

RESOLUTION NO. 2061

A RESOLUTION of the City Council of the City of Kent, Washington, repealing Resolution No. 2025, at 11:59 p.m. on May 31, 2023, and enacting a new resolution relating to the bylaws, rules, and procedures for the Kent City Council, its council meetings, and its council committee and workshop meetings, beginning at 12:00 a.m. on June 1, 2023.

RECITALS

A. By Resolution No. 660, adopted on January 19, 1970, the Kent City Council first adopted for itself orders of procedure that would govern its city council meetings. From time to time, these procedures are reviewed and amended, with the last update being adopted by the Kent City Council through Resolution No. 2025, adopted on April 20, 2021.

B. The Kent City Council desires to streamline its procedures and make its operations more efficient by returning again to a committee of the whole structure. This change requires an amendment to Council's current bylaws, rules, and procedures through this resolution.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

RESOLUTION

SECTION 1. – *Resolution No. 2025.* At 11:59 p.m. on May 31, 2023, Resolution No. 2025 and the bylaws, rules, and procedures adopted through it concerning the Kent City Council and all city council, committee, and workshop meetings, shall be repealed in its entirety.

SECTION 2. – *New Bylaws, Rules, and Procedures Adopted.* The Kent City Council hereby adopts the bylaws, rules, and procedures attached and incorporated as Exhibit A, which shall govern the Kent City Council and all city council, committee of the whole, and workshop meetings beginning at 12:00 a.m. on June 1, 2023.

SECTION 3. – *Savings.* If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 4. – *Ratification.* Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

SECTION 5. – *Corrections by City Clerk or Code Reviser.* Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering.

SECTION 6. – *Effective Date.* This resolution shall become effective immediately upon its passage. However, the bylaws, rules, and procedures adopted through this resolution shall not be implemented until 12:00 a.m.

on June 1, 2023. Until that date and time, the bylaws, rules, and procedures adopted through Resolution No. 2025 shall continue to apply.


DANA RALPH, MAYOR

May 16, 2023
Date Approved

ATTEST:


KIMBERLEY A. KOMOTO, CITY CLERK

May 16, 2023
Date Adopted

APPROVED AS TO FORM:

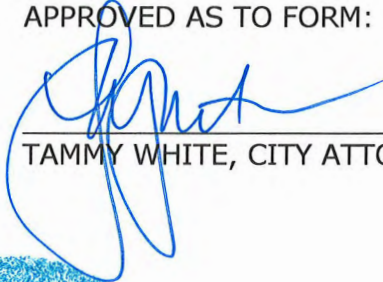

TAMMY WHITE, CITY ATTORNEY



EXHIBIT A

KENT CITY COUNCIL BYLAWS, RULES AND PROCEDURES

Article I – Purpose

Section 1.1. Purpose – Suspension of Rules. The following bylaws, rules, and procedures (“rules”) are hereby adopted and shall govern the Kent City Council and its City Council and Council Committee meetings, unless the City Council suspends those rules. Failure to fully conform to these rules will not render any action by the City Council or any of its committees invalid nor shall these rules be deemed to provide any citizen any rights that he or she does not already have by operation of law.

Article II – Council President – Mayor Pro Tempore

Section 2.1. Election – Term. The City Council shall elect from its members a Council President during the month of January in the even numbered years or as soon thereafter as possible. The Council President shall serve a two-year term. In the event the term of the Council President becomes vacant prior to the scheduled end of the term, a new Council President shall be selected by the Council who shall serve the remaining term of the vacated position.

Section 2.2. Mayor Pro Tempore. The Council President shall serve as mayor pro tempore and shall preside at all meetings of the City Council when the Mayor is not present. Although presiding as mayor pro tempore, the Council President shall retain all powers and rights inherent to a councilmember and to the council president, including, without limitation, voting powers. The mayor pro tempore shall act as Mayor and assume the authority and perform the Mayor’s duties whenever there is a vacancy in the Office of the Mayor or the Mayor is unable for any reason to discharge their duties. The assumed duties shall include, but not be limited to, acting as signatory to documents requiring execution by the Mayor, issuing proclamations and declarations, and extending official recognition of groups and events.

