

RESOLUTION NO. R2024-001

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEQUIM,
WASHINGTON ADOPTING REVISED CITY COUNCIL RULES OF PROCEDURE**

WHEREAS, the City of Sequim City Council Rules of Procedure (“Rules”) have been in place in a variety of forms since 1995 (Resolution R95-9); and

WHEREAS, the Rules address subjects such as Mayor, Council, and Staff Relations, Social Media Participation, Proclamations, and Rules of Procedure for the City Council and all boards and commissions of the City of Sequim; and

WHEREAS, the City Council noted that the current Rules needed modification to section 3.7(b) – Election of Officers; and

WHEREAS, the Rules are meant to acquaint City Councilors and other board and commission members with the operations and procedures they can expect to encounter during their tenure as elected or appointed officials; and

WHEREAS, the City Council deems that it is in the public’s interest to adopt revised Rules;

NOW THEREFORE the City Council of the City of Sequim, Washington, hereby resolves as follows:

Section 1: Rules Adopted. The Revised City Council Rules of Procedure, a copy of which is attached hereto as Exhibit A, are hereby adopted.

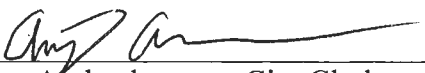
Section 2: Rescission of Prior Resolutions. Prior Council resolutions adopting City Council Rules of Procedure are rescinded. Specifically, Resolution 2023-007 is hereby rescinded.

APPROVED by the City Council of the City of Sequim at a regular meeting thereof this 8th day of January 2024.



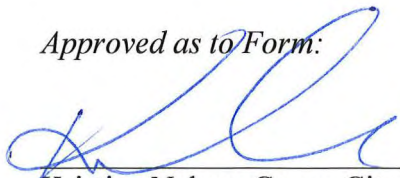
Brandon Janisse, Mayor

Attest:



Amy Aschenbrenner, City Clerk

Approved as to Form:



Kristina Nelson-Gross, City Attorney

**CITY OF SEQUIM
RESOLUTION NO. 2024-001
Exhibit A**

**REVISED CITY COUNCIL RULES
OF PROCEDURE**

**A Comprehensive Collection of Meeting Rules, Coordination
Procedures, Public Hearing Procedures, and Applicable
References from the Revised Code of Washington**

Adopted on January 8, 2024

INTRODUCTION

The City of Sequim operates under the Council/Manager form of government. Participating in the legislative process can be difficult as government itself becomes more complex. Standards and proven practices which can help guide a City Council do exist but are generally scattered through many resources and references.

The City Council originally adopted Rules of Procedure with Resolution R95-9. These rules are periodically reviewed and updated as necessary.

The City of Sequim's Revised Council Rules of Procedure is a comprehensive collection of meeting rules, coordinating procedures, administrative references, and committee guidelines.

These rules are not to be construed to invalidate any action of the Council which is otherwise in compliance with applicable law.

It is our recommendation that every member of the City Council and administration be familiar with the contents and keep this booklet close at hand.

Council Rules of Procedure – Adoption History

R95-9

2001-03

2003-02

2006-15

2010-10

2014-15

2016-03

2018-02

2020-27

2023-007

2024-

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Attachment A – Current Sequim City Council Committee Assignments

ARTICLE 1 - COUNCIL MEETINGS

1.1 Quorum Required. Four members of the City Council, which is a majority of the Council's membership, constitute a quorum for the purposes of transacting City business. The presiding officer has the duty to ascertain that a quorum is present. If a quorum is not present, or is lost, at a properly noticed meeting, the remaining members must adjourn and written notice of said adjournment must be posted on or near the door of the place where the meeting was held (RCW 42.30.090). The only actions that may be taken are measures to obtain a quorum, or motions to recess, adjourn, or fix the time at which to reconvene. It must be noted in the official minutes that a quorum was present.

1.2 Council Meetings. Open to the Public. All meetings attended by a quorum of the City Council for the purpose of conducting City business are subject to the Open Public Meetings Act, RCW 42.30 ("OPMA"), and are open to the public, except as provided for in RCW 42.30.110 (Executive Sessions) or RCW 42.30.140 (certain proceedings exempt from OPMA).

1.3 Regular Council Meetings. Time and Location. Regular meetings will be held on the second and fourth Monday of each month and will begin at 6:00 p.m. at the Sequim Civic Center, 152 W. Cedar, Sequim, Washington. The Council must conduct one regular meeting per month. If a regular meeting coincides with a legal holiday, the meeting will be held the next business day (SMC 2.04.010).

