charter, Art. IV, § 6.

Esther Handy

Date: December 5, 2021

Version: 1

4. If a CM is not able to be present at a regular City Council meeting for any reason, 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 provided that the CM informs the Council President in advance of the meeting.

45. 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 and voting 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 H.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.~~

...

Effect: This amendment would allow Councilmembers to attend regular, special, and emergency meetings of the City Council electronically. Councilmembers would be required to provide the Council President notice of intent to attend any regular or special meeting of the City Council electronically at least 48 hours in advance of the regular or special meeting (or in advance of any special Council Meeting that is noticed within 48 hours). Councilmembers would be required to provide the Council President notice of intent to attend emergency meetings of the City Council electronically in advance of the emergency meeting.

Esther Handy

Date: December 5, 2021

Version: 1

Amendment 15
to
RES 32029 – General Rules and Procedures
Sponsor: CM Strauss
Review of Council Rules

Beginning on 1 line 14 of Resolution 32029, make the following changes:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:

Section 1. The City Council adopts Attachment 1 to this resolution, the "General Rules and Procedures of the Seattle City Council."

Section 2. The adopted General Rules and Procedures of the Seattle City Council apply to City Council and meetings starting January 1, 2022.

Section 3. Resolution 31920 shall be superseded on January 1, 2022.

Section 4. The City Council will review the General Rules and Procedures by April 30, 2022 to determine whether and how to move to a session-based calendar process.

Effect: This amendment would state the Council's intent to consider updates to the Council Rules during the first four months of 2022 that would create several sessions per year, with each session modeled after legislative approach used in the Washington State Legislature. Specifically, policy bills would either be voted out of Committee or in the alternative fail to move forward for consideration by the full City Council.