



# Agenda Sheet for City Council Meeting of:

01/09/2023

**Date Rec'd**

12/28/2022

**Clerk's File #**

RES 2023-0003

**Renews #****Submitting Dept**

CITY COUNCIL

**Cross Ref #****Contact Name/Phone**

BREEAN BEGGS X6254

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**Bid #****Agenda Item Type**

Resolutions

**Requisition #****Agenda Item Name**

0320 - 2023 COUNCIL RULES

## **Agenda Wording**

Adopting various amendments to the City Council's Rules of Procedure.

## **Summary (Background)**

This resolution updates the City Council's Rules of Procedure for 2023. The final Rules document is still in review but will be added for Council consideration prior to their vote on the 9th.

Lease? NO

Grant related? NO

Public Works? NO

## **Fiscal Impact**

Neutral \$

## **Budget Account**

#

Select \$

#

Select \$

#

Select \$

#

## **Approvals**

## **Council Notifications**

**Dept Head**

ALLERS, HANNAHLEE

**Study Session\Other**

12/16 Council Retreat

**Division Director****Council Sponsor**

CP Beggs; CM Kinnear

**Finance**

## **Distribution List**

**Legal**

haller@spokanecity.org

**For the Mayor**

## **Additional Approvals**

**Purchasing**

Adopted by Spokane City Council on: 1/9/2023

  
City Clerk

## RESOLUTION NO. 2023-0003

A Resolution adopting various amendments to the City Council's Rules of Procedure.

**WHEREAS**, the City Council's Rules of Procedure may be amended by resolution and are amended from time to time, normally on an annual basis; and

**WHEREAS**, the City Council intends to amend its Rules of Procedure by the adoption of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council hereby amends its City Council Rules of Procedure by adopting the attached 2023 City Council Rules of Procedure.

Adopted by the City Council this 9th day of January, 2023.



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City Clerk

Approved as to form:



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Assistant City Attorney





## **SPOKANE CITY COUNCIL RULES OF PROCEDURE**

**(2023 revision, adopted by Resolution No. 2023-00XX [date])**

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## **RULE 1 - GENERAL PRINCIPLES**

### **Rule 1.1 PURPOSE**

The Spokane City Council adopts these Rules to govern the conduct of City Council business. These Rules do not confer upon any person who is not a member of the Council any right to a particular procedure, nor do they affect the validity or legality of any Council action.

### **Rule 1.2 DUTY OF MUTUAL RESPECT**

It is the constant duty of each Council Member to treat each other, City staff, board and commission appointees, and the public with respect. Likewise, all persons who attend a Council meeting or interact with Council Members or Council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(36). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a Council Member or staff such as personal telephone numbers or home addresses without the permission of the Council Member or staff.

### **Rule 1.3 DUTY OF ETHICAL CONDUCT**

- A. Each Council Member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the City including, without limitation, chapter 01.04A, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a Council Member have a conflict of interest or become aware that they have or may have a conflict of interest, that Council Member shall promptly inform the Council of the conflict of interest and abstain from any Council action in connection with that matter.
- B. Confidential information.
  - 1. No Council Member may disclose confidential information to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the City Council may, upon the affirmative vote of five (5) Council Members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session.
  - 2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04A.020(I) and SMC 01.04A.030(I)(1).
- C. No Council Member may use or authorize the use of facilities of the City, directly or indirectly, for the purpose of assisting a campaign for election of a person to an

office or for the purpose of or opposition to a ballot proposition. Council Members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these Rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a Council meeting, so long as such conduct does not include the display of signs and/or disrupt the Council meeting. Further, these Rules do not prohibit the City Council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions.

#### Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, newly revised*.

#### Rule 1.5 AMENDMENT

These rules may be amended at any time by resolution of the City Council.

### **RULE 2 – MEETINGS**

#### Rule 2.1 PLACE AND TIME OF MEETINGS

- A. As provided in SMC 02.01.010, the regular meeting of the City Council is at 3:30 p.m. every Monday in the Council Chambers. If a Monday is a City Holiday, that week's regular meeting shall be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the Council President.
- B. The 3:30 p.m. Council session is a briefing session in which the Council receives staff reports on matters of interest, committee reports, background information from staff regarding matters on the advance agenda for the next week's meeting and for that day's agenda, making any adjustments to the agenda and agreeing as to any issues of procedure for that day's meeting. Once the advance agenda has been reviewed, the City Council shall approve the agenda by motion. If a regular meeting is canceled and there is no advance agenda to review for the next week's meeting that has been canceled, the Council President has the discretion to cancel the 3:30 p.m. Briefing Session due to lack of business. The 6:00 p.m. Council session, as referenced under section D below, will be held to consider that day's agenda.
- C. At the conclusion of the briefing session, or at other time properly announced, the City Council may adjourn into executive session consistent with the Open Public Meetings Act ("OPMA"). Before so doing, the chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The Council determines which person(s) shall attend each executive



session.