Section 2.3. President Pro Tempore. The Council President may appoint a president pro tempore to discharge the duties of the Council President when the Council President is unable to discharge his or her duties. If the president pro tempore has not been appointed or is otherwise absent or unavailable, the longest serving councilmember, either by consecutive or non-consecutive terms, shall be deemed the acting president pro tempore. If two or more councilmembers qualify to be president pro tempore, then the City Clerk or their designee shall select, by lottery and in the presence of two witnesses, one name from the names of the group of eligible councilmembers, and the councilmember whose name is selected shall fill the vacant president pro tempore position.

Section 2.4. Duties and Responsibilities. The Council President shall perform the following duties and responsibilities:

1. Administer the council budget, including oversight and approval of expenditures;
2. Set the City Council's agenda in accordance with these rules, in coordination with the Chief Administrative Officer and City Clerk's Office;
3. Refer proposed ordinances and resolutions to council committee;
4. Call for a workshop or a meeting of the City Council as needed, or request a special or emergency meeting;
5. In cooperation with the Mayor, ensure adequate City Council facilities, equipment, and support, with Council consent;
6. Direct correspondence on behalf of the City Council as appropriate, with consent of Council;
7. Act as liaison between the City Council and the Mayor's Office on policy issue consideration, including elements of timing;
8. Appoint the membership of ad hoc committees or boards and the ad hoc committee or board chairs;
9. Substitute for an absent councilmember or designate another

councilmember to substitute on any of the Council's committees or boards;

10. Coordinate and schedule annual retreats or other meetings for review and update of Council visions and goals for the City or to address other City Council matters;
11. Gather information on regional issues and attend regional meetings, as appropriate and applicable, to represent the Council's views, or in the alternative, designate other councilmembers to represent the City and the Council on specific regional issues or meetings;
12. Serve as a council focal point for the City Council, Mayor, and City staff; and
13. Discern councilmembers' areas of interest and/or expertise.

Article III – COUNCIL MEETINGS

Section 3.1. Regular Meetings. The City Council's regular meetings will occur at the time, date, and place established in Chapter 2.01 of the Kent City Code.

Section 3.2. Special and Emergency Meetings. Special meetings of the Kent City Council shall be held as provided by law. If, by reason of fire, flood, earthquake, or other emergency there is a need for expedited action of the City Council to meet the needs imposed by the emergency, the Mayor or Council President may provide for a meeting site other than the regular meeting site and the meeting notice requirements established by law or in this resolution may be suspended.

Section 3.3. Meeting Cancellation. Any meeting of the City Council may be cancelled by the Council President and in accordance with notice requirements.

Section 3.4. Presiding Officer at Meetings. The Mayor shall be the presiding officer for all council meetings of the Kent City Council. If the Mayor is not present, the Council President shall be the presiding officer. In the absence of the Mayor and Council President, the president pro tempore shall be the presiding officer.

Section 3.5. Forfeiture of Office. Pursuant to RCW 35A.12.060, a councilmember's position shall become vacant if he or she fails to attend three consecutive regular meetings of the Council without being excused by the council.

Section 3.6. Quorum. At all meetings of the Kent City Council, a majority of the full City Council membership, or not less than four councilmembers, shall constitute a quorum for the transaction of business.

Section 3.7. Remote Attendance of Councilmembers – Remote Meetings.

Subject to the below requirements, a councilmember may attend a City Council meeting remotely. A councilmember's remote attendance is permitted for the benefit of conducting City of Kent business and not for the personal benefit of a councilmember.

1. *Remote Attendance at Regular and Special Meetings.*

A. Councilmembers may attend remotely a maximum of three City Council meetings per calendar year; provided, the Council may by majority vote allow a councilmember to attend additional meetings remotely in excess of three per year due to medical or other factors beyond the control of the councilmember.