1.4 Presiding Officer. The Mayor will preside at Council meetings and be recognized as the head of the City for all ceremonial purposes. The Mayor has no regular administrative or executive duties. In case of the Mayor's absence or temporary inability to act, the Deputy Mayor will act as Mayor for the duration of the absence. In case of the absence or temporary inability to act of both the Mayor and Deputy Mayor, an acting Deputy Mayor selected by members of the Council present will act as Mayor for the duration of the absences. The Mayor or Deputy Mayor is referred to as "Presiding Officer" from time to time in these Rules of Procedure.

1.5 Attendance, Excused Absences. RCW 35A.12.060 (as authorized by RCW 35A.13.020) provides that a Council member forfeits their office if they fail to attend three consecutive City Council regular meetings without being excused by the Council. City Council members may be excused by complying with this section. The member must contact the Presiding Officer, City Clerk, or City Manager before the meeting and state the reason for their inability to attend the meeting. If unable to reach the Presiding Officer, the member must contact the City Manager or City Clerk, who will convey the message to the Presiding Officer. During roll call at the meeting, the City Clerk will inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion is non-debatable. Upon passage of such motion by a majority of members present, the absent member is considered excused and the City Clerk will make an appropriate notation in the minutes.

1.6 Participation in Absentia/Virtual Attendance. Participation in absentia means participation in a Council meeting without being physically present. The City has adopted hybrid meetings due to changes in the law resulting from the coronavirus pandemic. Therefore, remote participation by virtual or telephonic means is available to Council members at their discretion. A Council member wishing to participate virtually should work with the City Clerk and City IT Department to ensure that they will be able to hear the entire proceedings including all participants, and all participants at the meeting are able to hear the Council member(s) appearing by telephone or other electronic means.

1.7 City Manager Participation. The City Manager, as the chief executive officer and head of the administrative branch of city government, or the City Manager's designee, will attend all meetings of the City Council unless excused by the Presiding Officer or Council. The City Manager is responsible to the Council for the proper administration of all affairs of the City. The City Manager, or designee, recommends for adoption by the Council such measures deemed necessary or expedient; prepares and submits to the Council such reports as may be required by the body or as the City Manager deems advisable to submit; keeps the Council fully advised as to the business of the City; and takes part in the Council's discussion on all matters concerning the welfare of the City. If the City Manager is unable to attend a Council meeting, the City Manager will designate a staff member to attend in the City Manager's absence. (RCW 35A.13.080).

1.8 Delivery of Notices and Agenda Packets to Council Members. In general, all notices and agenda materials prepared by staff for City Council will be delivered by electronic transmission to the Council member's City-issued electronic accounts and devices. If a Council member prefers or requires another means of receiving materials, such as hard copies, arrangements must be made as far in advance as practicable with the City Clerk. At the time of their election or appointment any Council member may request special accommodations with regard to notices and agenda materials.

1.9 Council Material. Council members and affected staff should read the agenda material in preparation for the Council meeting. If a Council member needs clarification on an issue, they should seek answers from the City Manager or appropriate department head before the meeting if possible. Questions asked via email should be directed to both the City Manager and the appropriate department head.

1.10 Preliminary Council Meeting Agenda. The City Clerk, under the direction of the City Manager, will arrange a list of proposed matters according to the order of business and prepare a preliminary agenda for the Council. Any Councilmember may add an item to the agenda before, or during, the agenda setting meeting. These additions cannot be challenged because of the legislative authority of Council members. Any item that does not originate with Sequim city staff or Council must first have at least one Councilor's sponsorship before being placed on the agenda. The originating organization and/or person and the Council sponsor will be placed on the agenda cover sheet as presenters. After the proposed agenda has been approved by the Presiding Officer and Deputy Mayor, a copy of the agenda and supporting materials will be prepared and posted online on or before 4:00 p.m., four calendar days before a regular Council meeting. Council

members and any staff member who has requested a packet will be notified of the posting by email, together with a link.

1.11 Final Council Meeting Agenda. At or near the beginning of each regular meeting, the Council will review the agenda and make desired changes, including reordering or adding items. The final agenda must be approved by unanimous consent or by motion. Changes to regular meeting agendas can also be made at any time during the meeting by unanimous consent or a motion approved by a two-thirds majority.

1.12 Special Council Meetings (RCW 42.30.080). The Council may from time to time hold work sessions, retreats, or other meetings for special purposes that do not follow a regular schedule. Any meeting not held according to a regular schedule is a special meeting. As specified in RCW 42.30.080(3), the Council may take final action only on those items listed on the properly noticed agenda. 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 (RCW 35A.12.110 as authorized by RCW 35A.13.170). The City Clerk or designee will contact each Council member notifying them of the need for a special meeting and determining their availability.

(b) Notice of the special meeting will be prepared in writing by the City Clerk pursuant to RCW 42.30.080. The notice will contain information about the meeting: date, time, place, and business to be transacted.