- D. The 6:00 p.m. Council session is the legislative session, during which the Council may take public testimony, discuss, and take action on agenda items, and hold the open forum. The Council President may combine specific agenda items for purpose of public comment and voting if there is no objection by attending Council Members, and if there is an objection, by majority vote.

## Rule 2.2 OPEN FORUM

- A. At the 6:00 p.m. legislative session, prior to the consideration of consent or legislative items, the Council shall hold an open forum unless a majority of Council Members vote otherwise. The open forum shall have 15 (fifteen) spaces of two minutes each available and members of the public who have not spoken during open forum during that calendar month will be prioritized for spaces ahead of those who have spoken during that calendar month.
- B. Members of the public can sign up for open forum in the hour preceding the legislative session, or at the conclusion of the briefing session, whichever is later, via the virtual testimony form linked in the meeting packet or in person outside Council Chambers. Each speaker must sign themselves using their true first and last name. Members of the public who are unable to sign up during the sign up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers will be determined at the discretion of the chair. Each speaker shall be limited to no more than two minutes unless a majority of the Council Members in attendance vote on an alternate time limit.
- C. No action, other than a statement of Council Members' intent to address the matter in the future, points of order, or points of information will be taken by Council Members during an open forum.
- D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the City. No person shall be permitted to speak in open forum regarding items on that week's current agenda or the next week's advanced agenda, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during open forum shall address their comments to the Council President and shall maintain decorum as laid out in Rule 2.15(E). Legal or personal matters between private parties that do not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

## Rule 2.3 ADJOURNED MEETINGS

- A. At the conclusion of the legislative session, unless there is further business before the Council, the chair shall adjourn the meeting until the next regularly scheduled Council meeting.

- B. Any meeting may be adjourned to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.
- C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the Council President, or in the President's absence any member, or if there are no Council Members present then the City Clerk, shall declare the meeting adjourned to the next regular meeting.
- D. If a meeting is adjourned prior to the completion of the City Council's agenda, all matters on the agenda not disposed of shall be continued to the adjourned meeting. The City Clerk or other person designated by the Clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.
- E. At 9:30 p.m., absent an adopted motion to remain in session to a time certain, the Council's regular meeting shall be adjourned and action shall be continued to the next Legislative Session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the presiding Council Member.

#### Rule 2.4 SPECIAL MEETINGS

A special meeting may be called by the Council President or by passage of a motion made during a regular meeting. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 of these Rules.

#### Rule 2.5 STUDY SESSIONS

A regular study session of the City Council is held every Thursday at 11:00 a.m. for receiving information on staff matters, staff briefings, and discussion among Council Members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, no Council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 of these rules. A quorum of the Council is not necessary in order to proceed with a study session, though a quorum is required for the Council to take any action to dispose of any item. Additional study sessions may be scheduled at the discretion of the Council President or by a vote of the majority of Council Members present at a public meeting of the Council.

#### Rule 2.6 QUORUM



A quorum is four (4) or more Council Members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

## Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

- A. For purposes of these Rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these Rules. Service animals are permitted to accompany people with disabilities in City Council meetings, as well as all areas where members of the public are allowed to go.
- B. Service animals must, at all times while present in a City Council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- C. When it is not obvious what service an animal provides, City staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City Staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, City staff shall offer the person with the disability the opportunity to be present at the City Council meeting without the animal's presence.
- F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a City Council meeting.



- G. City staff shall not be required to provide care or food for a service animal at a City Council meeting.

## Rule 2.8 FUNCTIONS OF MEETING AGENDA

The agenda serves to introduce items to the Council, to establish the order of business and to give notice to the public. The notice of a special meeting is the agenda for such meeting.

## Rule 2.9 INTRODUCTION OF ITEMS

- A. Resolutions and ordinances shall only be placed on a regular legislative meeting agenda by the Council President or any Council Member, except as otherwise provided by Rule 2.18 (Suspension of Rules). No resolution or ordinance may be filed in OnBase for consideration on the legislative agenda unless it has first been presented in a committee or study session and is recommended by at least two committee members for consideration by the full Council. Items for which six (6) months have elapsed between the discussion of the item at a committee meeting and the filing of the item in OnBase should be returned to committee for an additional discussion before filing. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be filed in OnBase prior to being presented at a committee or study session with prior written permission from both the Council sponsor(s) and the Council President.
- B. Regular meeting agendas are prepared by the City Clerk in the manner and format prescribed by the City Council and consistent with administrative policies and procedures and these Rules.

## Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all Council meetings shall be consistent with these Rules and any administrative policies and procedures governing Council meetings and agenda items. In a conflict between these Rules and an administrative policy and procedure, these Rules shall control.
- B. An agenda item is submitted using the agenda sheet presented to the City Clerk and in the template provided for in the exhibit to these Rules. No agenda item, except for weekly reports of the mayor of pending claims and payments, payroll claims, and Board/Commission/Committee appointments, may be submitted to OnBase without first securing written confirmation from a Council Member that they will sponsor the item. Resolutions and Ordinances must secure two (2) Council sponsors prior to being submitted to OnBase. Items impacting a specific Council working group or subcommittee must be sponsored by a majority of the Council Members who serve on that working group or subcommittee unless permission is granted by the Council President or approved by a majority of Council Members.

