



Carnation City Council

Rules of Procedure

Amended by Resolution 513, February 2024



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PREFACE

The following Rules of Procedure are adopted for the sole benefit of the members of the City Council in order to assist in the orderly conduct of Council business and are enforceable only by Council Members themselves. Except as expressly provided by State law, these rules shall not be construed as granting rights or privileges to members of the public or third parties. The City Council's failure to adhere to or otherwise follow these rules shall not result in any liability to the City, its officers, employees or agents, and shall not result in the invalidation of any Council act. The City Council may, implicitly or by majority vote, determine to temporarily waive any of the provisions herein. Council action taken in disregard of or nonconformity with these rules shall be construed as an implicit waiver thereof.

SECTION I – GENERAL PROVISIONS

RULE 1. COUNCIL MEETING - LOCATION

All meetings of the Carnation City Council shall be held at the City Hall, unless provided otherwise by public notice, and as specified in CMC 2.32.

RULE 2. COUNCIL MEETING - TIME

The regular meetings of the Carnation City Council shall be held the 1st and 3rd Tuesdays at 6:00 p.m. as specified in CMC 2.32.010.

No regular meeting shall be permitted to continue beyond 9:00 PM for a night meeting without approval of a majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to 9:00 p.m., the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by a majority vote of members present, determines otherwise.

Council Committee of the Whole Workshops held on the 2nd Tuesday at a time determined by the City Council. Special workshops can take place at a time determined by the Council and are publicly noticed.

RULE 3. COUNCIL MEETINGS - OPEN TO THE PUBLIC

All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in closed executive sessions.

Per MRSC publication The Open Public Meetings Act- How it Applies to Washington Cities, Counties and Special Purpose Districts.

What Is a “Meeting”?

IN GENERAL There must be a “meeting” of a governing body for the OPMA to apply. Sometimes it is very clear that a “meeting” must be open to the public, but other times it isn't. To determine whether a governing body is having a “meeting” that must be open, it is necessary to look at the OPMA's definitions. RCW 42.30.020(4) defines “meeting” as follows: “‘Meeting’ means meetings at which action is taken.”

“Action,” as referred to in that definition of “meeting,” is defined in RCW 42.30.020(3) as follows: “Action” means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. “Final action” means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance. Since a governing body can only transact business when a quorum (majority) of its members are present (e.g., RCW 35A.12.120, 35.23.270, 35.27.280, 36.32.010), it is conducting a meeting subject to the requirements of the Open Public Meetings Act whenever a majority of its members gathers with the collective intent of transacting the governing body’s business (*Citizens Alliance v. San Juan County* (2015)). This includes simply discussing any matter having to do with agency business. Because members of a governing body may discuss the business of that body by telephone and other electronic means (including email, text message, social media or chat), it is not necessary that the members be in the physical presence of each other for there to be a meeting subject to the OPMA (*Wood v. Battle Ground School Dist.* (2001)). Also, it is not necessary that a governing body take “final action” for a meeting subject to the OPMA to occur. See RCW 42.30.020(3).

Note that it does not matter if the meeting is called a “workshop,” a “study session,” or a “retreat”; it is still a meeting subject to the Open Public Meetings Act if a quorum is addressing the business of the city, county, or special purpose district. If a quorum of the governing body just meets socially or travels together, it is not having a meeting subject to the OPMA as long as the members do not discuss agency business or otherwise take “action.” See RCW 42.30.070, *In re Recall of Roberts* (1990).

SERIAL MEETINGS

Members of a governing body must avoid communicating with each other in a way that eventually turns into a majority of the body collectively taking action, even if the majority is never part of any one communication or are not in the physical presence of one another (*Citizens Alliance v. San Juan County* (2015), *Wood v. Battle Ground School Dist.* (2001), *Egan v. City of Seattle* (2020)). This can happen if the members discuss city, county, or district business together in a series of in-person meetings, phone calls, emails, and other electronic means (including text messages, chat, social media posts and comments, and shared documents). These types of meetings are referred to as “serial” or “rolling” meetings and violate the OPMA when they involve a majority of members having the collective intent to take action. They are a violation because the public could not, as a practical matter, attend these “serial” or “rolling” meetings.

Washington’s Supreme Court has said that, for a serial meeting to occur in violation of the OPMA, there must be a “collective intent to take action.” In discussing collective intent, the Court said that in-person meetings, emails, phone calls, and text messages between and among the city councilmembers could constitute a “meeting” under the OPMA if there was evidence that at least five members (a majority of the nine-member city council) participated in and were aware that four others were participating in conversations about repealing the head tax. See *Egan v. City of Seattle* (2020).

It is not an illegal serial meeting if one member communicates with the other members merely for the purpose of providing relevant information to them. For example, one member can email the other members about an agency issue, so long as the other members only “passively receive” the information and no email or other type of discussion regarding that information takes place (*Egan v. City of Seattle* (2020)). MRSC recommends using the “blind carbon” function in these types of emails which prevents a recipient from replying to all the other recipients. MRSC also recommends having agency staff distribute materials to members of the governing body; this can also help avoid situations where OPMA violations may occur.

RULE 4. ELECTION OF OFFICERS

The City of Carnation is governed by the provisions of Chapter 35A.13 RCW under the council-manager plan of government, and therefore must choose a chairperson and vice-chairperson periodically as provided for by state law. Procedures for electing officers are as follows:

- (a) The City Council of the city shall elect from its membership on a biennial basis a chairperson by majority vote at the organizational meeting in January as the first order of business prior to the Approval of Agenda. The chairperson shall have the title of Mayor (*See RCW 35A.13.030.*). *The Mayor serves a two year term.*
- (b) *The Mayor may be removed prior to the completion of the two year term if a supermajority of the council votes during an open meeting*
- (c) At the organizational meeting in January as the first order of business prior to the Approval of Agenda, the city council shall elect, by majority vote from its membership, a vice-chairperson to serve in the absence or temporary disability of the Mayor. The vice-chairperson shall have the title of Deputy Mayor (*See RCW 35A.13.035.*). The Deputy Mayor shall serve a one-year term or until a successor is elected.
- (d) The above elections shall be by affirmative motion. No abstentions shall be permitted in an election vote. Any abstentions shall be construed as a vote in favor of a candidate.