(c) The notice will be sent electronically to each Council member on their City-issued devices, and to City staff and members of the public who have registered for E-Notifications on the City's website, or as authorized by state law. The notice must be delivered at least 24 hours before the meeting.

(d) The notices provided in this section may be dispensed with as provided by RCW 42.30.080, that is: (1) As to any member who, at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice, (2) As to any member who was actually present at the meeting at the time it convenes, and (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, or as otherwise provided by law.

1.13 Executive Sessions (RCW 42.30.110). Executive Sessions are closed except to the Council, City Manager, City Attorney, and other persons authorized to attend, such as designated staff, special counsel, or Risk Pool representatives. RCW 42.30.030 and .110 prohibit other persons, whether City staff or members of the public, from attending Executive Sessions.

Executive Sessions may be held at any time during a regular or special Council meeting. The Council may retire to hold an Executive Session during one of these meetings and such sessions will be noticed to the extent practicable. Before convening an Executive Session, the Presiding Officer will make an announcement that an Executive Session is being held and inform the public when the Executive Session will end and whether any action is anticipated. The Presiding Officer will generally state the purpose for the Executive Session and cite the specific applicable provision authorizing the Executive Session. The ending time of an Executive Session may be extended by the Presiding Officer returning to open session to publicly announce the extension that is required, then resuming the Executive Session.

Written materials and verbal information provided in an Executive Session must be kept confidential. Such information may not be provided to persons who are not present during an Executive Session unless, after consultation with the City Attorney, the Council determines such provision will not violate the confidentiality of an Executive Session or will not violate a legal exemption or legal privilege and votes to waive confidentiality.

Council discussions regarding an applicant's qualifications for public employment or the performance of a public employee must occur in Executive Session (RCW 42.30.110(g)). Council discussion of a complaint or charge brought against a public officer or employee must occur in Executive Session unless the officer or employee requests a public hearing or meeting pursuant to RCW 42.30.110(f). In all cases final Council action must occur in a meeting open to the public.

End of Article 1 - Council Meetings

ARTICLE 2 - COUNCIL MEETING PROCEDURES

2.1 Parliamentary Authority. The most current version of Robert's Rules of Order Newly Revised will govern meeting proceedings. The Sequim City Council Rules take precedence in any incidence of conflict with Robert's Rules.

2.2 Order of Business. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The business of all regular meetings of the Council may include the following:

Call to order
Pledge of Allegiance
Roll Call Approval of Final Agenda
Ceremonial
Public Comment
Consent Agenda
General Business (Includes public hearings)
Reports
Planning Calendar
Adjournment

2.3 Limited Public Participation. Public input is an important part of the legislative process, but the primary purpose of Council business meetings is for the representatives of Sequim's citizens to take action on their behalf. Verbal public comment is invited only during designated periods. No person will be permitted to address the Council while it is in session without recognition from the Mayor and Council approval. The Council may open the floor to comment at any time. All verbal comments from persons who are physically attending the meeting must be made from the lectern. Verbal comments from persons attending the meeting virtually will also be accepted, in an orderly manner. All verbal comments will be audio recorded. Speakers are expected to be courteous, and refrain from making comments, sounds, or remarks from the Council Chambers or in the background of virtual comments. The Presiding Officer will remind those in attendance of the rules regarding public participation and is responsible for enforcing the rules for public comment including calling individuals out of order.

2.4 Open Public Comment Period. During open public comment periods, the public may comment on any topic not already on the agenda for a public hearing. In some instances, the City Council may limit the total number of speakers or total amount of time available for public comment.

The following procedure will be followed for verbal public comment:

1. Speakers appearing in person should sign in on a sheet posted at the meeting room entrance. Speakers appearing virtually must join the meeting using the information provided in the header of the agenda and wait until given instructions to connect. In-person and virtual commenters will be called upon in the order

received, alternating between in-person and virtual. Once names have been called from the list, additional speakers may address the Council upon recognition by the Presiding Officer.

2. When recognized, speakers should approach the microphone, or unmute if speaking virtually, and state their name, whether or not they are a city resident, if they are representing an organization, and may choose to state their address.
3. Each speaker will be granted three minutes to speak, and the City Clerk or designee will time comments. The Council may in some instances grant additional time.
4. Comments must be directed to the Presiding Officer only.
5. Any Council member may ask questions of a speaker with permission of the Presiding Officer.
6. Unless required, the Council may not immediately respond to public comment. If appropriate, the Council may direct the City Manager to act or provide additional information.

2.5 Public Hearing Testimony. Public hearings are formal public comment periods advertised in the City's newspaper of record and otherwise noticed before the meeting. The Presiding Officer must announce the opening of the public hearing, and when all persons wishing to speak have done so, must declare the hearing closed. Procedures for speaking during public hearings are the same as above for open public comment. See Article 6 for further procedures.

