CITY OF MILTON
RESOLUTION NO. 19-1916

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF MILTON, WASHINGTON; ESTABLISHING A PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS, PROCEEDINGS AND BUSINESS; AND REPEALING RESOLUTION NO. 08-1752, APPROVED SEPTEMBER 15, 2008.

THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Repeal of Resolution. The Milton City Council hereby repeals Resolution No. 08-1752, approved September 15, 2008.

Section 2. Authority.

2.1 The Milton City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended, or new procedures are adopted in the manner provided by these rules.

Section 3. Types of Council Meetings.

3.1 Regular. A formal meeting for the purpose of conducting official City business. This includes, but is not limited to, citizen comments, public hearings, presentations, the adoption of ordinances, resolutions, contracts and agreements, and budgets.

a. Council's regular meetings will be held the first and third Monday of each month in the Council Chambers at City Hall and will begin at 7:00 p.m. and end at 9:00 p.m. unless a majority of council votes to extend the meeting.

b. If possible, only one or two major topics (defined as issues of high interest or controversial, or those which would take an extraordinary amount of the City Council meeting) will be scheduled per meeting.

3.2 Study Session. An informal meeting for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects, reviewing agenda calendars, and receiving other similar information. All discussions and conclusions thereof shall be informal.

a. Council study sessions will be held the second Monday of each month in the Council Chambers at City Hall and will begin at ~~5:30~~ 7:00 p.m. and be

limited to ~~three (3)~~ two (2) hours in length unless a majority of council votes to extend the meeting. A second study session may be scheduled on an as needed basis.

b. No final action may be taken at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.

c. A special study session may be called by the Mayor or by a majority of the members of the City Council.

3.3 If any Monday on which a meeting is scheduled falls on a legal holiday, the regular meeting or study session shall be held on the next business day at the same time and place.

3.4 Special. Any Council meeting other than the regular Council meeting, which has been called for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. A special Council meeting may be scheduled by the Mayor or by a majority of the members of the City Council.

3.5 Emergency. A special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, by reason of fire, flood, earthquake or other emergency, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided under RCW 42.30.070. The minutes will indicate the reason for the emergency.

3.6 Executive Session. A Council meeting that is closed except to the Council, City Administrator, Mayor, City Attorney, authorized staff members, and/or consultants authorized by the City Administrator or Mayor. The public is restricted from attendance. Executive Sessions may be held during regular or special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session topics are limited to considering matters relating to the sale or acquisition of real property, publicly bid contract performance, complaints or charges against public officers or employees, personnel matters, labor negotiations, litigation, and other matters authorized by RCW 42.30.110 or RCW 42.30.140.

a. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time the session will be concluded. Should the session require more time, a public announcement shall be made, extending the meeting for a time certain.

b. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene for taking action.

3.7 The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, along with summaries of Council action and committee activities, and will be entered into a minute book constituting the official record of the Council.

Section 4. Order of Regular Council Meeting Agenda

4.1 Call to Order. The Mayor calls the meeting to order.

4.2 Pledge of Allegiance. The Mayor, and at times invited guests, will lead the flag salute.

4.3 Roll Call. ~~The City Clerk shall call the roll and the~~ Mayor shall indicate any Councilmember who is not in attendance and whether the Councilmember has an excused absence. Councilmembers may make a motion to excuse absent Councilmembers.

4.4 Consent Agenda. Consent Agenda items are considered to be routine and non-controversial and are approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, business claims, approval of payment of contracts, bid awards, and previously authorized agreements. Any Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is considered for action without that item. After the Consent Agenda has been considered, the item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to Council Committee or to another meeting.

4.5 Citizen Comments. Members of the audience may comment on items relating to any matter ~~that is not on the agenda~~. Comments may be limited to three (3) minutes at the discretion of the Mayor. A "citizen comment sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to address the Council. Citizens may also comment on individual agenda items during any regularly scheduled Council meeting prior to the Council's deliberation and placement of the item on the table for Council action. These agenda items include, but are not limited to, ordinances, resolutions, and Council business issues. These comment times are ~~in addition to the Citizen Comment time.~~limited to three minutes.

