

Resolution No. 1995-03

[\(Council Minutes 95/10/12\)](#)

Requested by: Lakewood City Council

RESOLUTION NO. R95-3

A RESOLUTION OF THE LAKEWOOD CITY COUNCIL ADOPTING "INTERIM RULES OF PROCEDURE FOR THE LAKEWOOD CITY COUNCIL."

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WHEREAS, the Lakewood City Council wishes to establish Interim Rules of Procedure to govern its meetings and procedures;
NOW THEREFORE,

BE IT RESOLVED BY THE LAKEWOOD CITY COUNCIL:

Section 1. The Lakewood City Council hereby adopts its "Interim Rules of Procedure" as set forth in Exhibit "A" which is attached hereto and incorporated by reference.

ADOPTED this 12th day of October, 1995.

ATTEST: APPROVED:

Interim Clerk Mayor, Lakewood City Council

EXHIBIT "A" TO RESOLUTION NO. R95-3

INTERIM RULES OF PROCEDURE

LAKWOOD CITY COUNCIL

Sections:

R.01.010 Organization of the Council.

R.01.020 Meetings of the Council.

R.01.030 Agenda of Council Meetings.

R.01.040 Quorum and Voting.

R.01.050 Legal Signatures.

R.01.060 Procedure for Adoption/Termination of Resolutions.

R.01.070 Procedure for Adoption/Termination of Ordinances.

R.01.080 Publication of Ordinances and Resolutions.

R.01.090 Format of Ordinances and Resolutions.

R.01.100 Public Records of Council and/or Committee Meetings.

R.01.110 Copies of Verbatim Records.

R.01.120 Records Located in Council Office - Access Procedures.

R.01.130 Procedure for Providing Copies of Public Records.

R.01.140 Procedure for Appointments to Vacant Council Positions.

R.01.150 Severability.

(Note: These Rules of Procedure will be accompanied by Guidelines for Citizen Participation, as recommended by the Governance Transition Team.)

R.01.010 Organization of the Council.

A. The Council shall, every year, at the first regular meeting in December, elect from among its Members a Mayor and Deputy Mayor. These officers shall serve at the pleasure of the Council for one year from the time of their election. Elections shall appear on the Council's meeting agenda.

The Council shall, every year, at the first regular meeting in December, elect from among its Members a Mayor and Deputy Mayor. These officers shall serve at the pleasure of the Council for one year from the time of their election. Elections shall appear on the Council's meeting agenda. B. In the temporary absence of the Mayor, the Deputy Mayor shall assume the duties and responsibilities of the Mayor. In the event the Mayor and Deputy Mayor are both temporarily absent, the remaining Councilmembers shall choose from among themselves an Acting Mayor/Chair. In the event that the Mayor or Deputy Mayor is unable to serve the remainder of their term, an election will be held to fill the vacant position.

R.01.020 Meetings of the Council.

A. The City Council shall conduct regularly scheduled meetings at 7 p.m. on the first and third Mondays of every month in the City Hall at the Lakewood Mall, unless otherwise ordered by the Council.

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Hall at the Lakewood Mall, unless otherwise ordered by the Council.

B. Special Meetings and Executive Sessions of the Council shall be called pursuant to RCW 42.30.080 and RCW 42.30.110, respectively.

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C. Meetings of the Council may be adjourned or continued to a date and time certain by the Mayor, with the concurrence of a majority of the Council.

Meetings of the Council may be adjourned or continued to a date and time certain by the Mayor, with the concurrence of a majority of the Council. D. The Council shall conduct its business according to Robert's Rules of Order, Newly Revised, except when said Rules conflict with law or Council Resolutions or Ordinances; then the law, Resolutions, or Ordinances shall prevail.

R.01.030 Agenda of Council Meetings.