2.6 Consent Agenda. The consent agenda contains multiple items approved with one undebatable motion and is intended to improve meeting efficiency. Consent agenda items are those that do not require discussion, such as routine items, other items that can be reviewed without verbal explanation, or items the Council has previously discussed. During review of the final agenda, any one Council member can remove items from the consent agenda for discussion without making a motion. The City Clerk will read consent agenda titles before approval.

2.7 Open Council Discussion/Council Reports. During the open council discussion, or council reports, any councilmember may make any statements, comments, motions, or initiate staff direction, with council approval, at this time. The Presiding Officer cannot refuse to acknowledge any Council member based of these rules.

2.8 Adjournment Due to Emergency or Disruption. In the event of an emergency, such as a fire, threatened violence, or inability to regain good order, the Mayor will declare the meeting adjourned and the City Council will immediately leave the premises.

2.9 Voting. The votes during all meetings of the Council will be transacted as follows:

- (a) Routine decisions may be made expediently by unanimous consent, meaning no one member voices objection. Any member who objects to a decision must state the objection immediately so that the Presiding Officer may take a vote.

(b) Unless otherwise provided for by statute, ordinance, or resolution, all votes will be taken by voice, except that at the request of any Council member, a roll call vote will be taken by the City Clerk. The order of the roll call vote is determined by Council position number.

(c) In case of a tie vote on any proposal, the motion is considered to have failed.

(d) Every Council member present must vote on all questions, unless recused due to a conflict of interest or appearance of fairness consideration. A recusal and the reasons for the recusal must be publicly announced before discussion of any motion. Silence during voting will be recorded as an affirmative vote. Abstentions are not permitted.

(e) The passage of the following requires the affirmative vote of at least four Councilmembers, i.e., a majority of the whole membership:

- ordinance;
- grant or revocation of franchise or license;
- resolution;
- payment of money above the City Manager's signing authority;
- any resolution for the removal of the City Manager.

(f) The passage of the following requires the affirmative vote of at least five Councilmembers, i.e., a majority plus one of the whole membership (RCW 35A.13.190):

- public emergency ordinance (an ordinance that takes effect immediately);
- expenditures for any calamity or violence of nature, riot, insurrection, or war;
- budget amendments.

In the event calamitous conditions prevent assembly of such majority through death or injuries, the provisions of RCW 35A.13.035 may be invoked.

2.10 City Clerk - Minutes - Public Information Access. The City Clerk is Clerk-of-the-Council and will keep minutes and records as required by law (RCW 35.23.121). The City Clerk will not record in the minutes the address of any citizen making a public comment, unless it is specifically requested by the citizen making that comment that their address be included in the minutes.

End of Article 2 - Council Meeting Procedures

ARTICLE 3 – ADMINISTRATION AND HOUSEKEEPING

3.1 Three Touch Rule

(a) Defined. The Three Touch Rule is designed to prevent surprises to the City Council, staff and citizens as much as possible. The Three Touch Rule is followed when the subject brought before the Council has been touched three separate times by the person or groups who will eventually approve a final action. A touch can be oral, written, or any combination thereof. Decision makers at all levels of the City should have adequate time to thoughtfully consider the issues prior to final decisions.

Recognizing that it is best to provide as much time as possible for decision-making, there may be items that are routine in nature or are minor issues for which the City Council may decide not to utilize the Three Touch Rule.

On occasion, unknown or emergency circumstances may arise making utilization of the Three Touch Rule impossible. The hands of decision makers should not be tied unnecessarily.—However, when unusual circumstances or emergency conditions arise which justify an expedited decision, the persons requesting the expedited decision should explain the circumstances.

If a Council member proposed to not utilize the Three Touch Rule, the motion should be formulated to include waiving Council Rules as a part of that action.

(b) Qualifying Conditions. Any subject or proposal for adopting or changing public policy, ordinances, resolutions, or City Council directives which will eventually result in a decision of the City Council must utilize the Three Touch Rule. Quasi-judicial matters and subjects discussed in Executive Sessions or placed on the consent agenda (subject to removal therefrom) are excluded from the Three Touch Rule.

(c) Three Touch Rule Elements:

1. First Touch. A specific oral or written notification that a given subject is being considered or developed for future consideration along with a preliminary estimate of the timelines involved.

2. Second Touch. A more detailed review/discussion of the proposal with adequate preparation made or personnel available to answer most questions and receive preliminary feedback.

3. Third Touch. A presentation (oral or written, as appropriate) of final details of the proposal in the appropriate draft proposal form which could be adopted as amended or referred to further process before final action.