B. Councilmembers who wish to attend a meeting remotely shall notify the Council President and the City Clerk at least three business days in advance of their intent to attend remotely.

C. A councilmember's remote attendance shall be verbally noted on the record during the City Council meeting and in the official minutes of the City Council meeting.

D. No more than two councilmembers may remotely attend the same City Council meeting; provided a councilmember not attending due to medical issues will not count as one of the two councilmembers described in this section. This limitation, however, may be waived by a majority vote of the City Council. The availability of attending a particular City Council meeting remotely shall be on a first-come first-served basis.

E. A councilmember attending remotely shall have all of the official City Council materials available during the meeting, shall be able to view the City Council meeting by video in real time, and shall be able to communicate with the public and other councilmembers during the meeting as if physically in attendance at the meeting. A councilmember who only observes the meeting remotely without complying with the above requirements will not be deemed in attendance.

F. It shall be the responsibility of the remotely-attending councilmember to ensure compliance with this section. If during the meeting, the requirements of this section are not met or are terminated due to technical reasons, or the councilmember fails to attend the meeting remotely, the councilmember will be deemed to have not attended the meeting.

2. *Remote Meetings and Attendance During Declared Emergencies.* In the event of an emergency as declared by the President of the United States, the Governor of Washington, the Mayor, or another authorized official, and a determination that an in-person meeting cannot be held with reasonable safety due to the emergency, the City Council may hold a remote meeting without a physical location, or may limit the physical attendance of some or all members of the public at a meeting. A meeting held in accordance with this subsection shall comply with the Open Public Meetings Act as now enacted or hereafter amended, and as lawfully suspended or altered in accordance with a declared emergency.

Section 3.8. Majority Vote. Action by the City Council requires the affirmative vote of a majority of members attending a meeting, except where otherwise required by law.

Section 3.9. Executive Sessions. The City Council may hold executive sessions during a regular or special meeting to consider matters as permitted pursuant to applicable law. No official action shall be taken during an executive session. No member of the City Council, an employee of the City, or any person present during an executive session shall disclose to any other person the content or substance of discussion which took place during the executive session, unless a majority of the City Council authorizes that disclosure. Executive sessions, to the extent permitted by law, shall be limited to members of the City Council, the Mayor and staff, and other persons that the City Council invites.

Section 3.10. Agendas. Only matters that have been previously considered by the Committee of the Whole shall be put on the agenda for a City Council meeting, unless excepted as provided for in Section 3.18. Unless altered by the Council President or by a majority of the councilmembers present, the order of business of all regular meetings of the City Council shall be as follows:

1. Call to Order/Flag Salute
2. Roll Call
3. Agenda Approval
4. Public Communications
5. Reports from Council and Staff
6. Public Hearings
7. Public Comments
8. Consent Calendar
9. Other Business
10. Bids
11. Executive Session and Action After Executive Session
12. Adjournment

Section 3.11. Public Comments. No person shall address the City Council without the permission of the presiding officer. Except as otherwise permitted by

the presiding officer, the “public hearing” and “public comment” agenda items are reserved for members of the public to make a statement. When addressing the City Council, each person shall proceed to the speaker’s podium unless otherwise directed by the presiding officer, and state their name and city of residence for the record; provided, the presiding officer may waive the requirement that the person’s city of residence be provided in individual cases. If comment is offered under the public comment period, the speaker will also state the subject of their comment. Remarks will be limited to the time allocated by the presiding officer for each speaker. All remarks shall be pertinent to the stated subject matter and shall be addressed to the presiding officer and the City Council as a whole and not to any member of the City Council individually. The public comment period is intended to allow persons to speak on issues of concern to that person that relate to the business of the City of Kent, but it is not an open public forum, and is subject to restrictions imposed in this resolution, by law, or by the Kent City Council. Generally, questions asked of a councilmember or city staff member will be answered outside of the meeting unless permission to answer the question is provided by the presiding officer.

