



WASHOUGAL CITY COUNCIL

RULES OF PROCEDURE

Adopted by:

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Washougal City Council
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Resolution 1158

November 19, 2018

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Resolution 1162

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Resolution 1169

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City Council Rules of Procedure

1. General Rules

1.1 Meetings to be Public: All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). The journal of proceedings shall be open to public inspection.

1.2 Quorum: Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.3 Attendance, Excused Absences: RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the City Manager the City Clerk, Deputy City Clerk, or another serving Councilmember prior to the meeting and state the reason for his/her inability to attend the meeting. The contacted individual shall convey the message to the Chair. The Chair shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the members. For good cause, the Council may excuse the absent member upon passage of such motion by a majority of Councilmember present, the absent member shall be considered excused and the Recorder will make an appropriate notation in the minutes. If the motion is not passed, the Recorder will note in the minutes that the absence is unexcused.

1.4 Electronic Attendance: Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone, video or the latest technology is contained here.

1.4.1 Procedure:

1.4.1.1 At least 24 hours prior to the starting of a meeting, the Councilmember must advise the City Clerk of the desire to attend via an electronic source to allow for preparation of the technology necessary to have them attend electronically.

1.4.1.2 The Councilmember attending electronically must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The audio components should be audible to all persons in the meeting room.

1.4.1.3 When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:

- a. "Councilmember _____ is attending via (STATE THE TECHNOLOGY) for Agenda Item No. _____, relating to _____."
- b. "Councilmember _____, can you (see and hear me?" (There must then be a clearly audible response in the affirmative)

- c. "Can the Council and City Clerk (see and) hear Councilmember _____?"
- d. Upon Conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."

Each agenda item being attended electronically shall be introduced and acknowledged in the same manner as set forth above.

After all agenda items being attended electronically have been concluded, the Presiding Officer should state for the record:

- a. "Councilmember _____, thank you for your attendance via (STATE TECHNOLOGY USED). The remote connection will now be terminated."
- b. "Let the record reflect Councilmember _____'s attendance via (STATE TECHNOLOGY USED) has been terminated."

1.5 Journal of Proceedings: A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered into an appropriate medium constituting the official record of the Council.

1.6 Right of Floor: Any member desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered.

1.7 Rules of Order: Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

2.1 Regular Council Meetings: The Council shall meet on the second and fourth Monday of each month at 7:00 p.m. In November and December, the Council shall meet additionally on the first, second and third Monday at 7:00 pm. When the third November meeting falls on the Monday of Thanksgiving week, the meeting shall be held on the fourth Monday in November. When a Council meeting falls on a holiday, the Council shall meet on the next succeeding day at 7:00 p.m. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be Council Chambers at City Hall, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public.

2.2 Special Meetings: The Mayor or any four (4) members of the Council may call special meetings. Councilmembers calling a special meeting must do so on an individual basis. Councilmembers may call for a special meeting by providing notice to the City Clerk orally, in writing delivered in person, by telephone, by regular mail, by e-mail, or fax. If by e-mail, it should be sent from the Councilmember's e-mail address. If by fax, it should be sent from the Councilmember's fax. Upon notice of a call for a special meeting the City Clerk shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The City Clerk shall attempt to notify each member of the Council,

either by telephone or otherwise, of the special meeting. Public notice shall be as provided in RCW 42.30.080. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice. The order of business for a special meeting shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

- (1) Invocation
- (2) Call to Order
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Correspondence (limited to topic of special meeting)
 - (6) Public Comments (limited to topic of special meeting, See Appendix A-Tips for Talking with the Council)
- (7) New Business (limited to topic of special meeting)
 - (8) Public Comments (limited to topic of special meeting, See Appendix A-Tips for Talking with the Council)
- (9) Reports and Communications (limited to topic of special meeting)
 - a. City Manager
 - b. Mayor
 - c. City Council
- (10) Executive Session (as needed, limited to topic of special meeting)
- (11) Adjournment

2.3 Continued and Adjourned Sessions: Any session of the Council may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