A. The Agenda for regular Council meetings shall include at least the following items:

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE/PRESENTATION OF COLORS

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

VI. MESSAGES FROM CITY MANAGER/DEPARTMENTS/CITY ATTORNEY

VII. PROCLAMATIONS, AWARDS, AND/OR APPOINTMENTS TO BOARDS AND COMMISSIONS

VIII. GENERAL PUBLIC COMMENTS

IX. HEARING OF ORDINANCES FOR FINAL CONSIDERATION

X. INTRODUCTION AND/OR ACTION ON RESOLUTIONS

XI. OTHER BUSINESS

XII. ANNOUNCEMENTS

XIII. EXECUTIVE SESSION (if needed)

XIV. ADJOURNMENT

B. The following language shall be shown at the bottom of the first page of each agenda of the City Council meetings:

PUBLIC PARTICIPATION IN COUNCIL MEETINGS--Anyone may address any item on the agenda. To insure equal opportunity for the public to comment, the Mayor may impose a time limit on each speaker. Questions must be directed to the Chair.

Under General Public Comments (VIII), five minutes will be allotted to each speaker; a total of twenty minutes for each subject under discussion. With majority consent of the Council present, this time limit may be changed.

Audio Equipment can be made available for the Hearing Impaired. Please contact the Clerk.

C. Proposed Resolutions and Ordinances must be submitted to the City Clerk, by the established deadline, to be considered for placement on the next available agenda. Emergency Ordinances may be added at the discretion of the Mayor, or by the consent of four Councilmembers. Agenda are to be delivered to the Councilmembers, City Manager, and media no later than noon on the Thursday prior to the meeting for which they are prepared.

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placement on the next available agenda. Emergency Ordinances may be added at the discretion of the Mayor, or by the consent of four Councilmembers. Agenda are to be delivered to the Councilmembers, City Manager, and media no later than noon on the Thursday prior to the meeting for which they are prepared.

D. The order of the agenda may be changed at any Council meeting by a majority vote of the Council.

The order of the agenda may be changed at any Council meeting by a majority vote of the Council.E. Under no circumstances shall any person be allowed to address the Council on matters in which the City or a City Official is a litigant, or to speak in a slanderous, libelous, or disorderly manner, or otherwise malign any individual.

R.01.040 Quorum and Voting.

A. Four members of the City Council shall constitute a quorum at all Council meetings, and no proxy votes will be allowed.

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B. Council action on Ordinances shall require at least a majority vote of the entire Council except as otherwise provided by City Resolution or Ordinance.

Council action on Ordinances shall require at least a majority vote of the entire Council except as otherwise provided by City Resolution or Ordinance.

C. Councilmembers may request to be excused from a meeting for bona fide reasons, by requesting the same of the Mayor, and so notifying the City Clerk. The Mayor may excuse the absence during roll call unless an opposing motion from the Council is passed.

Councilmembers may request to be excused from a meeting for bona fide reasons, by requesting the same of the Mayor, and so notifying the City Clerk. The Mayor may excuse the absence during roll call unless an opposing motion from the Council is passed.D. All final votes of the Council on Ordinances or Resolutions shall be recorded by the City Clerk by a roll call vote.

R.01.050 Legal Signatures.

All official documents of the Council shall be signed by the Mayor, or in the absence of the Mayor, the Deputy Mayor; attested to by the Clerk or Acting Clerk; and approved as to form by the City Attorney.

R.01.060 Procedure for Adoption/Termination of Resolutions.

(To be determined)

R.01.070 Procedure for Adoption/Termination of Ordinances.

(To be determined)

R.01.080 Publication of Ordinances and Resolutions.

A summary of an Ordinance or Resolution for publication shall include the following:

A. The name of the City.

The name of the City.

B. Formal identification or citation number of the Ordinance or Resolution.

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C. Complete title of the Ordinance or Resolution, including any legal description or address that is a part of the Ordinance or Resolution.

Complete title of the Ordinance or Resolution, including any legal description or address that is a part of the Ordinance or Resolution.