3.2 Reconsideration. Except as outlined below, any Council action, including final action on applications for legislative changes in land use status, is subject to a motion to reconsider. Such motions can only be made if there is new information which may reverse

a decision. Such motion may be made by any member who has new information that may affect a prior decision.

Items exempt from reconsideration include, but may not be limited to, 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.

An original motion to reconsider must be made no later than the next 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.

Any motion for reconsideration of a matter which was the subject of a required public hearing, or which is a quasi-judicial matter may not be discussed or acted upon unless and until all parties or their attorneys and all persons testifying have been given at least five days' advance notice of such discussion and/or action. *Lejeune v. Clallam County*, 64 Wn. App. 257 (1992).

3.3 Laying on the Table vs. Tabling. To lay something on the table must be moved, seconded, and is not debatable, and brought back "as is" only. During the time something is laying on the table, nothing similar to that topic can be proposed or dealt with.

For something to be tabled, it must be seconded and voted on. It should be placed on the agenda of the next meeting. A Council member must move to bring it back to the table before it can be discussed.

3.4 Amending Motions. Councilperson moves to amend item proposed by making motion. Example of change in wording is to be given. Motion "to amend" is voted on by council, then voted on with proposed verbal changes "as amended".

The vote to amend does not decide whether the main motion will be adopted, only whether the wording in the main motion will be changed.

To amend a pending ordinance or resolution, a councilperson needs to be recognized and make motion by saying "I move to insert words (or a paragraph) to ordinance/resolution number xxx. The amendment is then voted on by a voice vote. If the majority of council votes yes, the amendment is understood to be added. If no, then ordinance/resolution stands as is. When voting on the newly worded issue, councilors must say "as amended" or, the person running the meeting can reread the ordinance and say "as amended" before the voice vote.

3.5 Complaints and Suggestions to Council. When citizen complaints or suggestions not on an agenda are brought before the City Council, the Presiding Officer, with assistance from City staff, as needed, will first determine whether the issue is legislative or administrative in nature and then:

(a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to a committee or the City Manager for study and recommendation.

(b) If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should 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 the Council when the City Manager's response is made.

3.6 Filling Council Vacancies. If a vacancy occurs on the City Council, the Council will follow the procedures outlined in RCW 42.12 to conduct a recruitment. If a vacancy occurs within six months of a prior vacancy, the City Staff may contact those applicants to determine their interest in the position. If they are interested, their prior application will be included in the recruitment process.

The appointment of a Council member must be made within 90 calendar days of the vacancy's occurrence. If it is not, the City Council loses its authority to do so and the county legislative body makes the appointment.

In order to fill the vacancy with the most qualified person available until an election is held, the City Clerk will publish a notice of the vacancy, the procedure, and distribute the application form for applying. The Council will draw up an application which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with a public interview of each candidate to aid the Council's selection of the new Council member.

Interviews are conducted during an open public meeting. Deliberations concerning the qualifications of candidates is performed during executive session pursuant to RCW 42.30.110(h), "to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public." In this executive session, discussions of the worth, quality, and significance of the applicants' qualifications can be discussed, and individual members can express their opinions, but no vote can be taken. Any action to appoint a person to office must be taken in open session.

The following procedure will be followed for filling a Council vacancy:

1. The City Clerk will open a nomination period.

2. Council members will be recognized by the City Clerk before making a nomination, and nominations do not require a second.
3. Each Council member may nominate one person.
4. The City Clerk will call for nominations three times before closing the nomination period.
5. A nominee who wishes to decline the nomination must do so immediately after the nomination period is closed.
6. The City Clerk will then take a vote on each candidate nominated, in the order in which they were nominated. Council members will raise their hand in order to cast a yes vote. Council members can only vote for ONE candidate and abstentions are not permitted. The candidate who receives a simple majority vote will be appointed.
7. If after a first round of voting no candidate receives a majority, the top two vote getters will then be voted on for a run-off.
8. In the instance that the top two are not clear, a second round of voting will be held with all candidates.
9. If after three rounds of voting no one is appointed, the Council may by motion direct the City Clerk to take any necessary action, such as opening an additional application period.

3.7 Election of Officers.

(a) Biennially, at the first meeting of the new Council, the members will choose a Presiding Officer from their number who will have the title of Mayor. In addition to the powers conferred upon that person as Mayor, they will continue to have all the rights, privileges, and immunities of a member of the Council. If a permanent vacancy occurs in the office of Mayor, the members of the Council at their next regular meeting will select a Mayor from their number for the unexpired term. Following the election of the Mayor there will be an election for Deputy Mayor. The term of the Deputy Mayor will run concurrently with that of the Mayor. RCW 35A.13.030.