4.6 Proclamation/Presentations. A proclamation is defined as an official declaration made by either the Mayor or City Council. Other special presentations by citizen groups or outside agencies that make requests to present information on issues of interest to the City may also be scheduled at this time.

4.7 Public Hearings. Public Hearings are held to receive public comment on important issues and/or issues requiring a public hearing by state statute or City of

Milton ordinances. The Mayor will state the public hearing procedures at the beginning of the public hearing. A "public hearing sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to give testimony. Citizens wishing to give testimony will follow the same procedure as for "Citizen Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.

4.8 Agenda Bills. Agenda bills are the forms used for submitting issues to the Council for action. The agenda bill will include the subject matter (title for agenda), ~~clearances~~, action required, budget information (if applicable), summary statement, and recommended motion. The Council may use the agenda bill "recommended motion" language for making a motion. The City Clerk will be responsible for assigning a number to the agenda bill.

a. Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five (5) days after publication in the City's official newspaper pursuant to RCW 35A.12.160.

b. Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

4.9 Executive Session. An Executive Session held before, during, or after a Council meeting is a discussion that is closed to the public and attended only by the Council, City Administrator, Mayor, City staff, and/or consultants authorized by the City Administrator or Mayor. The Executive Session will be announced by the Mayor for a time certain. At the conclusion of the Executive Session, if appropriate, the Council may reconvene to act or adjourn.

4.10 Announcements/Reports. Announcements and reports made by the Mayor, Councilmembers, City Administrator and Department Directors.

a. The Mayor makes announcements of upcoming meetings and events, and reports on meetings and events in which he/she has participated.

b. Councilmembers make announcements of upcoming meetings and events and report on Council Committee meetings, and other meetings and events in which they have participated.

c. Staff reports are made to the Council by the City Administrator and Department Directors on issues of interest to the Council which do not require Council action.

4.11 Mayor/Council Comments. Comments made by the Mayor and Councilmembers on various issues and/or activities of interest.

4.12 Adjournment. The Mayor shall adjourn the Council meeting. upon proper motion and approval by the Council.

Section 5. Agenda Preparation

5.1 The City Clerk will prepare an agenda packet for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Administrator or Mayor.

5.2 Agenda items will be completed by the appropriate department staff and submitted to the City Clerk for finalizing by ~~5:00 p.m. on the Wednesday~~ 12:00 p.m. the Tuesday prior to the following Monday Council meeting. The "agenda bill" form will be used for all items submitted for a regular or special Council meeting agenda. Items submitted for a study session agenda will include a cover memo briefly explaining the issue being discussed. Agenda packets will be ready for distribution to the Council by ~~4:00~~ 5:00 p.m. Thursday prior to the following Monday's Council meeting.

5.3 An item may be placed on a Council meeting agenda by any of the following: 1) the Mayor; 2) the City Administrator, or 3) any two or more Councilmembers. The City Administrator and staff will ensure Councilmembers are provided enough information to make decisions.

5.4 Any item may be placed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the Mayor, City Administrator, or a Councilmember with an explanation of the necessity and a majority vote of the Council.

5.5 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

5.6 The City Clerk will prepare and keep current a calendar of agenda items for all Council regular and special meetings and study sessions. The City Clerk will also prepare and keep current a calendar of all Mayor and Council meetings ~~and meetings of the Boards and Commissions of the City of Milton.~~

5.7 The City Clerk will endeavor to schedule enough time between public hearings and other scheduled items, so the public is not kept waiting an excessive amount of time and so the Council will have enough time to hear testimony and to deliberate matters among themselves.

5.8 Legally required and advertised public hearings will have a higher priority over other scheduled agenda items which have been scheduled by convenience rather than for statutory or other legal reasons.