RULE 5. PRESIDING OFFICER

The Mayor shall preside at all meetings of the Council, including the Committee of the Whole (Council Workshops), and be recognized as the head of the City for all ceremonial purposes. In case of the Mayor’s absence or temporary disability the Deputy Mayor shall act for the duration of the absence within the limitations and authority

specified in RCW 35A.13.035. In case of the absence or temporary disability of the Mayor and the Deputy Mayor, a qualified Councilmember may be selected by members of the Council to act as Deputy for the duration of the absences or disabilities. The Mayor or Deputy Mayor are referred to as "Presiding Officer" from time to time in these Rules of Procedure.

RULE 6. QUORUM

At all meetings of the Council three (3) Councilmembers, who are physically present and eligible to vote, shall constitute a quorum for the transaction of business. A less number may adjourn from time to time, provided that written notice of said adjournment be posted on the exterior Council Chamber doors. Council meetings adjourned under the previous provision shall be considered a regular meeting for all purposes.

RULE 7. ATTENDANCE, EXCUSED ABSENCES

A Councilmember shall forfeit the office by failing to attend three consecutive regular meetings of the Council without being excused by the members of the Council. A member who seeks to be excused from a meeting of the council shall contact the city manager prior to the meeting and state the reason for the councilmember's inability to attend the meeting. If the member is unable to contact the city manager, the member shall contact the City Clerk who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and excuse the member's absence. The Clerk will make an appropriate notation in the minutes. If another Councilmember questions the member's absence, the Mayor shall inquire if there is a motion to excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

- (a) A Councilmember may participate in a meeting remotely. A member that is participating remotely is eligible to vote on matters before the Council.
- (b) A Councilmember participating remotely will be considered "present" for purposes of attendance. The Clerk will note in the record that the member was present remotely.
- (c) Councilmembers that will participate remotely shall notify the Clerk prior to the beginning of the Council meeting.
- (d) A Councilmember may participate in any discussion or vote regarding quasi-judicial actions remotely. A Councilmember may attend a minimum of twelve in person meetings per year.

RULE 8. SPECIAL COUNCIL MEETINGS

Procedures for setting a special meeting are as follows:

- (a) A special meeting may be called by the Mayor or any three members of the Council.

- (b) Notice of the special meeting shall be prepared in writing by the Clerk. The notice shall contain the following information about the meeting: time, place, and business to be transacted.
- (c) The notice shall be delivered by mail, e-mail or personally to the residence of each Councilmember and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The chosen social media outlets of the city will also post the meeting notice. The notice must be delivered at least twenty-four (24) hours prior to the meeting.
- (d) The notices provided in this section may be dispensed with in the following circumstances:
 - 1. As to any member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice
 - 2. As to any member who was actually present at the meeting at the time it convenes
 - 3. In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

RULE 9. COUNCIL MEETING AGENDA

The Clerk of the Council, under the direction of the city manager, shall arrange a list of matters according to the order of business and prepare an agenda for the Council's meeting. Before the written agenda is finalized, the Mayor and City Manager or two (2) Councilmembers may introduce a matter to the agenda through the City Manager. The originating source for agenda matters shall be identified on the supporting agenda material.

A final copy of the agenda, including any items additional to the preliminary agenda with any additional supporting materials shall be prepared for Councilmembers, and the press on or before 4:30 PM two working days before a regular Council meeting.

During a Council meeting any Councilmember- or the city manager may request of the Mayor that a new item be added to the agenda. Upon passage of an affirmative vote of a majority of the members of the council present the Council shall have the option of adding or deleting any item from the agenda, or by consensus may defer an item on the agenda to a subsequent Council meeting.

RULE 10. STUDY SESSIONS

Special Council study sessions, or regular Council meetings that may be canceled due to the absence of a legal quorum, may be designated as Committee-of-the-Whole Study Sessions where no official action is contemplated. The city manager, in consultation with the Mayor, shall arrange an agenda for special Council study sessions. The Council Study Session agenda shall, for each item, contain the Study Item. After the Special Council Study Session agenda has been set, a copy of it along with any supporting materials shall be prepared for Councilmembers, and department heads on

or before 4:30 PM at least two working days before the Council Study Session. During the Council Study Session the Mayor may:

- (a) Introduce the subject and give background information;
- (b) Identify the eventual goal of the study session;
- (c) Act as facilitator to keep the meeting discussion focused to the subject; and/or
- (d) Alert the Council when it is appropriate to call for consensus or other official direction of the Council.

RULE 11. MAYOR

The Mayor, as the presiding officer of the Council, shall attend and preside over all meetings of the Council, unless excused by the Council. The city manager may take part in the Council's discussion of any and all matters on the agenda concerning the welfare of the City. If the Mayor is attending remotely the Mayor can direct the Deputy Mayor to preside over the meeting.

RULE 12. CLERK OF THE COUNCIL

The City Clerk shall be ex-officio Clerk of the Council and shall be responsible for keeping the minutes and shall perform such other and further duties in the meeting as may be required by the Council, or City Manager. In the absence of the Clerk, the city manager shall appoint another qualified staff member to act as Clerk of the Council.

SECTION II - DUTIES AND PRIVILEGES OF MEMBERS

RULE 13. FORMS OF ADDRESS

The Mayor shall be addressed as "Mayor (surname)", "Your Honor", or "Mr./Madam Mayor". The Deputy Mayor, when acting for the Mayor, shall be addressed as "Deputy Mayor (surname)". Members of the Council shall be addressed as "Councilmember (surname)".

RULE 14. SEATING ARRANGEMENT

Councilmembers shall occupy the respective seats in the Council Chamber assigned to them by the Mayor.

RULE 15. APPEARANCE OF FAIRNESS DOCTRINE

Appearance of Fairness Doctrine and its Application.

- (a) Appearance of Fairness Doctrine Defined. When public hearings give the public not only the right to attend but the right to be heard as well, the hearings must not only be fair but must appear to be so. It is a situation where appearances are quite as important as substance. The test of whether the appearance of fairness doctrine has been violated is as follows: Would a disinterested person, having been apprised of the totality of a board member's

personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be voided.