The City Council may accept written comments or testimony in lieu of addressing the City Council in-person during a public hearing or public comment. Written comments or testimony will be distributed to each councilmember and admitted into the record, but will not be read aloud at the meeting. In order to be admitted into the record, written comments or testimony shall be submitted not less than three hours prior to the start of the meeting for which they are intended, unless a person appears in person, in which case, they may be handed to the City Clerk and will be admitted into the record at the City Council meeting.

Upon the request of an individual who, by reason of disability, limited mobility, or other reason that makes physical attendance at the meeting difficult, the council will permit a person to provide oral comment or testimony remotely during a public hearing or public comment at a regular council meeting. The remote

attendance may be by phone, internet, or other means as determined by the city clerk.

Section 3.12. Public Demeanor. No one shall use any impertinent, degrading or slanderous language directed to the presiding officer, councilmembers, mayor, staff or other member of the public, and no one shall otherwise engage in disruptive behavior. Disruptive behavior includes, for example, addressing matters restricted from public comment, repeated shouting and angry outbursts, cursing, or direct or implied threats of violence. After receiving verbal notice from the presiding officer to cease engaging in the above described behaviors, and in the event the person does not stop, the presiding officer may order the person removed from the meeting. Pursuant to RCW 42.30.050, in the event a meeting is interrupted by a group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the individuals who are interrupting the meeting, the council may, by majority vote, order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the council. If the meeting room is cleared, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

Section 3.13. Added Agenda Items. At a regular meeting, a member of the City Council or the Mayor may ask that a matter be considered by the City Council, even if it is not identified on the formal agenda, by raising the issue when agenda approval is being considered. That matter shall then be considered with the approval of the City Council. No matter may be added to the agenda of a special meeting after notice of the special meeting is issued or timely amended in advance of the meeting.

Section 3.14. Mayor Participation. The Mayor may address the City Council on any matter or participate in the debate of any question, provided the Mayor shall

first call upon the Council President or any other councilmember designated by the Council President to take the Chair during the Mayor's participation.

Section 3.15. Councilmember Conduct. While the City Council is in session, whether at a City Council or Council Committee meeting, all its members must preserve order, decency, and decorum at all times and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any member while speaking, or refuse to obey the order of the presiding officer. The members of the City Council may, by a vote of a majority plus one of the membership of the City Council in attendance at the meeting, reprimand a councilmember for disorderly conduct.

Section 3.16. Voting. Discussion by councilmembers shall relate to the subject matter at hand and shall be relevant and pertinent. Every councilmember, unless disqualified by reason of a conflict of interest or as otherwise provided by law or excused by the City Council, shall cast his or her vote upon any matter put to vote by the legislative body. Any councilmember who abstains from voting shall be deemed to have not voted on that item. At the request of the presiding officer or of any councilmember, any question shall be noted upon by a roll call and the individual voting results shall be recorded by the City Clerk in the minutes.

Section 3.17. Summoned to Meetings. Every City official or employee who shall fail to report to the City Council at times and in a manner requested by the Council, shall be summoned in accordance with the direction of the City Council.

Section 3.18. Ordinances, Resolutions, and Contracts – Presentation. No ordinance, resolution, contract document, or other matter shall be presented to the City Council unless approved by the Council President, ordered by a majority of the Council, referred by a Council Committee, requested by the Mayor, or submitted by the City Attorney. Whenever practical, ordinances, resolutions, contract documents, and other matters shall first be approved as to form by the City Attorney and shall be examined and approved by the department head or

their designees having jurisdiction over the subject matter of the ordinance, resolution, contract document, or other matter, prior to the matter being presented to the City Council and included within the City Council agenda packet. Matters approved by the City Council at a regular or special meeting of the City Council shall be deemed ratified notwithstanding a failure to comply with this section.