(b) The election for Mayor will be conducted by the City Clerk. The City Clerk will call for nominations. Each member of the City Council will be permitted to nominate one person, and nomination does not require a second. A nominee who wishes to decline the nomination will so state at this time. Nominations are then closed and a vote taken.

(c) If multiple candidates fail to yield a majority vote, Council members will rank candidates according to preference. Choices will be given a number. The top two candidates will face an instant run-off vote.

(d) The election for Deputy Mayor will be conducted by the Mayor, and the election will take place in the manner previously described for the election of the Mayor.

(e) A Council member serving as Mayor or Deputy Mayor may be removed from that role by a majority plus one vote of the other Council members. However, persons removed from Mayor or Deputy Mayor retain all the rights, privileges, and immunities of a member of the City Council.

3.8 Onboarding New Council members. In an effort to provide as much information and direction as possible to a newly elected or appointed Council member, the Council member will:

- Attend an orientation with the City Manager and Department Directors/Managers to discuss high level operations and current/near/future policy discussions.
- Submit Form F-1 to the Public Disclosure Commission (PDC) within 2 weeks of appointment, or as required by the PDC.
- Attend an orientation with the City Clerk to cover basic questions about Council operations.
- Tour the Civic Center and other City facilities.
- Obtain City email address and phone number. The City-provided phone number will forward to the Council member's personal phone number of choice. The City-assigned number will be assigned to the Council member's position number.
- Determine business card information and obtain ID badge.
- Attend one-on-one meetings with Department Directors/Managers and consider optional operations tours (e.g., ride along with the Police Department, water system tour with Public Works, etc.).
- Attend monthly one-on-one meetings with the City Manager, starting post-election or upon appointment to a vacant position.
- Get involved immediately post-election in appropriate activities, such as the City's employee appreciation event.
- Receive an assignment of a veteran Council member as a mentor. The new Council member and mentor will be seated together at the dais during Council meetings for the new Council member's first year.
- Attend the Association of Washington Cities (AWC) newly elected officials training;
- View online, or attend in person, the required Open Government and Records Training within 90 calendar days of taking office.
- Consider optional recommended training opportunities including, but not limited to, attending the AWC budget training in the fall, AWC's Annual Conference in June, and AWC's Legislative Action Days in January or February.

3.9 Ballot Measures. RCW 42.17A.555 has enacted statutory prohibitions (with limited exceptions) against the use of public facilities to support or oppose ballot propositions.

(a) No elected official, any employee of his or her office, nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during work hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

- Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (i) any required notice of the meeting includes the title and number of the ballot proposition, and (ii) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
- A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
- Activities which are part of the normal and regular conduct of the office or agency.

(b) In the City's implementation of RCW 42.17A.555, the City Council will not during any part of any Council meeting consider requests from outside agencies for Council to support or oppose ballot measures; nor will Council permit any public comment on any proposed or pending ballot issue, whether or not such comments seek endorsement or are just to inform Council of upcoming or proposed ballot issues; nor will Council members disseminate ballot-related information.

(c) Any materials should be hand delivered to the City Clerk or sent by the requestor via regular mail through the United States Postal Office to individual Council members. The use of email for ballot purposes could be construed as use of public facilities and could be interpreted as being in violation of RCW 42.17A.555. Information must be objective only and not solicit a pro or con position.

(d) Council has chosen not to support or oppose ballot issues as those are left to the will of the people voting. The use of any of the City's facilities, including the use of the Council chambers and/or broadcast system, would likely be construed as being in

violation of RCW 42.17A.555 and therefore, general public comment on ballot issues, or proposed ballot issues will not be permitted.

3.10 Open Government Trainings Act. The Open Government Trainings Act enacted in 2014 requires all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

(a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.

(b) Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than 90 calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume their duties; or
 - Otherwise assumes their duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as they hold office.

(c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.

(d) Training may be completed remotely with technology including but not limited to internet-based training.

(e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.

3.11 Social Media Usage. As an elected official or employee of the City of Sequim, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the City to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public Records Act (RCW 42.56), the Open Public Meetings Act (RCW 42.30), and other policies related to the conduct and responsibilities of City of Sequim employees and officials.

3.12 Civil Discourse. Civil discourse is essential to the conduct of democracy. The basic intent of civil discourse in government is rational discussion: to use logic, evidence, and persuasion to make points and come to a common decision. The basic rule of civil discourse is to be respectful of others and not take things personally. City council members, as elected members of government, are expected to adhere to the highest standards of civil discourse and set an example for others. Therefore, city

council members, in their public communications, not confined to city council meetings, are expected to do the following:

- (a) Be respectful of the motives and integrity of fellow city councilors, city staff, other government officials and members of the public.
- (b) Refrain from impugning the integrity and/or motives of other city councilors, city staff, other elected officials, and members of the public.
- (c) Refrain from making any personal attacks or insults of the groups mentioned above.
- (d) City councilors will not engage in speech which either directly or indirectly advocates the use of violence or even has the appearance of advocating violence. To the contrary, city councilors are expected to respectfully discourage others from talking about or engaging in acts of violence.
- (e) City councilors are expected to exhibit courtesy to others during city council meetings. They are expected to maintain a calm composure, not to interrupt while others are speaking and not to “talk down” to others when they have the floor. They will refrain from arguing with other councilors, city staff, or members of the public who are present.