2.4 Workshops: The Council shall meet informally in workshops (open to the public) twice a month on the second and fourth Mondays of the month to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council. No specific order of agenda is prescribed for the informal workshops except that opportunity for public comments shall be provided both prior to and after Council discussion. Workshops shall start at 5:00 p.m. and adjourn at 6:30 pm. In November and December, the Council shall meet additionally in workshop on the first, second and third Monday at 5:00 pm. When the third November workshop falls on the Monday of Thanksgiving week, the workshop shall be held on the fourth Monday in November. When a workshop falls on a holiday, the workshop shall be held on the next succeeding day at 5:00 p.m. Workshops will be held in the City Hall Council chambers unless otherwise posted. Workshops held by the Council are “special meetings” of the Council and the notice required by RCW 42.30.080 must be provided.

2.5 Executive Sessions: Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act (Chapter 42.30 RCW). Among the topics that may be discussed are: (1) consideration of acquisition of property for public purposes or sale of city-owned property; (2) potential or pending litigation in which the city has an interest, as provided in the Revised Code of Washington; and (3) labor negotiations. The Council may hold an executive session during a regular or special meeting. Before

convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a stated later time by the announcement of the Chair.

2.6 Attendance of Media at Council Meetings: All official meetings of the Council and its 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 meetings.

2.7 Meeting Cancellation: The Mayor may cancel a regularly scheduled Council meeting or workshop, provided that Council meets at least once per month, as provided by RCW 35A.12.110 - Council Meetings. Notice of the cancellation shall be provided to the Council and the public at least six (6) days prior to the regularly scheduled meeting or workshop time, or at least forty-eight (48) hours prior, in the event of a cancellation due to a lack of quorum. Three Councilmembers may overrule a meeting or workshop cancellation by individually providing notice to the City Clerk orally, in writing delivered in person, by telephone, by regular mail, by e-mail, or fax. If by e-mail it should be sent from the Councilmember's e-mail address. If by fax, it should be sent from the Councilmember's fax. Such notice must be received by the City Clerk at least four (4) days prior to the regularly scheduled meeting or workshop time. The City Clerk shall provide at least seventy-two (72) hours notice to the Council and the public that the regularly scheduled meeting or workshop will be convened. In the event that the Mayor determines that a previously cancelled regularly scheduled meeting or workshop should be convened, notice shall be provided to the Council and the public at least seventy-two (72) hours prior to the regularly scheduled meeting or workshop. Council may, by its action at a regularly scheduled meeting, overrule a meeting or workshop cancellation. The City Clerk shall provide at least seventy-two (72) hours notice to the Council and the public that the regularly scheduled meeting or workshop will be convened.

3. Chair and Duties

3.1 Chair: The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and Mayor Pro-Tem, a Councilmember shall preside, in order of seniority.

3.2 Call to Order: The meetings of the Council shall be called to order by the Mayor or, in his absence, by the Mayor Pro-Tem. In the absence of both the Mayor and Mayor Pro-Tem, the meeting shall be called to order by the City Clerk or Clerk's designee for the election of a temporary Chair.

3.3 Preservation of Order: The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

3.4 Points of Order: The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be “Shall the decision of the Chair be sustained?”

3.5 Questions to be Stated: The Chair shall state all questions submitted for a vote and announce the result.

3.6 Mayor Duties: The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

4. Orders of Business and Agenda

4.1 Order of Business: The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

- (1) Invocation
- (2) Call to Order
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Amendments to the Agenda
- (6) Correspondence/Proclamations
- (7) Public Comments (see Appendix A-Tips for Talking with the Council)
- (8) Consent Agenda
- (9) Other Business (Public Hearings, Old Business, New Business)
- (10) Public Comments (see Appendix A-Tips for Talking with the Council)
- (11) Report and Communications
 - A. City Manager
 - B. Mayor
 - C. City Council
- (12) Executive Session (as needed)
- (13) Adjournment

The Consent Agenda may contain items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, claims, budget amendments, bid awards, professional services agreements, routine resolutions, park use requests, and any item previously approved by Council with a unanimous vote and which is being submitted to Council for final approval. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember or any person attending a Council meeting with Council approval. The removed items will be discussed and considered immediately following the Council’s action regarding the consent agenda. The Councilmember who requested the item to be removed will initiate the discussion.