5.9 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

Section 6. Council Discussion

6.1 Robert's Rules of Order. On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in the current edition of *Robert's Rules of Order* shall serve as a guide.

Section 7. Comments, Concerns and Testimony to Council

7.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes.

All remarks will be addressed to the Council as a whole. Any person making impertinent or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

7.2 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

7.3 Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the City Administrator or Mayor or ask that the matter be placed on a future City Council meeting or Council Committee meeting agenda with the appropriate background information.

Section 8. Motions/Voting

8.1 If a motion does not receive a second, it dies. Motions that do not need a second include nominations, withdrawal of a motion, agenda order, request for a roll call vote, and point of order.

8.2 A motion that receives a tie vote is deemed to have failed.

8.3 Motions shall be clear and concise and not include arguments for the motion within the motion.

8.4 After a motion and a second, the Mayor will state the names of the Councilmembers making the motion and second.

8.5 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.

8.6 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote. Further citizen comments may be heard when there is a motion and a second on the floor only upon approval by a majority of the Council.

8.7 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.

8.8 A motion to table is not debatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue. If an item is tabled, it **cannot be** reconsidered at the same meeting.

8.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered later at the same meeting or at a time certain at a future regular or special City Council meeting.

8.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to reconsider received an affirmative vote.

8.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.

8.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting language in the motion.

8.13 A "friendly" motion to amend the original motion may be authorized only by the acceptance of the maker and the second of the original motion.

8.14 The motion maker, Mayor, or City Clerk shall repeat the motion prior to voting.

8.15 Each member present shall vote on all questions put to the Council except on matters in which he/she has been disqualified for a conflict of interest or under the appearance of fairness doctrine.

8.16 A councilmember must be present at a Council meeting to vote on any ordinance, resolution, contract, issue or order of business of the Council. No member shall be allowed to vote if they are not present at the Council meeting.

8.17 Any Councilmember present who fails to state his/her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining Councilmember still creates a quorum. If an action, however, requires a favorable vote by a majority of the whole membership, an abstaining vote shall be counted separately.

8.18 In situations where an abstaining Councilmember may need to abstain from voting because of possible violation of the appearance of fairness doctrine, the challenged Councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he/she publicly discloses the basis for disqualification prior to rendering a decision.

8.19 The City Clerk shall, in random rotation, take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law. No Councilmember shall pass when called upon during the roll call vote.

8.20 At the conclusion of any vote, the Mayor shall inform the Council of the results of the vote. The City Clerk may confirm the results.

8.21 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be in order except at the following regular meeting.

8.22 All cases not provided for in these policies and procedures shall be guided by the current edition of *Roberts Rules of Order*. In the event of a conflict, these Council policies and procedures shall prevail.

Section 9. Ordinances

9.1 All ordinances shall be reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by the City Administrator, Mayor, City Attorney, City staff, Council Committee, or a majority vote of the Council.

9.2 Ordinances will be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda.

9.3 The Mayor or City Clerk shall read the title of the ordinance prior to voting.

9.4 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.

9.5 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.

9.6 An ordinance becomes effective five (5) calendar days after the publication of the ordinance or ordinance summary unless otherwise specified.

9.7 Ordinances shall reflect the date of first reading, date of adoption, date of publication, and effective date.

9.8 There shall be one reading of an ordinance prior to any action and adoption by the Council, unless a second reading is required by state statute, city code or on matters pertaining to: a) land use regulations; b) imposing taxes, fees, charges, penalties, assessments; c) comprehensive plans, and d) budgets and levies.

Section 10. Mayor and Mayor Pro Tempore

10.1 The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore shall act in that capacity. If both the Mayor and Mayor Pro Tempore are absent, the Councilmembers present shall elect one of their members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tempore.