3.13 Council Retreats. The Sequim City Council’s retreat should be held within the first quarter each year as councilmember and staff availability dictate. The workplan of council retreats may include but are not limited to: Annual review of previous years goals, public input on city goals, and annual priorities. City staff should also be prepared to present to council post-retreat department workplans to support goals and priorities, key metrics to measure progress, and, when applicable, department budgets for workplans and priorities. The council may choose to conduct a follow-up retreat later in the year to monitor progress and adjust council goals and priorities as needed. These retreats may be facilitated by a member of staff, or a professional meeting facilitator who is not a member of council or staff.

End of Article 3 – Administration/Housekeeping

ARTICLE 4 - COMMITTEES, BOARDS & COMMISSIONS

4.1 Committees. All standing committees which are required by state law will be established and will perform the duties as outlined by said law. The following committees include but are not limited to:

- Council Finance Committee (3 Councilors) (RCW 42.24)
- Lodging Tax Advisory Committee (1 Councilor as Chair) (RCW 67.28)
- Clallam County Law and Justice Council (1 Councilor per RCW 72.09.300)
- Clallam Transit (2 Councilors) (RCW 36.57A.050)
- Jamestown S’Klallam Tribe Healing Clinic (1 Councilor as required by Hearing Examiner Decision)
- Clallam County Health Board (as needed) (1 Councilor per RCW)
- Boundary Review Board (as needed) (1 Councilor per RCW)
- Clallam County Disability Board (as needed) (1 Councilor per RCW)

The mayor with confirmation of the Council may appoint such other ad-hoc advisory committees or liaisons from the Council or community for the purpose of advising the Council in legislative policy matters. All ad-hoc committees will be defined by a clear task and a method of sunseting the committee at the conclusion of the assigned task.

Citizen council representatives will not be assigned to any committee that has a legislative function, is required under RCW or other legal authority, or is able to create policy or expend city resources.

Committee meetings, if attended by a quorum of the Council or an advisory board, are required to comply with the Open Meetings Act (RCW 42.30).

Committee membership by Council will be reviewed annually to ensure equitable distribution of assignments as well as subject matter expertise for assignments.

[See Committee Spreadsheet, Exhibit A \(attached\)](#)

4.2 Council Relations with Boards, Commissions, and Council Citizen Advisory Bodies. All statutory boards and commissions and Council citizen advisory bodies will provide the City Clerk with copies of minutes of all meetings. Communications from such boards, commissions, and bodies will be placed on the City’s website and maintained in accordance with the Washington Secretary of State’s retention schedules. Any member of the Council may also bring such communication to the Presiding Officer’s attention under the agenda item “Committee, Board, and Liaison Reports.” Should any member of the Council determine that any such communication be officially answered by the Council, the Presiding Officer will place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

4.3 Liaison Procedures. Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity of which the liaison Council will keep Council informed. Liaisons may, at times, advocate for Council actions on behalf of their assigned group or activity. Councilors should be aware that some committees they may be a part of have the possibility to influence or direct city policy/resources either directly or indirectly. This may be unintentional, but the councilor should be aware that they may not be representing the majority of council. It is imperative to keep council updated on these types of committees to get council guidance if needed. Extreme care must be taken to avoid appearance of fairness or conflict of interest possibilities with agencies or circumstances where such possibilities may exist. Liaison functions and duties may be further defined and/or directed by the Presiding Officer with concurrence of Council.

End of Article 4 - Committees, Boards & Commissions

ARTICLE 5 - RELATIONS WITH CITY MANAGER & STAFF

5.1 Role of the City Manager. The City Manager has general supervision over the City's administrative affairs. The Manager is directly accountable to the City Council for execution of the Council's policy directives, and for administration and management of all City departments. The powers and duties of the City Manager are defined by Washington law (RCW 35A.13.080). Such duties may be expanded by Ordinance or Resolution. Balanced with the City Manager's accountability to the Council for policy implementation is the need for the Council to allow the City Manager to perform legally defined duties and responsibilities without inappropriate interference by the Council in the day-to-day management decisions of the City Manager.