- (b) Types of Hearings to Which Doctrine Applies. The appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents, or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. Some examples of quasi-judicial actions which may come before the Council are: rezones or reclassifications of specific parcels of property, appeals from decisions of the Planning Board, hearing examiner, substantive appeals of threshold decisions under the State Environmental Protection laws, subdivisions, and special land use permits.
- (c) Obligations of Councilmembers, Procedure.

1. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate or a member of the Councilmember's immediate family. It could involve ex parte communications, ownership of in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If a potential violation exists, no matter how remote, the Councilmember should seek the opinion of the City Attorney as to whether a potential violation exists.
2. Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Councilmember shall state with specificity the basis for disqualification; for example: demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in outcome of the proceedings, prejudgment of the issue prior to hearing the facts on the record, or ex parte contact. Should such challenge be made prior to the hearing, the Mayor shall direct the City Attorney to interview the Councilmember and render an opinion as to the likelihood that an Appearance of Fairness violation would be sustained in superior court. Should such challenge be made in the course of a

quasi-judicial hearing, the Mayor shall call a recess to permit the City Attorney to make such interview and render such opinion.

3. The Mayor shall have sole authority to request a Councilmember to excuse themselves on the basis of an Appearance of Fairness violation. Further, if two (2) or more Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to be excused on the basis of an Appearance of Fairness violation. In arriving at this decision, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney.
4. The final decision to recuse a Councilmember on appearance of fairness grounds shall lie with the challenged Councilmember.

(d) Specific Statutory Provisions.

1. It shall not constitute grounds for an appearance of fairness challenge that a Councilmember had, prior to declaring candidacy for the City Council, publicly discussed or expressed an opinion regarding a pending or proposed quasi-judicial matter.
2. A candidate for the City Council who complies with all provisions of applicable public disclosure and ethics laws shall not be limited under the Appearance of Fairness Doctrine from accepting campaign contributions to finance the campaign, including outstanding debts.
3. During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ex parte (outside the hearing) communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember: (a) places on the record the substance of such oral or written communications; and (b) provides that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and elected official if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding.

- (e) Public Disclosure File. The Clerk shall maintain a public disclosure file, which shall be available for inspection by the public. The file shall contain for each member a disclosure statement. The disclosure statement shall list all real property and all business interests located in the City of Carnation in which the member or the member's spouse, dependent children, or other dependent relative living with the member, have a financial interest.

RULE 16. DISSENTS AND PROTESTS

Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

RULE 16.1. ENDORSEMENTS

Any Councilmember, as an individual, shall have the right to provide a personal endorsement using their elected title of Councilmember (the Mayor and Deputy Mayor may not use those appointed titles, but must use the title of Councilmember) of any individual, organization, political candidate or ballot measure, provided that the Councilmember make every reasonable effort to clarify that such endorsement does not represent the City or City Council and that it is their own personal and individual endorsement. The Mayor or Deputy Mayor may use their title to endorse if it is voted on by a majority of Council. A Councilmember may not use any City property or resource for this purpose. The Council, as a whole, may from time to time desire to endorse or support or oppose a ballot item before the voters. The Council may do so provided that the Council follows all applicable State laws including but not limited to RCW 42.17A.555.

Any Councilmember, as an individual, shall have the right to provide their own opinion, written or otherwise, using their elected title of Councilmember but not their appointed title of Mayor or Deputy Mayor, provided that the Councilmember make every reasonable effort to clarify that such opinion does not represent the City or City Council and that it is their own opinion.

SECTION III - COUNCIL PROCEDURES

RULE 17. RULES OF ORDER

Rules of order not specified by statute, ordinance, or resolution may be governed by Robert's Rules of Order. The city manager, City Clerk, or designee, shall serve as parliamentarian and shall advise the Mayor as to correct rules of procedure or questions of specific rule application.

RULE 18. MOTIONS

All ordinances, resolutions, contracts and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion.

RULE 19. ORDER OF BUSINESS

regular meetings shall include but not be limited to the following agenda items; provided, however that the Mayor may, during a Council meeting, re-arrange items on the agenda to conduct the business before the Council more expeditiously.

(a) Call to order, pledge of allegiance, and roll call. (See Rule 7 for procedure to excuse an absence).

(b) Approval of agenda.

(c) Consent agenda.

1. The City Manager, in consultation with the Mayor, may place matters on the Consent Agenda which have been:

- i. previously discussed by the Council, or
- ii. based on the information delivered to members of the Council by administration that can be reviewed by a Councilmember without further explanation, or
- iii. are so routine or non-technical in nature that passage is likely, or
- iv. as directed by the City Council.

Matters other than the minutes which require City Council discussion should not be included on the Consent Agenda.

2. The proper Council motion on the Consent Agenda is as follows: "I move for adoption of the Consent Agenda". This motion shall be non-debatable and will have the effect of moving to adopt all items on the Consent Agenda.

Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda.

Therefore, prior to the vote on the motion to adopt the Consent Agenda, the Mayor shall inquire if any Councilmember has corrections to the minutes or wishes an item to be withdrawn from the Consent Agenda.

If any matter is withdrawn, the Mayor shall place the item at an appropriate place on the agenda for the current or a future meeting. In the case of withdrawing vouchers, the specific voucher(s) shall be withdrawn by number, and the balance of the vouchers shall remain on the consent agenda.

(d) Reports and Requests

1. Mayor and City Council
2. Council Committee Reports

(e) Staff and Affiliate Reports

(f) Citizen Comments and Requests

1. Subjects not on the current agenda. Any member of the public may request time to address the Council to speak prior to the time stated on the agenda for public comment. Public requesting to speak should

sign their name and list the subject for which they wish to address the council. When called upon by the Mayor to speak, they shall state their name, address, and the subject matter they wish to address. The Mayor may then allow the comments, subject to a general three (3) minute time limit, but may extend the time as the Mayor or city council deems desirable. For citizen requests made during this time, such requests may normally be referred to the City Manager for evaluation and recommendation

2. Subjects on the current agenda. Any member of the public who wishes to address the Council on an item on the current agenda may make such request to the Mayor at the time when comments from the public are requested by signing their name and listing the agenda item which they wish to address. The Mayor may then allow the comments, subject to a general three (3) minute time limit for individual and (5) minutes for a group., The Mayor at its discretion may extend the time as the Mayor or city council deems desirable.
3. Public comment time can only be used by the person making the request to address Council. Time cannot be yielded to other members of the public.
4. A group presentation is allowed 5 minutes. The people in the group cannot offer additional public comment.

