

# **RESOLUTION 2145**

## **A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, RESCINDING RESOLUTION NO. 957, AND RE-ESTABLISHING THE COUNCIL RULES OF PROCEDURE**

**WHEREAS**, on January 7, 2003, the City Council passed Resolution No. 914, which found that establishing written rules for conducting council meetings would allow for the expeditious processing of City business, while assuring that adequate opportunity is given for public input prior to the time that a decision is made on any agenda; and

**WHEREAS**, on July 22, 2003, the City Council passed Resolution No. 957, which re-established Rules of Procedure for council meetings and rescinded Resolution No. 914, changing the time of meetings and allowing for more expeditious public input; and

**WHEREAS**, the City Council now desires to rescind Resolution No. 957 and to re-establish the Rules of Procedure for council meetings with amendments to Section 2, to allow public comment at the beginning of City Council meetings to ensure all public comment is considered before final decisions on agenda items occurs and to promote public access and participation in meetings, and to perform non-substantive clean-up edits to Sections 1, 3-10 for consistency, clarity, and punctuation purposes; and

**WHEREAS**, the City Council hereby re-establishes the Council Rules of Procedure for Council Meetings and such Rules are hereby adopted as Resolution 2145;

## **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The City Council rescinds Resolution No. 957, Rules of Procedure for council meetings and re-establishes the Rules of Procedure for council meetings as set forth herein.

**Section 2.** Section 1 (Agenda Preparation) of the City Council Rules of Procedure is hereby re-established to read as follows:

The City Council acknowledges that the Mayor, as the Chief Executive and Administrative Officer, is responsible for the timely preparation of the City Council agenda. However, in order to ensure that agendas are timely prepared and contain the action and discussion items which the City Council wants to consider are included pursuant to City Council policy, the City Council hereby establishes the following time frame for agenda preparation:

- A. No later than the one week after the previous City Council meeting, the Mayor, and/or City Administrator shall meet with the Mayor Pro Tem to discuss the agenda for the following City Council meeting.
- B. No later than the close of business on the Friday following any City Council meeting, or such other date agreeable with the Mayor and Mayor Pro Tem, the preliminary agenda shall be circulated to all Councilmembers and department heads.
- C. The final agenda shall be provided to the City Council no later than the close of City business on the Thursday just preceding the City Council meeting, or such other date agreeable with the Mayor and Mayor Pro Tem.

No new items shall be added to the agenda unless approved by the Mayor and Mayor Pro Tem.

**Section 3.** Section 2 (Meetings) of the City Council Rules of Procedure is hereby re-established to read as follows:

- A. **Regular meetings.** Regular Meetings of the City Council shall be held as provided for by NBMC Section 2.04.011. The order of business at regular City Council meetings shall be as follows:
  1. Call to Order; Roll Call; Flag Salute;
  2. Approval of the Consent Agenda. The Consent Agenda shall consist of items of a routine nature that can be approved without discussion or debate; items approved on the Consent Agenda are Final. If discussion of any Consent Agenda item is desired, that item may be removed from the Consent Agenda at the request of any Councilmember. Those items removed at the request of any Councilmember shall either be discussed and returned to the Consent Agenda, and/or placed in an appropriate place on the agenda before acting on the Consent Agenda;
  3. Special presentation by a citizen or citizens having timely filed written requests to speak;

4. Audience Participation. This is the place on the agenda where the public is invited to speak to the City Council on any issue. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day of the scheduled meeting and may not exceed 350 words.

Please mail written comments to:

City of North Bend  
Attn: City Clerk  
920 SE Cedar Falls Way  
North Bend, WA 98045

Please fax written comments to:

Attn: City Clerk  
Fax number: 425-831-6200

Email written comments to:

[Clerks@northbendwa.gov](mailto:Clerks@northbendwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day of the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the City Clerk's Office in person, by phone (425) 888-1211 or by email: [Clerks@northbendwa.gov](mailto:Clerks@northbendwa.gov);

5. Announcements, presentations, appointments;
6. Commission, Board and Committee reports (second Council Meeting of each month);
7. Public hearings requiring no action by the City Council. Public hearings requiring action will be held in conjunction with the action item.
8. Final reading (old business);
9. Introduction, first reading, ordinances, resolutions, and motions (new business);
10. Mayor and City Council Concerns and Initiatives.

(Business that should be deliberated on by the full City Council, matters need not be listed on the agenda, formal actions on such matters may be deferred until a subsequent City Council Meeting, immediate action may be taken by a majority vote of the City Council, there are to be no speeches, lectures, or grandstanding.);

11. Staff Reports (second meeting of each month);
12. Executive Sessions, or unless otherwise scheduled; and
13. Adjournment.