- C. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Plain language shall be used to accurately describe the item with the goal of making the item easily understood by the public. The Council President or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the Council. The City Clerk and City Attorney's office staff may edit agenda items for grammatical or typographical errors.
- D. Each Council Member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

#### Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

#### Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every Council Member, Council staff, the Mayor, the City Attorney, and to all parties who have on file with the City Clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The Council shall not make final disposition of any matter not included in the notice. Notices of special meetings are prepared by the City Council Office staff and issued by the City Clerk's office.

#### Rule 2.13 THE CHAIR

- A. The Council President, or in their absence or incapacity, the Council Member selected by the Council to serve as Council President *pro tem* pursuant to SMC 03.01.120(A) (each of whom is referred to in these Rules as "the chair") shall preside over meetings of the Council and cause the business of the Council to be transacted in accordance with these rules. The presiding officer may yield the chair to another Council Member to conduct a portion of the meeting. If the Council President *pro tem* is unavailable, the Council Member with seniority of tenure on the Council shall preside.
- B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the City Council's Policy Advisor and/or an Assistant City Attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any Council Member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then the member appealing has the floor to open debate on the appeal. Upon the close of debate, the Council shall vote on the appeal.

- C. The chair may not make a motion. The chair may second a motion only if there is no other second and only for the purposes of discussion. The chair may vote as any other Council Member.
- D. The chair has the authority to recess, or adjourn and reconvene at another location, any meeting when noise, disturbance, indecorum, or other circumstances warrant a recess or adjournment to enable the Council to conduct its meeting in an appropriate manner unless a majority of the Council votes to continue the meeting in progress as is. The chair may direct any person disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. The chair will be guided by the Council's intent to support robust public participation by the public without inappropriate disruption.
- E. The chair has the authority to recess a meeting in the appropriate circumstances.

## Rule 2.14 ORDER OF BUSINESS

### A. Briefing Session.

The regular order of business in a briefing session is as follows. The meeting chair may make adjustments to the order of business as needed. In the event of a double Briefing Session, where both the Current and Advanced Agendas are to be briefed due to a meeting cancellation the previous week, the Current Agenda will generally be briefed first in order to ensure that the agenda is approved and amendments occur with time for staff to prepare for the public testimony sign in period.

1. Roll call;
2. Council or staff reports of matters of interest;
3. Staff or Council Member briefings regarding matters on the advance agenda;
4. Discussion of and any adjustments to the advance agenda for the following week's meeting;
5. Approval by motion of the advance agenda;
6. Any new background by staff or Council Members for items on the current agenda; and
7. Discussion of and any adjustments to the current agenda.

### B. Executive Session.

The business of an executive session is determined case by case within the restrictions



of the OPMA and other provisions of state law. The meeting minutes shall record the announced purpose of the executive session.

### C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Pledge of Allegiance;
2. Words of inspiration and special introductions;
3. Roll call to establish the presence of a quorum;
4. Council and committee reports;
5. Reading of proclamations and salutations;
6. Reports from Neighborhood Councils and/or other City-sponsored community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and approval of Mayoral appointments;
9. Administrative reports;
10. Open Forum;
11. Reading of consent agenda items by the Clerk;
  - a. Testimony from members of the public concerning the consent agenda;
  - b. Request(s) by an individual Council Member, if any, to consider any specific consent agenda items separately from the consent agenda;
  - c. Action on the consent agenda;
12. Reading of each agenda item by the Clerk;
  - a. Report by staff and questions to staff;
  - b. Testimony from members of the public concerning the agenda item;
  - c. Deliberation by Council, and such further dialogue with staff and

community members as Council may desire, including any motions by Council Members concerning the agenda item; and

d. Vote.

### 13. Adjournment.

- D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the Council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent the objection of a majority of the Council.
- E. All City Council appointments or Mayoral appointments which require City Council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the City Clerk, and the City Attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

## Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

- A. Members of the public may address the Council regarding the following items during the Council's legislative session: the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with Hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, special consideration items, hearing items, and other items before the City Council requiring Council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the current or advanced agendas during open forum.
- B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their city of residence as a condition of recognition. Council Members must be recognized by the chair for the purpose of obtaining the floor.
- C. Each person speaking in a public Council meeting shall verbally identify themselves by true first and last name, city of residence, and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified

and marked by the Clerk.