As an option, the Mayor may invoke the sign-in procedure defined in Rule 20(a). The Mayor may rule on the appropriateness of public comments as the agenda item is reached.

(g) Public Hearings as scheduled (see Rule 20 for procedural details)

(h) Agenda Bills

1. The Council may allow for public comment on each individual item. The rules for public comment are the same as for Citizen Comments and Requests.

(i) Additional Business

(j) Executive Session as Required. During a Council meeting and by motion, any Councilmember may request an executive session. The motion shall include the legal basis for the executive session. If the motion is successful, the mayor shall indicate to the audience the anticipated length of the session.

(k) Adjournment. No meeting shall be permitted to continue beyond 9:00 p.m for a night meeting without approval of a majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to 9:00 pm the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by a majority vote of members present, determines otherwise.

The agenda for the second regular meeting of the month shall be organized using the same agenda format.

RULE 20. ACTIONS FOR A PUBLIC HEARING

The procedures for a public hearing are as follows:

- (a) Prior to the start of the "Comments or testimony from the Public" portion of a public hearing, the Mayor may require that all persons wishing to be heard shall sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing all persons who have signed in and wish to be heard shall be heard. The Mayor, subject to concurrence of the majority of the Council, may establish time limits and otherwise control presentations. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.).
- (b) The Mayor introduces the agenda item, opens the public hearing.
- (c) The following Rules of Order shall govern the public hearing. The Mayor may read them upon opening the public hearing, request that the clerk read them or direct that they are posted at the sign in location and/or speakers podium prior to the public hearing. When there are multiple public hearings scheduled for the same meeting, these rules may only be stated once.
 1. "All comments by the public shall be made from the speaker's rostrum and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."
 2. "No comments shall be made from any other location, and anyone making "out of order" comments may 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 their right of free speech."
- (d) The Mayor calls upon the City Manager or designee to describe the matter under consideration.
- (e) The Mayor calls for speakers.
- (f) The proponents or speakers now speak. (Note: If the City itself is the proponent, a member or members of the City Administration shall be designated to give proponent and rebuttal testimony).
- (g) The Mayor calls for additional speakers.
- (h) The Mayor announces the following: "At this time I will inquire of the administration as to whether there have been any mis-statements of fact or

whether the administration wishes to introduce any material as to subjects raised by the speakers or alter in any regard its initial recommendations."

- (i) The Mayor inquires as to whether any Councilmembers have any questions to ask the speakers, or administration. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
- (j) The Mayor closes the public hearing.
- (k) The Mayor inquires if there is a motion by any Councilmembers. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Councilmembers. The Mayor may call on individual Councilmembers in the discussion.
- (l) The Mayor inquires if there is any further discussion by the Councilmembers.
- (m) The Mayor inquires if there are any final comments or recommendations from administration.
- (n) The Mayor inquires of the Councilmembers as to whether they are ready for the question.
- (o) The Clerk shall conduct a roll call vote.
- (p) The Mayor directs the City Administration to prepare findings consistent with the action.

RULE 20.1 ACTIONS FOR A QUASI-JUDICIAL PUBLIC HEARING

- (a) Prior to the start of the "Comments or testimony from the Public" portion of a public hearing, the Mayor may require that all persons wishing to be heard shall sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing all persons who have signed in and wish to be heard shall be heard. The Mayor, subject to concurrence of the majority of the Council, may establish time limits and otherwise control presentations. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.).
- (b) The Mayor introduces the agenda item, opens the public hearing.
- (c) The following Rules of Order shall govern the public hearing. The Mayor may read them upon opening the public hearing, request that the clerk read them or direct that they are posted on the sign in location prior to the public hearing. When there are multiple public hearings scheduled for the same meeting, these rules may only be stated once.
 - 1. "All comments by the public shall be made from the speaker's rostrum and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."

2. "No comments shall be made from any other location, and anyone making "out of order" comments may 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 their right of free speech."
- (d) Appearance of Fairness: When Council conducts a hearing to which Rule 15 (Appearance of Fairness) applies, the Mayor, or in the case of a potential Rule 15 violation by that individual, the Mayor Pro Tem, will ask if any Councilmember knows of any reason which would require such member to excuse themselves pursuant to Rule 15. The form of the announcement is as follows: "All Councilmembers should now give consideration as to whether they have: (1) a demonstrated bias or prejudice for or against any party to the proceedings; (2) a direct or indirect monetary interest in the outcome of the proceedings; (3) a prejudgment of the issue prior to hearing the facts on the record; or (4) ex parte contact with any individual, excluding Administrative staff, with regard to an issue prior to the hearing. If any Councilmember should answer in the affirmative, then the Councilmember should state the reason for their answer at this time so that the Chair may inquire as to whether a violation of the Appearance of Fairness Doctrine exists."
- (e) The Mayor calls upon the City Manager or designee to describe the matter under consideration.
- (f) The Mayor calls for proponents in quasi-judicial proceedings.
- (g) The proponents now speak. (Note: If the City itself is the proponent, a member or members of the City Administration shall be designated to give proponent and rebuttal testimony).
- (h) The Mayor calls for additional proponents.
- (i) In quasi-judicial proceedings the Mayor calls for opponents by announcing the following:
 "At this time the opponents will have an opportunity to speak. Should any opponent have questions to ask of the proponents, ask the questions during your presentation. The proponents shall note the question asked, and answer such questions when the proponent speaks in rebuttal. The proponent shall be required to answer any reasonable question, provided that the Mayor reserves the right to rule any question out of order."
- (j) Opponents speak.
- (k) The Mayor calls for additional opponents.
- (l) The Mayor calls for proponents to speak in rebuttal. A proponent speaking in rebuttal shall not introduce new material. If the proponent does, or is allowed to do so, the opponents shall also be allowed to rebut the new elements.