4.2 Council Agenda: The City Manager or designee shall prepare the agenda for Council meetings. Subject to the Council’s right to amend the agenda, no

legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety, or welfare).

4.3 Mayor, City Manager and Councilmember Comments and Concerns: The agenda shall provide a time when the Mayor, City Manager or any Councilmember may bring before the Council any business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda, but formal action on such matters may be deferred until a subsequent Council meeting, except that immediate action may be taken upon a vote of a majority of all members of the Council. There shall be no lectures, speeches, or grandstanding.

5. Consensus and Motions

5.1 Consensus Votes: When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Councilmember will vote by saying "aye" or "nay."

5.2 Motions: No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Councilmember, the Recorder shall read it before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

5.3 Votes on Motions: Unless abstaining, 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. Such member shall disqualify himself/herself prior to any discussion of the matter and shall leave the Council Chambers. When disqualification of a member or members results or would result in the inability of Council at a subsequent meeting to act on a matter on which it is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

5.4 Motions to Reconsider: A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

6. Public Hearing Procedures

6.1 Speaker Sign-In: Prior to the start of a public hearing, the Chair may require that all persons wishing to be heard sign in with the Recorder, giving their name and whether they wish to speak as a proponent, opponent, or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. (Suggested time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group.) The Chair may

change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).

6.2 Conflict of Interest/Appearance of Fairness: Prior to the start of a public hearing, the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.

6.3 The Public Hearing Process: The Chair introduces the agenda item, opens the public hearing, and announces the following Rules of Order:

- (1) All comments by proponents, opponents, or other members of the public shall be made from the podium; any individuals making comments shall first give their name and address.
- (2) No comments shall be made from any other location. Anyone making “out of order” comments shall be subject to removal from the meeting.
- (3) There will be no demonstrations during or at the conclusion of anyone’s presentation.
- (4) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

* The Chair calls upon city staff to describe the matter under consideration.

* The Chair calls upon proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration.

* The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers, or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

* The Chair continues the public hearing to a time specific or closes the public hearing.

7. Duties and Privileges of Citizens

7.1 Meeting Participation: Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember, or staff member. Further, it will be expected that all speakers will deliver their comments in a

courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting.

- 7.2** Under agenda item “Public Comments” citizens may address any City item they wish to discuss with the ~~Mayor and~~ Council. They shall first obtain recognition by the Chair, state their name, address, and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

Manner of Addressing the Council – Time Limit: Each person addressing the ~~Mayor or~~ Council shall step up to the podium, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit his/her remarks to three (3) minutes. Agenda item “Public Comments” shall be limited to a total of thirty (30) minutes unless additional time or less time is agreed upon by the Council (dependent upon the length of the Council agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council, and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers or staff except through the Chair. (See Appendix A for Tips for Talking with the Council.) The Council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council Committee, or do not consider).

- 7.3 Personal and Slanderous Remarks:** Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair or Presiding Officer.
- 7.4 Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city’s business or over which the Council had control at any time. The written communication may be submitted by direct mail, electronic mail or by addressing the communication to the City Clerk who will distribute copies to the Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the Council.
- 7.5 Comments in Violation of the Appearance of Fairness Doctrine:** The Chair or Attorney may rule out of order any comments made with respect to a quasi-judicial matter pending before the Council or its boards or commissions. Such comments should be made only at the hearing on a specific 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 at the public hearing on the matter and present their **comments**.
- 7.6 “Out of Order” Comments:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper

comments. The refusal of an individual to desist from inappropriate, slanderous, or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the Council Chambers.

