

REPEALED

THE EAST BELLEVUE COMMUNITY MUNICIPAL CORPORATION

ORIGINAL

REPEALED BY Res #64

CITY OF BELLEVUE

RESOLUTION NO. 1

AMENDED ON 1-5-71

BY Resolution #17

A RESOLUTION adopting rules and procedures
for the conduct of Community Council meetings.

THE EAST BELLEVUE COMMUNITY COUNCIL OF THE CITY OF BELLEVUE,
WASHINGTON DOES RESOLVE AS FOLLOWS:

~~AMENDED~~ 8-13-74

~~BY~~ Resolution #52

SECTION 1. MEETINGS

A. Regular Meetings:

1. Time: The Community Council shall meet regularly on the last Thursday of each month starting at 7:30 p.m. except that when this day falls on a legal or national holiday, the Council shall meet on the preceding day.
2. Place: The Community Council will conduct meetings as much as possible at schools, community clubs, and other facilities within the East Bellevue boundaries. Public notice will be issued regarding the location.

B. Special Meetings:

The Chairman of the Community Council, or in his absence, the Vice Chairman, may call special meetings by notice to each member of the Community Council.

C. Study Meetings:

The Chairman of the Community Council, or in his absence, the Vice Chairman, may call study or work meetings as he deems necessary. Each member of the Community Council shall be notified personally at least eight hours before the designated time of the meeting.

D. Record:

A record shall be made of all proceedings at Regular and Special meetings. The Clerk assigned to the Community Council shall prepare accurate minutes, reporting all pertinent information, business discussed, motions, decisions made, actions and votes taken.

SECTION 2. AGENDA

All matters pertaining to land use in the East Bellevue Area, reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Community Council shall be delivered to the Clerk of the Community Council by 12:00 o'clock Noon on the Friday preceding the Community Council meeting. The Clerk of the Community Council shall prepare a list of such matters, that the Chairman designates be heard, according to the Order of Business and furnish each member of the Community Council, the Chairman, the heads of City departments and other interested persons a copy of the agenda at least 48 hours before the meeting. At the same time, the Clerk of the Community Council shall post a copy of the agenda on the bulletin board at City Hall and at other locations deemed appropriate.

SECTION 3. QUORUM

A majority of the Community Council shall constitute a quorum for the transaction of business. If a Community Council member accumulates three absences from three consecutive regularly scheduled meetings, his seat may be declared vacant by a majority vote.

SECTION 4. OFFICERS

The Chairman shall preside at all meetings or, in his absence, the Vice Chairman shall preside and they shall retain their right to vote on all matters. The Chairman and the Vice Chairman shall be elected by a majority vote of the Community Council at the first regular meeting of the newly formed Community Council. Their terms shall be for one year, and they may be re-elected. If neither the Chairman or the Vice Chairman is present at a meeting and a quorum is present, the presiding officer shall be selected by a majority of those present. The Clerk of the Community Council is appointed by the Bellevue City Manager and shall make all records of Community Council business.

SECTION 5. ORDER OF BUSINESS

A. At all regular meetings the order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of minutes of previous meetings
4. Committee Reports
5. Unfinished Business
6. Correspondence
7. Public Hearings
8. Ordinances, Ratification, Resolutions, Orders
9. New Business
10. Petitions
11. Adjournment

B. The order of business may be changed during the meeting by the Chairman with the consent of a majority of the Council members present.

SECTION 6. COMMITTEES

The Chairman shall establish those Standing and Special Committees of the Council that he deems necessary to conduct the business of the Council.

SECTION 7. RULES OF ORDER

A. Roberts Rules of Order
Roberts Rules of Order, Revised, shall govern the deliberations of the Council except as modified below.

B. Rules of Order

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

3. Motions shall be reduced to writing when required by the presiding officer of the Council or any member of the Council. All resolutions shall be in writing.
4. Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council. A motion to reconsider, having been put and lost, shall not be renewed.
5. The Clerk shall keep a correct journal of all proceedings and at the desire of any member, the ayes and nays shall be taken on any question and entered in the journal. In determination of vote requirement, a fraction of 1/2 or greater will be considered as the next higher number.
6. All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.
7. Each member present shall vote on all questions put to the Council, except when excused by the Chairman for a personal conflict of interest.
8. All regular meetings of the Council shall be public and no resolution, rule, regulation, order or directive shall be adopted except in a regular meeting open to the public, the date of which is fixed by law or rule; but, executive sessions may be held for purposes other than the final adoption of a resolution, rule, regulation, order, directive or opinion.
9. The rules of the Council may be altered, amended, or temporarily suspended by a vote of three members.
10. The Chairman of each respective committee, or the Councilman acting for him in his place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.
11. It shall be the duty of the presiding officer of the Council meeting to:
 - (a) Call the meeting to order
 - (b) Keep the meeting to its order of business
 - (c) State each motion and require a second to that motion before permitting discussion
 - (d) Handle discussion in an orderly way
 - (1) Give every councilman who wishes an opportunity to speak
 - (2) Permit audience participation at appropriate times
 - (3) Keep all speakers to the rules and to the questions
 - (4) Give pro and con speakers alternating opportunities to speak
 - (e) Put motions to a vote and announce the outcome
 - (f) Suggest but not make motions for adjournment
 - (g) Appoint committees when authorized to do so

SECTION 8. RESOLUTIONS

- A. Resolutions and other matters requiring action by the Council must be introduced and sponsored by a member of the Council, except that the Chairman or City Attorney may present resolutions and other matters to the Council and any Councilman may assume sponsorship thereof by moving that such resolutions or other matters be adopted.
- B. Any Community Councilman may demand and have a full reading of a proposed resolution immediately before a vote is called on its final adoption. Otherwise, with Council approval it shall not be necessary to read excessive detail set forth in a particular resolution and in lieu thereof an oral summary of the contents shall be made.
- C. Resolutions adopted by the Community Council shall be composed by the Councilman sponsoring the resolution and submitted to the Clerk of the Community Council no later than three days prior to the meeting at which it is to be considered.

SECTION 9.

If any part or parts of this resolution are found to be invalid due to conflict with State law, that part or parts will not invalidate the remainder of the resolution.

SECTION 10.

This resolution may be amended by a vote of three members of the Community Council. Proposed amendments shall be submitted to the Council at least one regular meeting prior to final adoption.

SECTION 11.

This resolution shall take effect and be in force immediately after its passage and approval.

PASSED by the Community Council this 9 day of July, 1969, and signed in authentication of its passage this 9 day of July, 1969.

(SEAL)

Howard E. Wilson, MD
Dr. Howard E. Wilson
Chairman

Attest:

Sharon S. Stewart
Sharon S. Stewart
Clerk