- (m) The Mayor inquires as to whether any Councilmembers have any questions to ask the proponents, opponents or administration. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
- (n) The Mayor closes the public hearing.
- (o) The Mayor inquires if there is a motion by any Councilmembers. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Councilmembers. The Mayor may call on individual Councilmembers in the discussion.
- (p) The Mayor inquires if there is any further discussion by the Councilmembers.
- (q) The Mayor inquires if there are any final comments or recommendations from administration.
- (r) The Mayor inquires of the Councilmembers as to whether they are ready for the question.
- (s) The Clerk shall conduct a roll call vote.
- (t) The Mayor directs the City Administration to prepare findings consistent with the action.

RULE 21. VOTING

The votes during all meetings of the Council shall be transacted as follows:

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any single Councilmember, a roll call vote shall be taken by the Clerk. The order of the roll call vote shall be determined by the Mayor. In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (b) Every member who was in the Council chambers when the question was put, shall give their vote unless the Council, for special reasons, shall excuse the member by motion or unless the Councilmember is excused in accordance with Rule 15. When a vote is called, each councilmember shall respond "aye (yes)", "nay (no)", or "abstain". If any Councilmember declines to vote "aye", "nay", or "abstain" their vote shall be counted as an "aye" vote. Any councilmember who responds "abstain" shall state their reason for abstention.
- (c) In the event of a tie in votes on any motion, the motion shall be considered lost.
- (d) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution pertaining to personnel actions shall require the affirmative vote of at least a majority of the whole membership of the Council.
- (e) The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency such as a

budget amendment shall require the affirmative vote of at least a majority plus one of the whole membership of the Council for the duration of 6 months.

- (f) The passage of any motion or resolution not subject to the provisions of state or local law, or these rules as amended, shall require the affirmative vote of at least a majority of the membership of the Council who are present and eligible to vote.
- (g) The City Clerk shall record the votes of the Council and enter them in the official record of the Council.

RULE 22. COMMITTEES AND LIAISONS

The Committee structure of the Council and the procedures governing all committees shall be as follows:

- (a) **Committee Of The Whole.** There shall be a standing committee of the Council known as the Committee Of The Whole (COW), composed of the entire council sitting as a legislative study committee. The committee of the whole shall not take any official action while in committee. The Mayor shall chair the COW.
- (b) **Council Study Committees.**
 1. *Community Economic Development Committee.* The primary purpose of the Community Development Committee is to review and advise upon on all matters of policy coming before the city council involving the economic development of the city, downtown economic and such other matters as may be assigned to this committee.
 2. *Finance and Operations Committee.* The primary purpose of the Finance and Operations Committee is to review and advise upon on all matters of policy coming before the city council involving city financial affairs and on general operations of the city, including the review of all requisition vouchers for payment; personnel matters of the city; general administration; grants and interlocal agreements, utilities, facilities, streets, parks, capital improvements, solid waste and such other matters as may be assigned to this committee.
 3. *King County Sheriff Office and Public Safety Committee.* The primary purpose of this committee is to review and advise upon on all matters of policy coming before the city council involving public safety , policing and King County Sheriff Office activities.
 4. *Housing and Land Use.* The primary purpose of committee is to review housing projects, policies, code, standards, zoning, financing, affordability and regulations. This Committee will serve as liaison to the Park and Planning board.

For Membership see Appendix B

Term: The term and membership of each committee shall commence on the first regular meeting in January of the city council, and shall terminate effective with the day prior to such meeting the following year. The appointment to each council committee shall be made by the council during the first meeting of the council in January of each year, which meeting shall be denominated as the council organizational meeting.

Meeting Schedule and Frequency: Committees will meet as necessary. The Committees may hold study sessions as needed.

- (c) Special Ad Hoc Study Committees. Special ad hoc Council study committees may be created by the Council for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Council or COW meeting. Special study committees shall consist of two Council members appointed by the Mayor, and may also include citizens. Special study committees shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Council thereafter for a specified time period. A Councilmember shall serve as chair of the committee.
- (d) Council Liaisons. In order to provide a liaison and give the City Council representation before various boards, commissions and community based groups, the Mayor may appoint each Council member, at the beginning of the fiscal year, to serve as a liaison to one or more community based groups, institutions, boards, regional bodies, or commissions, as indicated in Appendix A.

The City Manager and respective department heads shall strive to provide council liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in their various areas of responsibility. The Liaisons shall strive to keep the Mayor, Council, City Manager and staff current on activities, plans and issues affecting their various liaison assignments. It shall be the duty of the assigned Council liaisons to serve as a point of contact and liaison with these groups. Council members shall reasonably report on their interaction with said groups and any interests and needs of the group that relate to the City government and its programs and services.

- (e) Special Ad Hoc Citizen Advisory Committees. Special ad hoc citizen advisory committees may be created by the Council for a particular purpose. Committee members shall be appointed by the City Manager, with the advice and consent of the Council. The City Manager shall appoint the chair of the Committee. Unless disbanded by Council action, citizen study committees shall sunset at the end of their mission. One Councilmember, and one alternate Councilmember, may be appointed as an ex-officio member and liaison of a Citizen advisory committee.
- (f) Committees, as requested by the Council through a formal motion, second and affirmative vote by a majority, may make recommendations on proposed programs, services, ordinances, and resolutions within their area of

responsibility before action is taken by the Council. The Committee Chair may present the recommendations of the committee during the discussion of the item of business.

- (g) The motion required to send an item to committee shall be made in the following manner:

I move to send (item) to the (name) Committee, for the committee to provide a status report on (date) and to present findings and or recommendations by (date)

- (h) At the Mayor's request, the City Manager considering budget and staffing availability shall make a reasonable effort to assign staff to serve the various committees.

- (i) Minutes need not be taken of Council committee meetings, except that a summary of the discussion of the Committee Of The Whole meeting shall be kept and approved by the City Council. Action minutes of non-Council committees and boards shall be prepared.

- (j) Consistent with Rule 3, All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in closed executive sessions.

RULE 23. ENACTED ORDINANCES, RESOLUTIONS AND MOTIONS

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or for example when establishing a crime, prohibit described conduct or actions altogether. Internal procedural rules of conduct need not be imposed by ordinance.

An enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

RULE 24. RESOLUTIONS

Except for franchise resolutions as provided under rule 25 (b), a resolution may be put to its final passage on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted. A printed copy shall be made available upon request to any person attending the Council meeting at which the resolution was adopted.

RULE 25. ORDINANCES

The procedure for ordinances is as follows:

- (a) Franchises. All resolutions or ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances or resolutions may be passed only at a regular meeting of the council; and at least a majority of the governing body must vote in favor of the franchise.
- (b) Ordinances shall be considered and adopted as follows:
 - 1. All ordinances authorizing expenditure of money shall include the exact source of the funds to be expended.
 - 2. All proposed ordinances shall be submitted through the City Manager and there shall be attached to each proposed ordinance a brief digest (agenda bill) of the provisions thereof.
 - 3. The City Clerk shall use best efforts to prepare copies of all proposed ordinances for distribution to all members of the Council at least forty-eight (48) hours before the Council meeting at which the ordinance is to be introduced.
 - 4. The title to an ordinance shall in all cases be read prior to its passage.
 - 5. The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the council.
 - 6. When any vote is called, each Councilmember shall respond "Yes" (aye) or "No" (nay), or "Abstain". Any Councilmember who abstains shall state their reason for the abstention which shall be entered upon the official record of the council.
- (c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance when necessitated by a public emergency as defined and prescribed in state law.
- (d) A Councilmember may, in open session, request of the Mayor that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the committee of the whole for study and consideration. The committee shall report its findings to the Council.
- (e) If a Motion to pass an ordinance fails, the ordinance shall be considered lost.
- (f) Any ordinance amending or repealing any portion of the municipal code shall also be construed as amending or repealing the respective portions of any underlying ordinance(s).

RULE 26. PERMISSION REQUIRED TO ADDRESS THE COUNCIL

Persons, other than councilmembers and department heads, who desire to address the council, shall be permitted to do so only upon the Mayor's recognition and yielding of the floor.

RULE 27. RECONSIDERATION

To the extent permissible under state law, any action of the Council, including final action on applications for changes in land use status; but excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline; shall be subject to a motion to reconsider.

Such motions can only be made by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the second (2nd) succeeding regular Council meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable.

RULE 28. COUNCIL RELATIONS WITH BOARDS AND ADVISORY COMMITTEES

All statutory boards and commissions will provide the Council with copies of any minutes taken of meetings.

- (a) Communications from such boards, commissions and bodies to the City Council may be recorded in the minutes of a Council meeting as follows:
 - 1. Any such communication may be officially acknowledged by the Council and receipt noted in the minutes. The procedure for acknowledging such receipt shall be that the Mayor or any member of the Council or Department Head may bring such communication to the Mayor's attention under agenda items regarding reports or requests. The Mayor shall state: "So noted for the record", and thereafter the Clerk shall make an appropriate notation in the minutes. Should any member of the Council determine that any such communication be officially answered by the Council, the Mayor shall add the matter to the agenda or defer to a subsequent meeting agenda.

RULE 29. COMMENTS, COMPLAINTS AND RECOMMENDATIONS TO COUNCIL

When citizen complaints or recommendations are brought before the City Council under "Citizen Comments" or at other times during the council meeting, other than for items already on an agenda, the Mayor shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If the subject matter of the comments to be made by the public member requesting time are thought to be slanderous in nature or of no value to the

council proceedings, the Council by majority vote may ask the public member to submit their comments in writing to the council and be refused public time to comment.

- (b) If the complaint or recommendation is legislative in nature, and if the Council finds such complaint or recommendation would require new legislation, or a change to an ordinance or resolution of the City, the Council may refer the matter to a council meeting, Committee of the Whole Study Session, or to Staff for study and recommendation.
- (c) If the complaint or recommendation is administrative in nature, or relates to administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Mayor may then refer the complaint directly to the City Manager for review if said complaint has not been so reviewed. The City Council may direct that the City Manager brief or report to the Council when the Manager's response is made.
- (d) Should any member of the Council determine that any such communication under items (b) and (c) above be officially discussed by the Council, the Mayor, on an affirmative vote of the Council, shall add the matter to the present agenda or defer to a subsequent meeting agenda.

RULE 30. FILLING COUNCIL VACANCIES

If a vacancy occurs in the office of Councilmember, the Council will follow procedures in accordance with RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election is held. The City Manager will widely distribute and publish a notice of the vacancy, and the procedure and application form for applying. The Council will draw up a set of questions that they will use to interview the chosen Councilmember candidates.

RULE 31. COUNCIL TRAVEL

The Council may appropriate funds for Council travel in the legislative department of the annual City budget. Any Councilmember who desires to expend Council travel funds Will use the annual allocation and follow standard procedures for submitting receipts. No funds may be use for the purchase of alcohol, tobacco or cannabis.

2024 COUNCIL COMMITTEES

Appendix A

COMMITTEE	FIRST	SECOND	ALTERNATE	STAFF MEMBER	FREQUENCY
Community Development Committee	Deputy Mayor Hawkins	Councilmember Merizan	Councilmember Nelson	Deputy City Manager Ender	Quarterly
King County Sheriff's Office and Public Safety	Mayor Ribail	Councilmember Burrell	Councilmember Nelson	Business Manager Fluhrer	Quarterly
Finance and Operations Committee	Mayor Ribail	Councilmember Nelson	Deputy Mayor Hawkins	P.I.O. Farnworth	Monthly
Housing and Land Use	Councilmember Merizan	Councilmember Burrell	Councilmember Nelson	Deputy City Manager Ender	Quarterly

List of Boards and Committees

See below for a list of boards and their corresponding meeting times. Descriptions of each board are detailed in the following pages.