These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

8. Filling Council Vacancies and Selecting Mayor Pro Tem

8.1 Notice of Vacancy: If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070 and in these rules. In order to fill the vacancy with the most qualified person available until an election is held, the Council, through the City Clerk's office, will widely distribute and publish a notice of vacancy and the procedure and deadline for applying for the position for a minimum of three weeks. The notice of vacancy may be distributed upon receipt by the City Clerk of a notice of resignation.

8.2 Application Procedure: The Council, through the City Clerk, will request application packets from qualified candidates. The application packet is attached to these rules and is adopted. The packet may be amended by the Council as deemed necessary. The application packet will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember. The City Clerk shall determine the application timeframe, interview date, and selection date to facilitate the expeditious filling of a vacancy. The interviews and selection may occur at the same meeting. After the application closing date, the City Clerk will issue a press release including the names of the candidates who submitted an application packet.

8.3 Interview Process: All candidates who qualify by statute and submit a complete application packet by the deadline are eligible to be interviewed by the Council during a regular or special Council meeting open to the public. The City Clerk shall establish an interview timing process to ensure that the candidates can be interviewed in a timely manner at one meeting. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, candidates will be asked to remain outside the Council Chambers while other candidates are being interviewed. Candidates will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Since this is not a campaign, comments and responses about other candidates will not be allowed.

8.4 Selection of Councilmember: Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the candidates; however, all interviews and votes taken by the Council shall be in open public session. The new councilmember shall be chosen according to a weighted positional balloting process, unless another method is selected by the Council. Each Councilmember will complete a ballot listing their top two candidates in order of preference. A candidate will receive 10 points for a first position and 5 points for a second position. A councilmember may choose to list only one candidate. The two candidates with the highest point totals will move forward to a simple final ballot process. The Council may ask additional questions of the final two candidates. In the event of a tie between more than two candidates

for the highest point total, a new round of weighted positional balloting will occur for the tied candidates until there are two candidates with the highest point total, who will then move to the simple final ballot process. In the event of a tie between two or more candidates for the second highest point total, when another single candidate has the highest point total, the second place candidates will be placed on a new ballot and the weighted positional balloting process will proceed until a single second place candidate is determined. Then, this second place candidate and the highest point total candidate will move forward to the simple final ballot process. At any time during the voting process, the City Council may postpone voting until a date certain or regular meeting if a majority has not been received. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the candidate qualifications. The Mayor shall declare the candidate receiving the majority vote in the simple final ballot process as the new Councilmember, who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled meeting of the Council.

8.5 Selecting Mayor Pro Tem: The Mayor Pro Tem will be selected by the Councilmembers.

9. Creation of Committees, Boards, and Commissions

9.1 Standing committees. The Council establishes five standing Council committees each consisting of three or four (while there are eight council positions) members of Council appointed by Council pursuant to this section. The five committees are “administrative”, “public safety”; “finance and personnel”; “public works”; and “community development.”

9.2 Appointment committee. The Council establishes the “appointment committee” which shall consist of the then ~~elected~~ appointed Mayor and two individual Councilmembers selected by the council at a regular meeting in November (after council elections in a council election year) or in December of each year. The term of each Councilmember appointed to this appointment committee shall be for a period of 12 months unless reappointed by the City Council. The “appointment committee” shall make and forward recommendations for appointments pursuant to this section to council for its consideration. The “appointment committee” shall decide by a majority vote of its members the recommendations for appointments to be forwarded to the Council.

9.3 Special committees. The Council may from time to time create special committees (“ad hoc” committees) to perform designated tasks or functions. The Council shall include the composition of each committee so created. Special committees may be created by Resolution or by motion at the Council’s discretion. Depending on their composition and function, special committees may be subject to the Washington Open Meetings Act, RCW Ch. 42.30.

9.4 Outside committees. The city is formally represented on various external commissions, boards, committees and organizations, and informally represented to organizations in liaison or similar roles. The process for appointments to these positions may be governed by statute, rule, code, bylaw or similar means. When appointments are so governed, the provisions of the applicable governing process shall be followed. When such provisions provide that the Council make the

appointment, or when no such provisions are applicable, appointments shall be made by Council pursuant to this section.