- E. In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language or obscene speech, physically pounding the dais or other furniture, yelling, or personal comments or verbal insults about any individual will be permitted.
- F. A speaker asserting a statement of fact may be asked by a Council Member to document and identify the sources of the factual datum being asserted.
- G. When addressing the Council, members of the public shall direct all remarks to the Council President, shall refrain from remarks directed personally to any Council Member or any other individual, and shall confine remarks to the matters that are specifically before the Council at that time.
- H. City employees may participate in public comment, including open forum, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:
  - 1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
  - 2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
  - 3. Do not use, or be perceived to use, City funds, including giving testimony during paid work time or while in uniform; or City property, including using a City-issued computer or cell phone, in giving testimony.
- I. When any person, including members of the public, City staff, and others, are addressing the Council, Council Members shall observe the same decorum and process, as the rules require among the members *inter se*. That is, a Council Member shall not engage the person addressing the Council in colloquy but shall speak only when granted the floor by the Council President. All persons and/or Council Members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, newly revised*, shall extend to all speakers before the City Council. The City Council's Director of Policy and Government Relations and/or City Attorney shall, with the assistance of Council staff, assist the Council President to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending City Council Meetings or City Council sponsored meetings shall refrain from unlawfully harassing other attendees or risk being removed and/or prohibited from attending future meetings.



## Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

- A. Members of the public can sign up to give testimony in the hour preceding the legislative session, or at the conclusion of the briefing session, whichever is later, via the virtual testimony form linked in the meeting packet or in person outside Council Chambers. Each speaker must sign themselves using their true first and last name. Members of the public who are unable to sign up during the sign up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.
- B. The City Council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in Rule 2.16(B). Public testimony shall be limited to the final Council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony shall be limited to three (3) minutes per speaker unless the time limit is adjusted by a majority vote of the Council. The chair may allow additional time if the speaker is asked to respond to questions from the Council. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the Council.
- C. No public testimony shall be taken on amendments to consent or legislative agenda items, votes to override a Mayoral veto, or solely procedural, parliamentary, or administrative matters of the Council.
- D. Public testimony will be taken on consent and legislative items that are moved to Council's regular briefing session or study session unless a majority of Council votes otherwise during the meeting in which the items are moved.
- E. For legislative or hearing items that may affect an identifiable individual, association, or group, the following procedure may be implemented at the discretion of the Council President:
  - 1. Following an assessment by the chair of factors such as complexity of the issue(s), the apparent number of people indicating a desire to testify, representation by designated spokespersons, etc., the chair shall, in the absence of objection by the majority of the Council present, impose the following procedural time limitations for taking public testimony regarding legislative matters:
    - a. There shall be up to fifteen (15) minutes for staff, board, or commission presentation of background information, if any.
    - b. The designated representative of the proponents of the issue shall speak first and may include within their presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. Up to thirty (30) minutes may be granted for the proponent's

presentation. If there be more than one designated representative, they shall allocate the allotted time between or among themselves.

- c. Following the presentation of the proponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the proponents who wishes to speak on behalf of the proponent's position.
  - d. The designated representative, if any, of the opponents of the issue shall speak following the presentation of the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same amount of time which was allotted to the proponents.
  - e. Following the presentation by the opponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the opponents who wishes to speak on behalf of the opponents' position.
  - f. Up to ten (10) minutes of rebuttal time may be granted to the designated representative for each side, the proponents speaking first, the opponents speaking second.
- 2. In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the chair shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for the designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three (3) minutes to present their position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.
  - 3. In the event there appears to be more than two groups wishing to advocate their distinct positions on a specific issue, the chair may grant the same procedural and time allowances to each group or groups, as stated previously.
  - 4. In the event that the side for which individuals wish to speak is not identified, those wishing to give testimony shall be granted three (3) minutes to present their position after all sides have made their initial presentations and before each side's rebuttal period.
- F. The time taken for staff or Council Member questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.
- G. Testimony may also be submitted by mail to City Council Office, Spokane City Hall,

808 W. Spokane Falls Blvd., Spokane, WA, 99201, by email to all Council Members, or via the Contact form on the Council's website.<sup>1</sup>

## Rule 2.17 VOTING

- A. Except where a majority plus one vote is required, (*e.g.*, Charter section 19, RCW 35.33.081), and unless otherwise provided herein, all motions, except a motion to adjourn (which passes by a majority of votes cast), to carry must receive at least four (4) affirmative votes.
- B. If a motion receives a majority of favorable votes, but less than four, and if further voting cannot produce four votes for any motion, either:
  - 1. The matter will be continued, or
  - 2. if it appears that because of disqualification or other reason the Council will not obtain four votes for any motion to dispose of the matter, it shall be declared that no action was taken, and the status quo shall prevail.
- C. Upon a tie vote, the status quo prevails and the matter upon which the vote was cast.
- D. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the Council Chambers.
- E. In all cases of voting by other than voice vote, the City Clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, it shall be sufficient for the chair to announce, and the record to reflect, whether the motion carried or failed. Regardless of method of voting, each Council Member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.
- F. A Council Member may abstain from voting on any matter before the Council if they have a direct personal or financial interest in the matter before the Council which is not held in common with other members of the Council. In order to abstain from voting, a Council Member must describe to the Council President the basis for the abstention in an open public meeting prior to the vote.