**B. Special Meetings.** Special meetings shall be held at such time and place as authorized by law. The agenda and order of business for said special meetings shall be specified in the meeting notice.

**C. Executive Sessions.** Executive sessions shall be held as authorized by state law.

**D. Quorum.** At all meetings of the City Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn a meeting.

**Section 4.** Section 3 (Motions) of the City Council Rules of Procedure is hereby re-established to read as follows:

Motions shall be submitted in writing when required by the Presiding Officer, or any member of the City Council. All resolutions and ordinances shall be in writing. A motion for adjournment shall always be in order.

**Section 5.** Section 4 (Presiding Officer) of the City Council Rules of Procedure is hereby re-established to read as follows:

All meetings of the City Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Mayor Pro Tem. The appointment of a Councilmember as Mayor Pro Tem shall not in any way abridge their right to vote upon all questions coming before the City Council. It shall be the duty of the Presiding Officer to:

- A. Call the meeting to order;

- B. Keep the meeting to its order of business and observe and enforce all rules adopted by the City Council for its government;
- C. State each motion and require a second to that motion before continuing discussion;
- D. Handle discussion in an orderly manner, including:
  - 1. Allow every Councilmember who wishes to speak an opportunity to do so;
  - 2. Permit audience participation at appropriate times and following set procedure;
  - 3. To the extent possible, give speakers for and against an issue, alternating opportunities to speak;
- E. Put motions to a vote and announce the outcome; and
- F. Suggest, but not make, motions for adjournment.

**Section 6.** Section 5 (Council Deliberations) of the City Council Rules of Procedure is hereby re-established to read as follows:

- A. Introducing Items for Discussion. The Presiding Officer shall introduce each item on the agenda. If the particular agenda item was sponsored by a staff member or Councilmember, then the Chair shall recognize the staff member or Councilmember for the purpose of introducing the agenda item.
- B. Getting the Floor. Every Councilmember desiring to speak shall first address the Chair, and gain recognition by the Presiding Officer.
- C. Inquiries to Staff. Every Councilmember desiring to question any member of the City staff shall, after recognition by the Presiding Officer, address their question to the respective Staff member, who shall be entitled to either answer the inquiry or designate some other staff person to do so or, alternatively, if such information is not readily available, to furnish same to the inquiring Councilmember at the earliest possible date.
- D. Interruptions. A Councilmember, once recognized by the Presiding Officer, shall not be interrupted when speaking unless called to order by the Presiding Officer, or unless a point of order or personal privilege is raised by another Councilmember, or such speaker chooses to yield to a question by another member of the City Council. If a Councilmember, while speaking, is called to order, they shall cease speaking immediately until the question of order is determined and, if determined to be in order, they shall proceed. Members of the City staff,

after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer, and such staff member shall make every effort to make such remarks brief and to the point.

- E. Points of Order. The Parliamentarian, or the City Attorney shall determine all points of order subject to the right of any Councilmember to appeal to the City Council. If an appeal is taken, the questions shall be, "shall the decision of the Parliamentarian be sustained?" A majority vote shall conclusively determine such question of order.
- F. Point of Personal Privilege. The right of a Councilmember to address the City Council on a question of personal privilege shall be limited to cases in which said Councilmember's integrity, character, or motives are questioned or where the welfare of the Council is concerned. Any Councilmember raising a point of personal privilege may interrupt another Councilmember who has the floor only if the Presiding Officer recognizes the privilege.
- G. Decorum. All speakers, including members of the Council, in the discussion, comments, or debate of any matter or issue, shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are genuine and relevant to the question or matter under discussion.
- H. Transgression of Rules. If a member of the Council transgresses these rules on debate, the Presiding Officer shall call such Councilmember to order, and such member shall be silent except to explain or continue in order. If the Presiding Officer transgresses these rules on debate or fails to call such Councilmember to order, any member of the Council may, under a point of order, call the Presiding Officer or such other member to order, in which case the Presiding Officer or such member, as the case may be, shall be silent except to explain or continue in order.