9.5 Citizen Committees, Boards, and Commissions: The Council may create committees, boards, and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify not inconsistent with the city code.

9.6 Membership and Selection: Membership and selection of members shall be as provided by the Council if not specified otherwise herein or in the city code. Any special or citizen committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No special or citizen committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the city code.

9.7 Removal of Members of Committees, Boards and Commissions: Except as provided in Section 9.4, above, the Council may remove any member of any committee, board or commission, which it has created, by a vote of at least a majority of the Council (this rule does not apply to the civil service commission or any other such body which has statutory procedures concerning removal).

10. Council Student Representative

10.1 There is established one student representative position and one alternate. This position shall be advisory in nature. The student representative and alternate shall be selected and implemented pursuant to Student Representative Guidelines as adopted by the Council.

11. Suspension and Amendment of These Rules

11.1 Suspension of These Rules: Any provision of these rules not governed by the city code may be temporarily suspended by a vote of a majority of the Council.

Amendment of These Rules: These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

Appendix A

Public Participation: Tips for Talking with the Council

Public Comments

The following guidelines are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

- The City Council welcomes participation in all public meetings. Arrangements for a sign language interpreter, hearing assistance, and other assistance can be made by calling the City at (360) 835-8501.
- When you feel strongly about a public issue or local concern, the Council encourages you to share your information and thoughts with them. If you are unable to attend a meeting or would rather not give testimony at the meeting, you are encouraged to send/fax a letter or e-mail that would be made a part of the official record. Mail your letter to the City Council c/o City Clerk at 1701 C Street Washougal, WA 98671. The fax number is (360) 835-8808. E-mails may be sent to cityclerks@ci.washougal.wa.us.
- To speak during the Council meeting under Public Comments, prior to the meeting you are encouraged to complete a Comment Card, which will be located at the table at the entrance to Council Chambers. You do not have to sign up in advance, however, you will be asked to speak from the podium and priority will be given to speakers that have completed a Comment Card. Please state your name, address, and topic for the record. You may speak on any City item and/or concern not scheduled for a public hearing.
- If you want to speak on the topic at a public hearing scheduled for that evening, you must comment during the public hearing portion of the meeting. You need not sign up in advance; however, priority will be given to speakers that have completed a Comment Card.
- When you speak with the Council, step up to the podium and identify yourself by stating your name, address, and topic. Be sure to speak into the microphone clearly and address your comments to the Mayor.
- During the Public Comment portion of the Council meeting, your individual comments are limited to three minutes and the total time for all public comments is limited to 30 minutes. These are guidelines to help Councilmembers hear as many different viewpoints as possible in the limited time available. If you are speaking for a group, you must tell the Council how the group developed the position you are presenting.
- If previous speakers have already made the comments you wish to make, feel free simply to identify yourself and indicate your agreement with what has already been said.

Suggested Presentation Model

for Precise, Well Organized

Proposals

- Point.** What is the idea you wish to present? Begin with an “I statement” outlining your idea, such as, “I am here to (support/oppose)...”
- Reason.** Why you are making this point. This is an important step so the listener does not make assumptions about your motives.
- Example.** Brief and relevant example to clarify and make your point concrete.
- Summary.** What condition will be changed or improved if your point is adopted?

Public Hearings

A public hearing offers you a formal opportunity to give your views to the Council on the subject of the hearing.

- To give testimony, you are not required to sign in first. However, priority will be given to speakers that have completed a Comment Card.
- To give testimony, step up to the podium and identify yourself by stating your name and address for the record. When you talk to the Council during a public hearing, Councilmembers, staff, and the audience will remain silent. After the last person has spoken, the hearing will be closed. The City Council will then discuss and will often make a decision on the issue.
- The audience may not comment during Council's deliberations unless a Councilmember requests more information from a citizen.
- Again, you are also encouraged to submit your written communications on the subject to the Council care of the City Clerk before the meeting so they can be included in the record and distributed to the Council.