Section 3.19. Parliamentary Rules. The City Attorney shall act as parliamentarian and advise the presiding officer on inquiries concerning parliamentary procedure. The presiding officer shall rule on issues of parliamentary procedure, unless overruled by a majority of the councilmembers present. Robert's Rules of Order shall govern the deliberations of the City Council except when in conflict with any provision of these rules. A City Council vote or other action taken which is not in compliance with Robert's Rules of Order or these rules, and to which no objection is taken, shall be deemed action taken following a suspension of the parliamentary rules and these rules even if no formal action is first taken to suspend the rules.

Section 3.20. Suspending the Rules. When the suspension of the rules is requested, and no objection is offered, the presiding officer shall announce that the rules are suspended, and the City Council may proceed accordingly. When there is an objection to suspending the rules, a vote of majority plus one of the councilmembers present shall be required to suspend the rules.

Section 3.21. Supporting or Opposing a Ballot Measure or Person for Election to Public Office. Except as permitted by law, City Council meetings shall not be used for the purpose of supporting or opposing a ballot measure or supporting or opposing the election of any person to public office.

ARTICLE IV – COUNCIL COMMITTEE OF THE WHOLE AND COUNCIL WORKSHOP

Section 4.1. Committee of the Whole. There shall be a standing committee of the City Council, referred to as the “Committee of the Whole”, which shall consist of the full membership of the City Council. The Mayor shall be permitted to attend and participate in meeting discussions of the Committee of the Whole, but shall have no right to vote. The Committee of the Whole shall consider matters prior to those matters being considered at a regular or special City Council meeting. However, a matter may be placed directly on the agenda of a regular or special City Council meeting without first being considered by the Committee of the Whole under one of the exceptions provided for in Section 3.18.

1. *Organization.* The Committee of the Whole shall be a committee of the full City Council. The business brought before the Committee will be organized according to the following subject matters, with each matter’s business being chaired by a different councilmember appointed by the Council President:

a. *Operations:* Operations matters are those that involve the general fiscal and financial conditions and operations of a city-wide nature, and matters concerning personnel, communications, technology, equity, and other related matters.

b. *Economic and Community Development:* Economic and Community Development matters are those that involve land use and planning, economic development, development and permitting regulations, growth management, and other related matters.

c. *Parks and Human Services:* Parks and Human Services matters are those that involve parks and recreation, City facilities, human services, and other related matters.

d. Public Safety: Public Safety matters are those that involve policing, corrections, the municipal court, criminal prosecution, and other related matters.

e. Public Works: Public Works matters are those that involve planning, design, construction, improvement, extension, maintenance and operation of transportation and street systems, transit, water systems, sewer systems, storm water systems, solid waste and other utilities, as well as franchises and other related matters.

2. Meeting Date and Time. The regular meetings of the Committee of the Whole shall be held at 4:00 p.m. on the first and third Tuesday of each month. Meetings shall be held in Council Chambers at Kent City Hall, or at some other location as designated by the Council President.

3. Agenda. The Council President, in consultation with the Chief Administrative Officer, shall refer matters to and set the agenda of the Committee of the Whole, which shall be organized according to the subject matters identified in Section 4.1.1. above. A Subject Matter Chair may refer matters to the Committee of the Whole related to their assigned subject matter. Two or more councilmembers may also join and refer a matter to the Committee of the Whole. Matters considered by the Committee of the Whole and which require action of the full City Council shall be placed on the consent calendar at a regular or special City Council meeting, unless otherwise directed by a majority of the members of the Committee of the Whole in attendance at the meeting.

a. First Tuesday of Each Month. At its meeting that occurs on the first Tuesday of each month, the Committee of the Whole shall consider matters that pertain to the following subject matters: (1) Operations; (2) Public Safety; and (3) Parks and Human Services. The agenda for this meeting shall be organized in accordance with these three subject matters. In the event a matter is time

sensitive, but pertains to another subject matter that would normally be presented to the Committee of the Whole on the third Tuesday of each month, the matter may be added to the Operations section of this meeting agenda.