10.2 The Presiding Officer ~~shall~~ will:

a. Preserve order and decorum in the Council Chambers.

b. Observe and enforce all policies and procedures adopted by the Council.

c. Decide all questions on order, in accordance with these policies and procedures, subject to appeal by any Councilmember.

d. Change order of council meeting agenda

e. Recognize Councilmembers in the order in which they request the floor.

10.3 Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including *Robert's Rules of Order*, to the contrary, any member of the Council shall have the right and privilege to challenge any ruling of any kind made by the presiding officer at any Council meeting, in which case the approval or disapproval of the ruling of the chair shall immediately and without debate or comment be put to a vote of the Council, and the decision of the majority of the members of the Council then present, shall prevail.

Section 11. Council Relations with Staff

11.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.

11.2 City staff shall acknowledge the Council as policymakers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.

11.3 Councilmembers shall not attempt to influence City staff in the selection or retention of personnel, awarding of contracts, election of consultants, processing of development applications, or granting of City licenses or permits.

11.4 Councilmembers shall not attempt to interfere with the administration or internal operation and practices of any City department.

11.5 To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives.

11.6 The City Clerk shall not open mail addressed to individual Councilmembers.

11.7 No Councilmember shall direct the City Administrator or staff to initiate any action or prepare any report that is a priority or requires significant resources or initiate any project or study without the consent of a majority of the Council.

11.8 Individual requests for information can be made directly to the Department Director unless otherwise determined by the City Administrator or Mayor. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Administrator or Mayor.

Section 12. Council Meeting Staffing

12.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Administrator has an excused absence, a designated Acting City Administrator, shall attend the meeting.

12.2 The City Attorney shall only attend those regular Council meetings as requested by the City Administrator, Mayor or majority of Councilmembers and shall, upon request, give an opinion, either written or oral, on legal questions.

The City Clerk shall act as the Council's parliamentarian. An Acting City Clerk shall attend meetings when the City Clerk is absent.

12.3 The City Clerk, or designee, shall attend regular and special meetings of the Council and keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting. The City Clerk need not attend Council study or work sessions, although the City Clerk shall ensure that these sessions are recorded, and final minutes prepared.

Section 13. Councilmember Attendance at Meetings

13.1 Councilmembers will inform the City Administrator, Mayor or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting.

Any Councilmember who has three consecutive unexcused absences from regular council meetings shall be subject to removal from office.

Section 14. Media Representation at Council Meetings

14.1 All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

Section 15. Council Representation

15.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clearly states these statements do not represent the Council's position.

15.2 Individual Councilmembers shall refrain from preparing any written document or publication that represents or appears as an official City document or communication coming from the City Council.

Section 16. Confidentiality

16.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive session to ensure that the City's position is not compromised. Confidentiality also includes information provided

to Councilmembers outside of executive session when the information is exempt from disclosure under exemptions set forth in the Revised Code of Washington.

16.2 If the Council, in executive session, has given direction to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney or City staff designated by the City Administrator or Mayor, Councilmembers should review such potential discussion with the City Administrator or Mayor. Any Councilmember having any such contact or discussion shall make full disclosure to the City Administrator, Mayor, and/or the City Council in a timely manner.

Section 17. Conflict of Interest

17.1 City Councilmembers and Mayor shall not, either directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source for any matter connected with or related to services as a Councilmember or Mayor.

17.2 City Councilmembers and Mayor shall excuse themselves from consideration of any proceeding in which they have a direct or indirect interest. Examples of such interest include a Councilmember or Mayor as an applicant or property owner for a permit, a Councilmember or Mayor as a partner in a corporation or partnership involved in a permit or property ownership with a parcel subject to a land use permit, involvement as tenant, or resident in a structure subject to a land use permit. If such conflict exists, the affected Councilmember or Mayor shall excuse themselves and leave the Council Chambers prior to any briefing, hearing, discussion or other consideration of the issue.