State

Group	Frequency	Time	Next Meeting	Format
Washington Traffic Safety Commission	Quarterly	10 AM – 12 PM	04/18/24	In-Person: 621 8th Avenue SE, Suite 409 Olympia , WA 98501
Community Economic Revitalization Board	Every other month, third Thursday of the month	9 AM	03/21/24	In-Person: 1011 Plum Street SE, Olympia , WA 98506

Regional

Group	Frequency	Time	Next Meeting	Format
King County Flood Control District Advisory Committee	Two to three times between March and August	Varying times	Not Scheduled	Remote
PSRC - Central Puget Sound Economic Development District Board	Quarterly, first Wednesday of the month	10 AM – 12 PM	03/06/24	Hybrid: 1201 3rd Ave., Ste 500, Seattle , WA 98101
PSRC - Growth Management Policy Board	Monthly, first Thursday of the month	10 AM – 12 PM	03/07/24	Hybrid: 1201 3rd Ave., Ste 500, Seattle , WA 98101
PSRC - Transportation Policy Board	Monthly, second Thursday of the month	9:30 AM - 11:30 AM	02/08/24	Hybrid: 1201 3rd Ave., Ste 500, Seattle , WA 98101
Joint Recommendations Committee	Every three months, fourth Thursday of the month	9 AM – 11 AM	Not Scheduled	Remote
King County Regional Policy Committee	Monthly, second Wednesday of the month	3 PM	12/14/24	Hybrid: 516 3rd Ave Seattle , WA 98104
Snoqualmie Watershed Forum/King Conservation District (KCD)/WRIA	Every other month, third Wednesday of the month	3 PM – 5 PM	03/20/24	Remote
King County Regional Water Quality Committee	Monthly, first Wednesday of the month	3 PM	02/07/24	Hybrid: 516 3rd Ave Seattle , WA 98104

King County Regional Transit Committee	Monthly, third Wednesday of the month	3 PM	03/21/24	Hybrid: 516 3rd Ave Seattle , WA 98104
King County Local Services and Land Use Committee	Twice a month, every first and third Wednesday of the month	9:30 AM	02/07/24	Hybrid: 516 3rd Ave Seattle , WA 98104
King County Rural Forest Commission	Every other month, third Thursday of the month	9 AM – 12 PM	03/21/24	Hybrid: 8625 310th Ave SE Issaquah , WA 98027
SCA - Public Issues Committee	Monthly, second Wednesday of the month	7 PM	02/14/24	Remote
City of Seattle Parks, Public Utilities & Technology (OVERSEES SPU)	Twice a month, every second and fourth Wednesday	2 PM	02/14/24	Hybrid: 600 4th Ave, Seattle, WA 98104
Port of Seattle	Twice a month, every second and fourth Tuesday of the month	12 PM	02/13/24	Hybrid: - Second Tuesday: 2711 Alaskan Wy, Seattle , WA 98121 - Fourth Tuesday: 17801 International Blvd Seattle , WA 98158

Local

Group	Frequency	Time	Next Meeting	Format
Snoqualmie Valley Governments Association	Every other month, fourth Wednesday of the month	Dinner time	03/27/24	In-Person: Varying Locations
Snoqualmie Valley Mobility Coalition	Every other month, second Friday of the month	10:30 AM – 12 PM	02/09/24	Remote
Carnation Chamber of Commerce	Monthly, Second Monday of the month	Alternating mornings (8 AM – 10 AM) and evenings (6 PM – 8 PM)	02/12/24	In-Person: Varying Locations

STATE

1. Washington Traffic Safety Commission

The Governor's Office seeks a city elected official to serve on the Washington Traffic Safety Commission. The individual serves a term for an unspecified period of time, at the pleasure of the Governor.

About the Traffic Safety Commission:

The Washington Traffic Safety Commission advises and confers on programs and activities within the scope of the Highway Safety Act. The commission is composed of the Governor (chair), the Superintendent of Public Instruction, the Director of Licensing, the Secretary of Transportation, the Chief of State Patrol, the Secretary of Health, the Director of the Health Care Authority, as well as a representative from cities, counties, and the judiciary.

2. Community Economic Revitalization Board

The Department of Commerce seeks one city elected official to serve on the Community Economic Revitalization Board (CERB).

About the Community Economic Revitalization Board:

CERB was formed in 1982 to respond to local economic development in Washington communities. CERB provides funding to local governments and federally recognized tribes for public infrastructure which supports private business growth and expansion. Eligible projects include domestic and industrial water, storm water, wastewater, public buildings, telecommunications, and port facilities. Learn more about the [Community Economic Revitalization Board](#).

3. Association of Washington Cities

Attend board meetings and volunteer in various ad-hoc committees.

REGIONAL

1. King County Flood Control District Advisory Committee

The [King County Flood Control District](#) is a special purpose government created to provide funding and policy oversight for flood protection projects and programs in King County. The Flood Control District's Board is composed of the members of the King County Council. The [Water and Land Resources Division](#) of the King County Department of Natural Resources and Parks carries out the approved flood protection projects and programs under an interlocal agreement.

2. Puget Sound Regional Council

a. Central Puget Sound Economic Development District Board

The Central Puget Sound Economic Development District Board is the governing board for the federally designated economic development district for King, Kitsap, Pierce, and Snohomish counties. Its members include representatives from private business, local governments, Tribes, and trade organizations. The board is responsible for development and adoption of the region's [Comprehensive Economic Development Strategy \(CEDS\)](#).

b. Growth Management Policy Board (GMPB)

The Growth Management Policy Board includes representatives of PSRC's member jurisdictions, regional business, labor, civic and environmental groups. The policy board meets monthly to advise the Executive Board on key growth management issues.

c. Transportation Policy Board (TPB)

The Transportation Policy Board includes representatives of the PSRC's member jurisdictions and regional business, labor, civic and environmental groups. The policy board meets monthly to advise the Executive Board on key transportation issues.

3. Joint Recommendations Committee

The Joint Recommendations Committee (JRC) is an inter-jurisdictional body that provides funding recommendations and advice on guidelines and procedures for King County and its city partners on a wide range of housing and community development issues. The JRC was created through the interlocal cooperation agreements that formed the following consortia:

- a. King County Community Development Block Grant (CDBG) Consortium
- b. King County HOME Investment Partnerships (HOME) Consortium
- c. King County Regional Affordable Housing Program (RAHP) Consortium

4. King County Regional Policy Committee

The Regional Policy Committee reviews and recommends regional policies and plans, other than transit and water quality plans, approved through a work program for the committee.