## Rule 2.18 SUSPENSION OF THE RULES

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<sup>1</sup> <https://my.spokanecity.org/citycouncil/members/>



These Rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of a majority plus one of the Council Members present at the meeting. Motions to suspend the rules must specify the general purpose of the suspension (e.g., “Motion to suspend the rules for the purpose of adding three items to the agenda”).

#### **Rule 2.19 RECONSIDERATION**

All legislative decisions of the City Council, including consent items, ordinances, resolutions, and hearing items are final, except that a Council Member on the prevailing side of a vote or who were absent for the vote may resubmit that item for reconsideration. Any Council Member may submit an ordinance or resolution to repeal or modify a prior City Council action provided they take the new item through the proper processes as laid out in these Rules.

#### **Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS**

- A. A Council Member may participate telephonically and/or virtually in all or part of a Council meeting if:
  - 1. Prior approval is given by the Council President for good cause, whose approval shall not be unreasonably withheld;
  - 2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and
  - 3. The Council Member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the Council meeting related to the topic to which the Council Member is voting on.
- B. Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately communicating with one another will negate any authorization previously given by the Council President.

### **RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS**

- A. Adjudicative hearings are quasi-judicial hearings involving named parties. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. Where procedures for appeals and hearings have been established by ordinance, the Council shall follow those procedures. If a conflict arises between the ordinance and Council rules, the ordinance shall prevail. Where there are no established procedures for an adjudicative appeal or hearing, the Council shall implement the following procedure.
- B. No person shall be allowed to discuss any matter pending hearing with any member or members of the Council except in the Council Chambers in the regular

course of a Council meeting. Each Council Member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the Council Member shall immediately make a note of the contact and shall at the beginning of the Council's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the Council Member shall as soon as possible file it with the City Clerk.

- C. When the Council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every Council Member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A Council Member shall not be briefed by anyone except in an open meeting.
- D. Council Members shall disqualify themselves from participating in a hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.
- E. Should a Council Member be aware of circumstances which might appear to disqualify them, they can either disqualify themselves or explain the circumstances before the hearing and let the rest of the Council, by majority vote, decide whether they can participate. Should the Council be aware of circumstances which might appear to disqualify a member, the Council may, by majority vote, disqualify the member. The Council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the hearing and during discussion and voting.
- F. In all adjudicatory appeals and hearings, Council Members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).
- G. Adjudicatory Appeal Hearing Procedures.

At the hearing on the appeal, the following rules apply:

1. Oral argument on appeal is limited to parties of record.
  2. Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the City Council is not deducted from the time allowed for argument.
  3. Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.
  4. No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.
  5. The City Council may not consider any new facts or evidence on appeal. The City Council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the City Council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.
  6. Supplemental documents.
    - a. The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.
    - b. Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.
    - c. The City Clerk distributes such memoranda and responsive documents to all parties to the appeal, the City Council, the City Attorney, the Planning Director, and the Hearing Examiner.
    - d. Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.
- H. The City Council may supplement these rules in a case-by-case situation in order to provide due process to all participants in a hearing.

## **RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS**



## Rule 4.1 FILING

- A. All agenda items, including ordinances and resolutions shall be filed with the Clerk by the advance agenda (Wednesday at 10:00 a.m.) deadline. Items that do not get through OnBase approvals by 4:00 p.m. on Wednesday will not be added to the draft agenda when it is released that evening and will automatically be pushed to the next available agenda. If an item is expected to be late and is emergency in nature, prior written approval must be obtained from the Council President or their designee for the item to be added to the requested agenda. Copies of ordinances and resolutions submitted by the advance agenda deadline shall be included in the Council's packet which will be made available by the second Friday preceding the meeting for which the ordinance is on the agenda. In any event, an ordinance or resolution must have been filed with the Clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the Clerk for at least three (3) business days, including the day of the Council meeting.
- B. If an ordinance or resolution has not been on file with the Clerk for at least three (3) business days, its reading shall be a reading in full. If an ordinance or formal resolution has been so pre-filed, it shall be sufficient reading to read its title or a summary.
- C. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the City Clerk, specify the committee of origin for the ordinance or resolution and the names of the Council Members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of Rules), every ordinance or resolution must be first presented in a committee before it may appear on the Council's agenda for first reading (for ordinances) or for Council consideration (for resolutions).
- D. Each ordinance or resolution which would have an impact on the fiscal condition of the City must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.