Section 18. Quasi-judicial Hearing

18.1 The appearance of fairness doctrine applies to quasi-judicial hearings, not legislative hearing. Council decision on a quasi-judicial matter shall be based on and supported by the "record" in that matter. The "record" consists of all testimony or comments presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearing will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Those who desire to comment or testify before the Council at the hearing shall be sworn in prior to presenting comments or testimony. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory

timelines. Comments from the audience are not permitted during open meeting deliberations.

18.2 Appearance of Fairness: Prior to the start of a quasi-judicial public hearing, the chair will ask if any councilmember has an appearance of fairness doctrine concern, which could prohibit the councilmember from participating in the public hearing process. A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure. A councilmember who has stepped down shall not participate in the council decision or vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

18.3 Comments in violation of the appearance of fairness doctrine: The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council, boards, agency or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear the public hearing on the matter and present their comments.

Section 19. Public Records

19.1 Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether a document is a public record or if it is required to be retained should be referred to the City Clerk or City Attorney.

Section 20. Mayor Pro Tempore Selection Process

20.1 The Mayor Pro Tempore shall be elected to a one (1) year term at the first Regular Council meeting in January of each year. The Mayor shall conduct the election for the Mayor Pro Tempore.

Section 21. City Council Committees

21.1 The following City Council Committees are hereby formed:

a. Staff/Finance

b. Public Works/Community Development/Public Safety

c. Ad-hoc Committees, as necessary

21.2 Each committee shall have a membership of three (3) Councilmembers with one of the Councilmembers serving as Chair.

21.3 The City Council shall appoint the member to each Council Committee. The Committee Chair shall be appointed by the members of the Committee.

21.4 Membership of each Committee shall be for a one (1) year term and reviewed annually. Membership will be determined by deliberation of the full Council arrival at consensus or by majority vote.

21.5 Committee Work Programs and Agendas

a. The Council Committee shall, with staff support, study issues and make recommendations to the full Council for action. The Committee shall not have the authority to restrict items from moving forward to Council meetings.

~~b. Committee Agendas. Committee Agendas shall generally be prepared at least two (2) days in advance by the Committee staff in coordination with the Committee chair and in consultation with the City Administrator or Mayor. If staff determines two (2) days in advance of the Committee meeting that there is a lack of Committee business, the meeting shall automatically be cancelled, and notification of such cancellation shall be properly posted. Staff will provide a copy of the Committee agenda to all Councilmembers~~.

~~c.~~b. Committee Chairs shall work with the department director(s) and/or City Administrator by being a key communication link between the Council Committee and administration on emerging issues and status of city business activities. Committee Chairs shall provide reports on Committee issues to the full Council on a regular basis.

Section 22. Appointments to Regional Organizations

22.1 Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: 1) the regional committee may request recommendations for ultimate appointment by the regional committee; or 2) the City may make direct appointment to a regional committee when asked to do so by that body.

a. Any Councilmember may express an interest in a subject and interest in serving on a particular regional body.

b. Council Committee membership shall not limit a Councilmember's interest in serving on a particular regional body.

c. When a regional body requests membership recommendation where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest in appointment. All names shall be submitted by the Mayor to the regional body which will then make the appointment(s) subject to confirmation by the Council.

d. When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Mayor or Councilmember receiving a majority vote will represent the City on that regional body.

e. Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.

22.2 When the Mayor and/or Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternative voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

Section 23. Suspension and Amendment of Rules

23.1 Any provision of these rules not governed by State law or ordinance may be suspended by a majority vote of the Council.

23.2 Amendments to Rules. Amendments to these rules shall be made by resolution of the Council, which must be laid over at least one week, and may then be made by a majority vote of the membership of the City Council. After such proposed amendments have been laid over for one week, they may be amended, added to, or deleted, and adopted at the same or a subsequent session of the Council.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 4th day of February 2019.

Shanna Styron Sherrell, Mayor

Attest:

Trisha Summers, City Clerk