b. Third Tuesday of Each Month. At its meeting that occurs on the third Tuesday of each month, the Committee of the Whole shall consider matters that pertain to the following subject matters: (1) Operations; (2) Economic and Community Development; and (3) Public Works. The agenda for this meeting shall be organized in accordance with these three subject matters. In the event a matter is time sensitive, but pertains to another subject matter that would normally be presented to the Committee of the Whole on the first Tuesday of each month, the matter may be added to the Operations section of this meeting agenda.

c. Added Agenda Items. At a regular meeting, the Council President or the Chief Administrative Officer may ask that a matter be considered by the Committee of the Whole, even if it is not identified on the formal agenda. That matter shall then be considered with the approval of the Committee. No matter may be added to the agenda of a special meeting after notice of the special meeting is issued or timely amended in advance of the meeting.

4. Committee of the Whole Chair. The primary Committee of the Whole Chair shall be the Council President. The Council President shall call the meeting to order; confirm the agenda; resolve procedural questions, conflicts, or disputes; and recess or adjourn the meeting.

5. Subject Matter Chairs. Each subject matter set forth in Section 4.1 shall have a Subject Matter Chair who shall be appointed by the Council President; provided, the Chair of the Operations subject matter shall be the Council President. The Subject Matter Chairs shall be referred to as: the Chair of Operations, the Chair of Economic and Community Development, the Chair of Parks and Human Services, the Chair of Economic and Community Development,

and the Chair of Public Works.

a. Appointments to Subject Matter Chair Positions. At the time this resolution was considered for passage, the City Council had four separate Council Committees with different councilmembers serving as Chair for each of those Committees. Upon passage of this resolution, each of those Chairs shall serve as the Subject Matter Chair for the equivalent subject matter that relates to those prior separate Council Committees. For example, the councilmember serving as the Chair of the Economic and Community Development Committee shall become the Subject Matter Chair for Economic and Community Development matters. Since the former Operations and Public Safety Committee combined subject matters, within seven days of Council's passage of this resolution, the Council President shall appoint a councilmember to serve as the Subject Matter Chair for Public Safety matters. Thereafter, within four weeks of appointment or reappointment of the Council President, the Council President shall appoint councilmembers to each Subject Matter Chair position to serve approximately two-year terms. The Council President shall have the right to remove Subject Matter Chairs and to reappoint new councilmembers to fill those roles. The Council President may appoint a new councilmember who is appointed or elected to fill a vacant council position to a Subject Matter Chair position.

b. Workshop Meeting Chair Rotates in Accordance with Subject of Workshop. For each Workshop meeting, the Council President shall call the meeting to order, administer and direct the general business of the Workshop meeting, and its recess or adjournment. The Council President shall also chair the portion of the Workshop meeting dedicated to the Operations subject matter. However, the Chair of the Workshop meeting shall rotate during the meeting in accordance with the subject matters being addressed during the Workshop.

Section 4.2. Council Workshop. Workshop meetings constitute regular meetings of a committee of the City Council, the membership of which shall

consist of the full membership of the City Council. The Council President shall serve as the Chair and presiding officer of Council Workshop meetings. The Mayor shall be permitted to attend and participate in Workshop meetings. Workshops are held to consider pending local and regional issues, and receive information from staff and regional partners on issues that impact the City. The Council President, in consultation with the Chief Administrative Officer, shall refer matters to and set the agenda of the Workshops; provided, the Council or two or more councilmembers shall be permitted to refer a matter to a Workshop meeting. The City Council will hold Workshops at 5:15 p.m. on each regular City Council and Committee of the Whole meeting day, except when a regular or special City Council meeting occurs at or before 5:30 pm.

Section 4.3. Quorum. At all Committee of the Whole and Council Workshop meetings, a majority of the full City Council, or not less than four councilmembers, shall constitute a quorum for the transaction of business.

Section 4.4. Executive Session. Executive sessions may be held at Committee of the Whole and Workshop meetings in accordance with RCW 42.30.110.