## Rule 4.2 AMENDMENT

- A. Amendment of the wording of an ordinance or resolution which appears on the current or advance Council agenda is accomplished by motion. Amendments to an ordinance or resolution should be in writing and circulated to all Council Members and the City Clerk by no later than 1:00 p.m. of the day of the meeting at which the ordinance or resolution is to be considered. Wherever practical, proposals for amendment to an ordinance or resolution should be forwarded to all Council Members by the Friday preceding the meeting at which the ordinance or

resolution is to be considered. Ordinances and resolutions which are amended by oral motion at the City Council's legislative session and not circulated in writing prior to the meeting shall be carried over to the next legislative session for Council action on the amended ordinance or resolution unless such oral amending motion is made under a suspension of the rules. Amendments and substitute versions not filed with the City Clerk at least three days before the meeting shall whenever reasonably possible be posted for public viewing on the City Council Facebook page or other similar channels so that interested members of the public may review during Council's consideration of the matter.

- B. Only the Council Members who are the sponsors of the ordinance or resolution may, jointly and absent objection, substitute a revised version of the ordinance or resolution for the one in the agenda packet between readings or between meetings when the differences between the two versions are, in the opinion of the sponsors, minor. If a Council Member objects to the substitution, then such substitution may only be accomplished by adoption of a motion of the Council. If the substituted ordinance or formal resolution makes a significant substantive change from the earlier version, the substitution shall be done only by motion of the Council.
- C. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause requires the ordinance to be deferred to allow public hearing.
- D. The two Council sponsors (or a majority of the sponsors if there are more than two) may substitute a new version of their ordinance or resolution prior to the first reading of an ordinance or the day upon which a resolution, emergency ordinance or special budget resolution will be voted upon when there was no first reading.

#### Rule 4.3      SUBJECT MATTER

The Council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the City Council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any City policy or practice.

### **RULE 5 – PROCESSING ORDINANCES**

#### Rule 5.1      PUBLICATION, SIGNATURE AND RECORDING

- A. An ordinance passed by the City Council shall, within five (5) days thereafter, be presented to the Mayor.
- B. An ordinance:
  - 1. Making the annual tax levy,

2. Adopting the original annual budget,
3. Making appropriations,
4. Implementing a local improvement district or confirming the assessments therefor,
5. Which is an emergency or special budget ordinance,
6. Which is an emergency ordinance, or
7. Which has been approved by the electors by referendum or initiative

shall become effective immediately upon passage.

- C. Ordinances signed by the Mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the Clerk for recording and publication if not already published.
- D. Ordinances not signed by the Mayor after ten (10) days will be filed with the Clerk for signature, recording and publication as necessary.

## **Rule 5.2 VETO**

If, within ten (10) days of presentment, the Mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the City Council, which shall provide a copy to the City Clerk. The City Clerk shall schedule the matter for reconsideration for the next available Council meeting, if requested by a City Council Member. If, within thirty (30) days of the Mayor's veto or partial veto, the City Council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the Council President, Council President Pro Tem, or two Council Members and filed with the City Clerk for publication and recording.

## **RULE 6 – COMMITTEES**

### **Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP**

- A. There shall be four (4) standing committees, as follows:
  1. Public Safety and Community Health;
  2. Finance and Administration;
  3. Urban Experience;



#### 4. Public Infrastructure, Environment and Sustainability.

- B. All Council Members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the Council where no legislative action shall occur.
- C. The Council President shall chair each study session, Briefing Session and Legislative Session of the City Council. All committee chairs and vice-chairs shall be determined by majority vote of the Council and shall preside over the meetings of their respective committees.
- D. The Council shall confirm the standing committee membership and leadership by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

#### Rule 6.2 COMMITTEE PROCESS

- A. The purposes of standing committee meetings are first to provide Council Members an opportunity to discuss potential legislation publicly and second to provide the city administration and city staff an opportunity to update Council Members regarding department programs, plans, and other administrative activities and future City Council administrative items, to brief the Council on future legislative agenda items, and to discuss strategic initiatives with the City administration and measuring progress of these initiatives. Legislative agenda items should be in final draft form at the committee presentation.
- B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. No public testimony is taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Upon motion of the City Council, a standing committee meeting may be conducted as a meeting of the full City Council, in which case, a special meeting notice shall be issued, and the meeting shall be conducted in a study session format. Administrative support for each committee will be provided by Council office staff.
- C. Each committee shall meet monthly at 1:15 p.m. in the Council Chambers, except where cancelled or rescheduled to a different time at the discretion of the chair, in the following order:

- 1. Public Safety and Community Health: First Monday of each month
- 2. Urban Experience: Second Monday of each month

3. Finance and Administration: Third Monday of each month
4. Public Infrastructure, Environment, and Sustainability: Fourth Monday of each month
5. If there is a fifth Monday in a month, that date is reserved for an additional study session if needed and as convened by the Council President.
6. If a committee meeting falls on a scheduled City Holiday, the meeting will be canceled unless there is an available Monday without a scheduled committee that it can be rescheduled to.