D. Any other information which the City Clerk determines is necessary to provide a complete summary.

Any other information which the City Clerk determines is necessary to provide a complete summary.E. A statement that copies of the Ordinance or Resolution are available upon request for a photocopy charge as set by the City Council, the place where

the copies are filed, the times they are available for inspection, the date and location of the hearing on the proposed Ordinance or Resolution, or when the Ordinance or Resolution becomes effective.

Notwithstanding the subsection above, whenever any publication is made under this section and the proposed or adopted Ordinance or Resolution contains provisions regarding taxation or contains legal descriptions of real property, then the sections containing these matters shall be published in full. When a legal description of real property is involved, the notice shall also include the street address or address of the property described, if available.

R.01.090 Format of Ordinances and Resolutions.

Ordinances and Resolutions shall be in a format determined by the City Clerk, and numbered in a fashion determined by the Clerk, in the order received by the Clerk. No Ordinance or Resolution shall contain more than one subject, which subject shall be clearly stated in the title. No Ordinance or Resolution shall be amended unless the new Ordinance or Resolution sets forth each amended section or subsection in full, and a listing of each Section contained in the Ordinance. The format shall be for language being deleted to be shown in a dash-through format (~~delete~~); new language shall be underlined (new) or shadowed (new); and previous language which is not being amended shall be shown as is, without dash-through, under-lining, or shadowing. The signature page of any Ordinance or Resolution shall contain at least the last Section of the Ordinance.

R.01.100 Public Records of Council and/or Committee Meetings.

A verbatim record shall be kept of each public meeting of the Council or its Committees, by either electronic or mechanical means, for the period of time as provided by law. Copies of the agenda and the minutes of regular and special Council and/or Committee meetings, shall also be kept for the same period of time. The City Manager or the City Clerk shall have the authority to determine whether it is appropriate to record certain hearings by mechanical means (court reporter).

R.01.110 Copies of Verbatim Records.

Any person may purchase a copy of a tape recording of any proceeding of the City Council by paying the established fee. No fee will be charged for listening to tapes of meetings.

R.01.120 Records Located in Council Office -- Access Procedures.

In accordance with State Law and Resolutions and Ordinances of the City, public records which are located in the Council Offices may be inspected and/or obtained by the public, upon compliance with the following procedures:

In accordance with State Law and Resolutions and Ordinances of the City, public records which are located in the Council Offices may be inspected and/or obtained by the public, upon compliance with the following procedures:

A. A verbal request shall be made to the City Clerk, or designee.

A verbal request shall be made to the City Clerk, or designee.

B. If the request for records is deemed to be out of the ordinary by the Clerk or designee, the requestor must submit the request in writing, which request must be approved by the City Manager or designee. The written request will include:

If the request for records is deemed to be out of the ordinary by the Clerk or designee, the requestor must submit the request in writing, which request must be approved by the City Manager or designee. The written request will include: 1. Name of requestor.

2. Date and time of request.

3. Identification of the document(s) being requested. (If the document is not easily identifiable, an accurate description must be provided by the requestor.)

4. Signature of the requestor.

5. Signature/approval of the City Manager or designee, with date of approval.

6. Signature of the requestor agreeing not to release or use the information for commercial purposes.

R.01.130 Procedure for Providing Copies of Public Records.

A. In response to an oral or written request for access to public records as outlined in R.01.120, such requests, when granted, shall be processed by in a timely manner. At all times, individuals will insure that records are not damaged or disorganized.

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B. In no instance shall requests for access to public records interfere with the essential function of the Council Offices.

In no instance shall requests for access to public records interfere with the essential function of the Council Offices.

C. There will be no fee charged for inspection of public records.

There will be no fee charged for inspection of public records.D. Fees to be charged for providing photocopies and certified copies shall be established by the City Council.

R.01.140 Procedure for Appointments to Vacant Council Positions.

(To be determined)

R.01.150 Severability.

If any provision of these Rules or its application to any person or circumstance is held invalid, the remainder of these Rules or the application of the provisions to other persons or circumstances is not affected.

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