Section 4.5. Special Meetings. A Special meetings of the Committee of the Whole, or a special Workshop meeting, may be called by the Council President in accordance with Chapter 42.30 RCW. In addition, a meeting of the Committee of the Whole or a Council Workshop meeting may be converted to a special meeting of the full City Council at which final action may be taken subject to the special meeting requirements of Chapter 42.30 RCW.

Section 4.6. Remote Attendance of Councilmembers – Remote Meetings. Subject to the below requirements, a councilmember may attend a Committee of the Whole or Workshop meeting remotely. A councilmember’s remote attendance is permitted for the benefit of conducting City of Kent business and not for the personal benefit of the councilmember.

1. *Remote Attendance at Regular and Special Meetings.*

A. Councilmembers may attend remotely a maximum of three Committee of the Whole and three Workshop meetings per calendar year; provided, the Council may by majority vote allow a committee member to attend additional meetings remotely in excess of three per year due to medical or other factors beyond the control of the councilmember.

B. Councilmembers who wish to attend a Committee of the Whole or Workshop meeting remotely shall notify the Council President and the City Clerk at least three business days in advance of their intent to attend remotely.

C. A councilmember's remote attendance shall be verbally noted on the record during the Committee of the Whole or Workshop meeting and in the official minutes of the meeting.

D. No more than two councilmembers may remotely attend the same Committee of the Whole or Workshop meeting; provided a councilmember not attending a Committee of the Whole or Workshop meeting due to medical issues will not count as one of the two councilmembers described in this section. This limitation, however, may be waived by a majority vote of the Committee of the Whole. The availability of attending a particular Committee of the Whole or Workshop meeting remotely shall be on a first-come first-served basis.

E. In the event the Council President will attend a Committee of the Whole or Workshop meeting remotely, the Council President shall designate a councilmember who will attend the meeting in-person to serve as the Chair for that meeting.

F. A councilmember attending remotely shall have all of the official Committee of the Whole or Workshop materials available during the meeting, shall be able to view the meeting by video in real time, shall be able to be viewed by others during the meeting in real time, and shall be able to communicate with the public and other councilmembers during the meeting as if physically in attendance at the meeting. A councilmember who only observes the meeting remotely without complying with the above requirements will not be deemed in attendance.

G. It shall be the responsibility of the remotely-attending councilmember to ensure compliance with this section. If during the meeting, the requirements of this section are not met or are terminated due to technical reasons, or the councilmember fails to attend the meeting remotely, the councilmember will be deemed to have not attended the meeting.

2. *Remote Meetings and Attendance During Declared Emergencies.* In the event of an emergency as declared by the President of the United States, the Governor of Washington, the Mayor, or another authorized official, and a determination that an in-person meeting cannot be held with reasonable safety due to the emergency, a Committee of the Whole or Workshop meeting may be held remotely without a physical location, or the physical attendance of some or all members of the public at a meeting may be limited. A meeting held in accordance with this subsection shall comply with the Open Public Meetings Act as now enacted or hereafter amended, and as lawfully suspended or altered in accordance with a declared emergency.

Section 4.7. Written Public Comment. Written public comment may be submitted to the City Council at a Committee of the Whole or Workshop meeting, which will be distributed to each councilmember and admitted into the record, but will not be read aloud at the meeting. In order to be admitted into the record,

written comments shall be submitted not less than three hours prior to the start of the Committee of the Whole or Workshop meeting, unless a person appears in-person, in which case, the written comments may be handed to the City Clerk and will be admitted into the record of the Committee of the Whole or Workshop meeting.

Section 4.8. Other Rules Applicable. Sections 3.12, Public Demeanor; 3.15, Councilmember Conduct; 3.19, Parliamentary Rules; 3.20, Suspending the Rules; and 3.21, Supporting or Opposing Ballot Measure or Person for Election to Public Office, shall apply to Committee of the Whole and Workshop meetings except when in conflict with the rules otherwise set out in this Article IV.

-END-