D. Committee meeting agendas are formalized under the following process:

1. Three Wednesdays prior to the scheduled committee meeting, the committee's administrative staff will circulate a request for agenda items.
2. No later than 5:00 p.m. on the Wednesday occurring 12 days before the committee meeting, suggested agenda items and briefing papers (for both consent and discussion items) are due to be submitted to the administrative staff who circulated the request for agenda items.
  - a. At that time, the briefing paper template should be filled out and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.
  - b. Agenda items that require no discussion at committee meetings (consent items) can be placed on any committee's agenda.
  - c. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.
3. By the Friday occurring 10 days before the committee meeting, the preliminary agenda, with briefing papers, is to be sent out to all Council Members for review.
4. No later than 10:00 a.m. on the Wednesday occurring 1 week before the committee meeting, Council Member requests for additional information on any agenda item are due.
5. At any time after briefing papers are submitted, the committee chair, vice chair and administrative leads should meet at least once to create and/or finalize the agenda.

6. The Wednesday at 5:00 p.m. prior to the committee meeting is the deadline for all supporting documents for briefing papers and addenda, if any, for discussion items.
7. After the final agenda is approved by the chair, the administrative staff circulates the final agenda by 5:00 p.m. on the Thursday prior to the committee meeting.
8. Any deviation from the schedule above (accepting briefing papers past the deadlines for example), must be approved by the committee chair.
9. All committee agenda items must have at least one Council Member identified as a sponsor of the item before being placed on a committee agenda. Resolutions and Ordinances being placed on the consent portion of a committee agenda must have at least two sponsors identified when submitted. If staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.

The regular order of business for committee meetings is as specified in the Agenda Template document attached as an exhibit to these Rules.

- E. Each item presented in committee must be accompanied by a briefing paper, using the Briefing Paper Template attached as an exhibit to these Rules, and any additional briefing or research documents necessary, unless waived in the particular case by the committee chair.
- F. Each ordinance or resolution must be presented by the Council sponsor or their designee in the appropriate committee which corresponds to the subject matter of the ordinance or resolution before it may be filed in OnBase for inclusion on the Council's legislative agenda. With the consent of the Council President, this requirement may be met by conducting a presentation of the item in a regular Council study session which has been noticed as a public meeting. Committee chairs may authorize the consideration of items outside the subject matter of their committee.
- G. By declaration of the chair (subject to a seconded appeal) or by motion of the Council, any matter before the Council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the Council take independent action on, any pending or contemplated adjudicated matters.

## Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of Council Members to inter-governmental committees or boards shall be made by



the Council President, subject to confirmation by a majority of the City Council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The Council President shall appoint proxies to attend meetings when the assigned Council Member is unable to attend a meeting.

#### **Rule 6.4      AD HOC COMMITTEES AND WORKING GROUPS**

Council ad hoc committees, also known as working groups, with specified functions may be established for a designated term or for a specific task or to advise the Council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Working groups shall not include more than three Council Members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

#### **Rule 6.5      BOARDS AND COMMISSIONS APPOINTMENT PROCESS**

City Council shall interview Mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a Council Member.

### **RULE 7 – MISCELLANEOUS**

#### **Rule 7.1      COUNCIL POSITION VACANCY**

- A. Upon receipt of a written notice of a vacancy or an impending vacancy of a City Council position other than that of Council President, the Council President or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the Council President set with concurrence of the Council.
- B. Upon the close of the deadline, each Council Member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the Council President a prioritized list of who they believe should be interviewed by the entire City Council.
- C. The Council President shall compile the Council Members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire City Council. Additional candidates may be selected for interviews by a majority vote of the Council.
- D. The Council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such

public meetings.

- E. Upon completion of the interviews, the Council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.
- F. The Council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.
- G. Provisions regarding the selection of a candidate for a City Council vacancy not set forth by these rules shall be determined by the City Council by motion during an open public meeting.
- H. If the Council President position becomes vacant, the City Council may elect to appoint one of the existing Council Members to fill the position of Council President without following the selection procedure set forth above. If, upon a motion of the City Council, the City Council decides to consider someone other than an existing Council Member to fill the vacant position of Council President, the City Council shall follow the selection procedure set forth above.

## Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council Members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the Council, taken in an open public meeting. Disciplinary action may be based on violation of these Rules, the City Ethics Code (SMC 01.04A), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission.

## Rule 7.3 COUNCIL STAFF

- A. Each Council Member has the sole authority to hire, direct, and discharge one legislative assistant.
- B. While all Council Members have the authority to direct a member of shared council office staff, pursuant to Charter Section 9 and SMC 02.005.030, the City Council delegates the power to hire, supervise and discharge central Council office staff to the Council President, subject to reversal by a vote of the majority of the Council Members other than the Council President.

## Rule 7.4 COUNCIL OFFICE BUDGET

- A. Any Council Member may propose to allocate funding from the approved Council office budget beyond that which is reserved for the salaries of Council Members, personal staff, and approved shared council office staff.

- B. All Council office budget allocation proposals over \$10,000 that differ from the adopted Council budget must be approved by the affirmative vote of four (4) Council Members at an open public meeting.
- C. On at least a quarterly basis, Council's Budget Manager shall make available to all Council Members a report on the status of and balances of all individual line items in the Council office budget. The Manager will also work with the Administration to pursue dashboard capability for public and Council review of all City budget line items.

#### Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

- A. New Council Members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.
- B. Orientation materials shall be generated by shared Council staff and shall consist of at least the following:
  - 1. Charter and Spokane Municipal Code overview;
  - 2. Overview of the city's budget process and statutory budget requirements;
  - 3. Overview of the Council rules of procedure and meeting process;
  - 4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.); and
  - 5. Overview of all standing and outside boards and commissions to which Council Members are appointed, including their functions, history, and composition.

#### Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

- A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of City Council Member.
- B. Unless excused by the Council President or committee chair, as applicable, Council Members must attend the following recurring engagements:
  - 1. City Council administrative and legislative sessions each Monday;
  - 2. Standing committee Meetings on Mondays as scheduled;
  - 3. Weekly study sessions, as scheduled by the Council President;



4. Ad hoc working groups as assigned;
5. Outside boards and commissions as assigned (typically between 6-9);
6. Neighborhood Council meetings from their respective Council District on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);
7. Constituent meetings as necessary;
8. Staff meetings as necessary;
9. Other Council Member meetings as necessary; and
10. Community events as time permits.

C. Notwithstanding the provisions of this Rule, nothing in these Rules preclude the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

#### Rule 7.7 CITY COUNCIL PLANNING

- A. Council shall consider annual Council Member appointment to boards, commissions, and committees by resolution no later than the 2<sup>nd</sup> meeting of each calendar year.
- B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28<sup>th</sup> of each calendar year.
- C. Council shall consider annual changes to the Council Rules by resolution no later than February 28<sup>th</sup> of each calendar year. Additional adjustments to the rules may be made by resolution.
- D. The Council President or their designee shall schedule a Council Retreat annually prior to February 28<sup>th</sup> of each calendar year. Additional retreats may be scheduled throughout the year at the Council President's discretion.

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Adopted by Resolution 2023-\_\_\_\_\_ (date)

*Exhibits:*

## Briefing Paper template

## Committee Agenda Sheet

### \*Select Committee Name\*

|  |  |
|--|--|
| <b>Submitting Department</b>   |  |
| <b>Contact Name</b>  |  |
| <b>Contact Email &amp; Phone</b>   |  |
| <b>Council Sponsor(s)</b>  |  |
| <b>Select Agenda Item Type</b>   | <input type="checkbox"/> Consent <input type="checkbox"/> Discussion     Time Requested: |
| <b>Agenda Item Name</b>  |  |
| <b>Summary (Background)</b><br><br>*use the Fiscal Impact box below for relevant financial information   |  |
| <b>Proposed Council Action</b>   |  |
| <b>Fiscal Impact</b><br>Total Cost: <a href="#">Click or tap here to enter text.</a><br>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br><br>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring<br>Specify funding source: <a href="#">Click or tap here to enter text.</a><br><br>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring<br><br>Other budget impacts: (revenue generating, match requirements, etc.) |  |
| <b>Operations Impacts (If N/A, please give a brief description as to why)</b>  |  |
| What impacts would the proposal have on historically excluded communities?   |  |
| How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?   |  |
| How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?  |  |
| Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?   |  |



**Certificate Of Completion**

Envelope Id: 8D3BE484B792410696CF2B80298FA4E8

Status: Completed

Subject: Please Sign: RES 2023-0003 Adopting amendments to the Council Rules for 2023

Source Envelope:

Document Pages: 34

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Melanie Coe

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopel Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

mcoe@spokanecity.org

IP Address: 155.190.3.8

**Record Tracking**

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Terri L. Pfister



Sent: 1/10/2023 11:48:43 AM

tpfister@spokanecity.org

Viewed: 1/10/2023 12:10:44 PM

City Clerk

Signed: 1/10/2023 12:11:30 PM

City of Spokane

Signature Adoption: Uploaded Signature Image

Security Level: Email, Account Authentication (None)

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Michael J. Piccolo



Sent: 1/10/2023 12:11:32 PM

mpiccolo@spokanecity.org

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Assistant City Attorney

Signed: 1/10/2023 12:12:09 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 155.190.3.6

**Electronic Record and Signature Disclosure:**

Accepted: 1/10/2023 12:12:02 PM

ID: be93cec7-cfef-47df-98fa-9c204e86ffa6

Terri L. Pfister



Sent: 1/10/2023 12:12:11 PM

tpfister@spokanecity.org

Viewed: 1/10/2023 1:43:20 PM

City Clerk

Signed: 1/10/2023 1:43:29 PM

City of Spokane



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| Envelope Sent                              | Hashed/Encrypted | 1/10/2023 11:48:43 AM |
| Certified Delivered                        | Security Checked | 1/10/2023 1:43:20 PM  |
| Signing Complete                           | Security Checked | 1/10/2023 1:43:29 PM  |
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|                            |   |
|----------------------------|---|
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| Screen Resolution:         | 800 x 600 minimum   |
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