**Section 7.** Section 6 (Voting) of the City Council Rules of Procedure is hereby re-established to read as follows:

- A. Prior Public Input. Except for items on the Consent Agenda, and setting public hearings or referring matters to any committee or commission, the Council shall not vote on any matter to be considered in an open meeting until such time as the public has had an opportunity to be heard.
- B. Verbal Restatement. Prior to voting, the Presiding Officer shall verbally restate the matter for which a vote is being taken. Following the vote, the Presiding Officer shall announce whether the question carried or was defeated.
- C. Roll Call Vote. The Mayor or any member of the Council may request a roll call vote. If so requested, the Clerk shall call the roll of the Council in alphabetical order.
- D. Failure to Vote. Each Councilmember is encouraged to vote on each item to come before the City Council. However, a Councilmember can be excused from voting because of a conflict of interest or other reasons authorized by law. The Councilmember who abstains from voting without acceptable reason shall be deemed to have cast their vote with the majority on any issue so voted upon. Tie votes shall be lost motions unless such tie is broken by the Mayor's vote in those cases in which it is authorized by state statute.
- E. Reconsideration. A motion to reconsider any action taken by the City Council may be made only at the same time or the next regular meeting of the City Council. Such motion may be made only by one of the Councilmembers who votes with the majority.

**Section 8.** Section 7 (Ordinances and Resolutions) of the City Council Rules of Procedure is hereby re-established to read as follows:

- A. Resolutions. Resolutions do not require multiple readings. Normally, resolutions appearing on the agenda will be passed at the meeting in which they are introduced.
- B. Ordinances. Generally, ordinances will require a first reading and a second reading. They normally will be passed on the second reading. The Council will make any recommended changes to the ordinance at the first reading so that final action can be taken at the time of second reading. Ordinances may be adopted at the first reading at the discretion of the Council.

**Section 9.** Section 8 (Citizen Participation) of the City Council Rules of Procedure is hereby re-established to read as follows:

- A. Citizen Participation and Contribution. Citizens are welcome at all City Council meetings, and are encouraged to attend, participate and contribute to the deliberations of the City Council. Recognition of a speaker by the Presiding Officer is a prerequisite to speaking and is necessary for an orderly and effective meeting. 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.
- B. Manner of Addressing City Council. Each person desiring to address the City Council shall proceed to the speaker's stand unless otherwise directed by the Presiding Officer, shall state their name and address for the record, state the subject they wish to discuss, state whom they represent if they represent an organization or other persons or group of persons and, unless further time is granted by a majority vote of the City Council, limit their remarks to three (3) minutes. All such remarks shall be addressed to the City Council as a whole, and not to any member individually. No questions shall be asked of a Councilmember or member of the City staff without the permission of the Presiding Officer.
- C. Spokesperson for Group of Persons. In order to expedite matters and avoid repetitious presentations, delay or interruption of the orderly business of the City Council, whenever any group of persons wishes to address the City Council on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the City Council and, in case additional matters are to be presented by any other member of said group, to limit the number of persons addressing the City Council.
- D. Special Presentations. Any person who requests, in writing, for permission to speak on a Special Presentation, must do so in accordance with the following standards and conditions:
  1. The subject matters to be discussed shall be set forth with particularity, and persons requesting an

opportunity to speak shall confine their remarks to the subjects set forth in their written notice to speak. Such remarks shall be limited to ten (10) minutes;

2. Such request must be filed with the City Clerk. Such request shall not be placed upon the agenda unless the subject matter and a syllabus of what is to be said is set forth with particularity;
3. Timely requests filed with the City Clerk shall be reproduced and be forwarded with all agenda matters in the regular course of agenda packet distribution. Scheduling of presentations shall be at the discretion of the Mayor and Mayor Pro Tem; and
4. Items not on the Agenda.

**Section 10.** Section 9 (Minutes) of the City Council Rules of Procedure is hereby re-established to read as follows:

The City Clerk, or in their absence the Clerk's designee, shall attend all meetings of the City Council, and shall keep a permanent record of its proceedings. The record shall consist of an electronic recording of the proceedings; all written materials provided to the City Council for its consideration, either in the agenda packet or items properly submitted as part of the record at the meeting; and a journal consisting of minute entries of all action taken by the City Council.

**Section 11.** Section 10 (Parliamentarian) of the City Council Rules of Procedure is hereby re-established to read as follows:

The City Attorney, or City Attorney's designee, shall serve as Parliamentarian.

**Section 12.** Section 11 (Rules of Order) of the City Council Rules of Procedure is hereby re-established to read as follows:

The procedures of the City Council shall be governed by the latest edition of Robert's Rules of Order, unless modified by the terms of this resolution, modified by a majority vote of the City Council on any particular item, or as otherwise provided for by state law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 1<sup>ST</sup> DAY OF  
APRIL, 2025.**

**CITY OF NORTH BEND:**

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**Mary Miller, Mayor**

Effective: April 1, 2025  
Posted: April 2, 2025

**APPROVED AS TO FORM:**

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**Kendra Rosenberg, City Attorney**

**ATTEST/AUTHENTICATED:**

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**Susie Oppedal, City Clerk**