Issues that may be referred to the Committee or be the subject of the Committee's policy development include health and human services, open space, affordable housing and homelessness, review of county-wide levy plans, solid waste management, economic development, road investments, criminal justice, emergency management planning, jails and district court services, and the siting of regional facilities.

This Committee may also consider issues relating to major regional governance transition and consolidation, particularly those involving potential changes in organization and responsibilities with other county, city, or regional organizations.

5. Snoqualmie Watershed Forum/King Conservation District (KCD)/WRIA

The Snoqualmie Watershed Forum is comprised of elected official and citizen representatives from throughout the Snoqualmie Watershed. The Forum helps to coordinate the actions of local governments on fish habitat, flooding, water quality issues in the Snoqualmie Watershed. The Snoqualmie Watershed Forum also helps to coordinate local participation in the development of a salmon conservation plan for the Snohomish River Basin. The Snoqualmie Watershed Forum generally meets on the third Wednesday of every other month.

6. King County Regional Water Quality Committee

The Regional Water Quality Committee develops, reviews, and recommends countywide policies and plans addressing wastewater treatment and sewer service issues, long range capital facilities plans, rate policies, and facilities siting. Additionally, the committee provides a

forum for discussion and examination of broader issues of water quality, including pollution sources, surface and storm water control, and regulatory issues.

7. King County Regional Transit Committee

The Regional Transit Committee reviews and makes recommendations to the King County Council on countywide policies and plans for public transportation services operated by the County. The committee's responsibilities include the Strategic Plan for Public Transportation, which sets objectives, goals, and strategies for King County Metro; the King County Metro Service Guidelines, the blueprint for allocation of transit service and measuring performance; and the METRO CONNECTS long-range plan.

8. King County Local Services and Land Use Committee

The Council's Local Services and Land Use Committee considers and makes recommendations on policies relating to:

- a. water supply
- b. unincorporated and rural areas
- c. local government
- d. permitting and zoning
- e. county roads and bridges
- f. levies to support county roads and bridges
- g. emergency management
- h. annexations
- i. local parks and trails
- j. housing
- k. water and sewer district plan
- l. growth management, including regional planning, countywide planning policies; and the Comprehensive Plan
- m. resource lands, including agricultural, forestry and mineral resources.

In the areas within the committee's purview, the committee tracks state and federal legislative action and develops recommendations on policy direction for the county budget

9. King County Rural Forest Commission

The King County Rural Forest Commission is an advisory group of 13 volunteer members, appointed by the King County Executive, who represent a variety of rural forest interests and advise the County on policies and programs affecting rural forests.

Commissioners represent the diversity of rural forestry interests and geographic regions of rural King County, including: private rural forest landowners; advocates of non-timber values of forest land; affected Indian tribes; consumers or users of local forest products (e.g., mills, lumber suppliers, artisans, florist suppliers, and others); academic or professional foresters or forestry associations; rural cities (including Black Diamond, Carnation, Duvall, Enumclaw, North Bend, Skykomish, and Snoqualmie); and the Washington State Department of Natural Resources.

Commission members must have a working knowledge of King County forestry, a strong commitment to promote forestry in the rural area, the ability to work with differing viewpoints to find solutions to complex problems, and a willingness to commit the time. Commission members are asked to volunteer for a minimum term of three years. Duties include attending bi-monthly meetings on the third Thursday of every other month at the Preston Community Center (usually)

and occasional subcommittee meetings. Inquiries from King County residents interested in serving on the Commission are welcome at any time.

Recognizing that conserving healthy forests is essential to protecting and restoring water and air quality, providing recreational opportunities and maintaining a viable forestry industry in King County, the Commission issued the report King County Rural Forest Commission Strategic Priorities Recommendations and Actions for Conservation of Forestland in King County in 2022.

10. Sound Cities Association (SCA)

SCA provides leadership through advocacy, education, mutual support, and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

a. Public Issues Committee (PIC)

The SCA Public Issues Committee (PIC) was established by SCA in 1995 as a standing board committee. Per SCA Bylaws, the PIC “shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions”; Governed by SCA Bylaws (adopted by membership as a whole at Annual Meetings), SCA Board Policies (adopted by Board), and PIC Operating Policies (adopted by PIC). The PIC includes a representative of each city in SCA. Each SCA member has a seat and equal vote at the PIC. It is the body responsible for making recommendations on policies and committee appointments to the Board. The PIC is SCA’s vehicle for bringing policies to member cities, and for member cities to bring policies to SCA.

The PIC not only evaluates and recommends policy positions, but it also recommends regional committee and board appointments to the SCA Board of Directors. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed by the Chair of the Public Issues Committee in October to recommend appointments to the committee. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

11. City of Seattle Public Utilities/Dam

To provide policy direction and oversight and to deliberate and make recommendations on legislative matters relating to:

- a. water, drainage, wastewater, and solid waste services provided by Seattle Public Utilities (SPU), including SPU environmental services and utility rates, regional water resources, endangered species recovery plans, waterway cleanup, and green stormwater infrastructure
- b. Seattle City Light, including but not limited to City Light finances, energy utility rates, resource matters, energy policy, regional matters, air pollution regulations, and alternative energy sources

12. Port of Seattle

Since 1911, the Port of Seattle has grown from a fledgling harbor to a multi-faceted organization that runs a world-class seaport and international airport, supporting tourism and commercial fishing industries, partnering in building road and rail infrastructure, and leading in environmental and sustainability efforts. Yet, our values remain rooted in serving the citizens of King County by creating economic opportunity for all, stewarding our environment responsibly, partnering with surrounding communities, conducting ourselves transparently and holding ourselves accountable.

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All authority of the Port of Seattle is vested with the Commission in its actions as a public body under RCW 53. Five Commissioners, elected at large by the voters of King County, serve four-year terms to govern the Port, lead all inter-governmental functions, and oversee the Executive Director. The Commission vests authority with the Executive Director and delineates Commission and ED responsibilities through the Delegation of Responsibility and Authority

LOCAL

- 1. Snoqualmie Valley Governments Association**
- 2. Snoqualmie Valley Mobility Coalition**
- 3. Carnation Chamber of Commerce**