5.2 Administrative Interference by Council Members. Neither the Council, nor any of its committees or members, may direct or request the appointment of any person to, or their removal from, any office by the City Manager or any of the City Manager's subordinates. Except for the purpose of inquiry, the Council and its members must deal with City staff solely through the City Manager and neither the Council nor any committee or member thereof may give any orders to any subordinate of the City Manager, publicly or privately. Nothing in this section prohibits the Council, while in open session, from fully and freely discussing with the City Manager anything pertaining to appointments and removals of City officers and employees and City affairs. RCW 35A.13.120. No Council member may take on administrative functions that would be within the job functions of a City staff member.

5.3 Administrative Complaints Made Directly to Individual Council Members. When administrative policy or administrative performance complaints are made directly to individual Council members, the Council member will refer the matter directly to the City Manager for review and/or action. The individual Council member may request to be informed of the action or response made to the complaint.

5.4 Council Communication with Staff. The City of Sequim encourages open communication between the City Council and staff. The City's philosophy is that open communication creates healthier working relationships within the organization. Staff is encouraged to communicate directly with the City Council and the City Council is encouraged to communicate directly with staff, following the guidelines below. These guidelines are established to help everyone receive the information that they need to be successful in their roles. Following the guidelines will also improve efficiency by reducing the number of repeat questions and conversations that take place internally and in City Council meetings. These guidelines do not apply to Council members conducting business with the City outside of their Council member roles or to Councilors seeking to discuss concerns about the City Manager with the City Attorney.

- Council members will copy the City Manager on communications with staff;
- Council requests for information from staff requiring more than 2 hours of staff time will require City Manager approval. It is incumbent upon staff to confer with the City Manager under these circumstances and for the City Manager to

communicate with Council if an issue requires policy direction or resolution. Under those circumstances, the City Manager would refer the item back to the entire City Council in a public meeting for direction;

- Council members are not to direct staff actions beyond the research requests mentioned above;
- Council members acting in volunteer roles with separate organizations should keep the City Manager informed when interacting with staff.

5.5 Staff Communication with Council. Staff will copy the City Manager on communication with Council.

- Staff will copy the City Manager and Council on communications with the community in response to requests for service that come through the Council. Keeping everyone in the loop regarding the resolution of issues reported through the City Council is important to the Council and to the City Manager. The City Manager will inform the Council of the initial staff assignment of requests to the Council where a staff response is warranted;
- The City Manager and staff will share information requested by one Council member with the entire Council, as a matter of practice. This will typically be done as a part of a response to a Council member's request. Where possible and feasible, the City Manager will sometimes “bundle” these updates to the whole Council in the weekly update or in the City Manager’s Report during City Council meetings.

5.6 City Manager Hiring and Termination. Because the City of Sequim is governed under the council/manager form of government, it is essential that any hiring or termination action involving its City Manager be conducted in open session; discussions or deliberations relating to hiring or termination can be conducted in executive session. The City Manager conducts the day-to-day activities of the organization. Therefore, the citizens of Sequim deserve transparency for the position that oversees the City’s operations.

In the event of a City Manager vacancy the following procedures will apply.

The Council, by majority vote, may choose to conduct a search for City Manager candidates either by:

- Directing HR to recruit for qualified candidates (“in-house recruitment”) for Council review and selection.
- Directing HR to provide a list of potential executive search firms for Council to choose from. The search firm will then conduct a candidate search based on Council deliverables.
- Any combination of in-house or executive search firm.

Current City staff, who are qualified for the position, are welcome and encouraged to apply through either option.

Selection Process:

- Council will interview the top candidates in open session. Final applicants are encouraged to participate in a meet and greet with the public.
- Council may enter into executive session to discuss the qualifications of the final applicants. Any action must take place in open session. (RCW 42.30.110(1)(g))
- Council, by majority vote, will choose one candidate to negotiate with the Mayor for the position of City Manager. If action is expected to remove a seated City Manager, the following procedures will take place
 - The basis for termination will be discussed in executive session unless the City Manager requests that it occur in open session.
 - The Council's final action will be taken in open session.

End of Article 5 – Relations with City Manager & Staff

ARTICLE 6 - PUBLIC HEARING PROCEDURES

6.1 Public Hearings will be conducted and noticed pursuant to state law.

Public Hearings will begin according to the established agenda or as soon thereafter as possible. Public Hearings are conducted on certain legislative actions and in quasi-judicial matters.

The Chair introduces the agenda item, opens the Public Hearing, and announces the Public Hearing rules as may be outlined in the Public Hearing script.

Legislative Public Hearings are held to obtain public input on legislative decisions, matters of policy, and in some instances are required by state law.

Quasi-judicial hearings involve the legal rights of specific parties and afford procedural due process, which may include receiving testimony, making a record of the evidence considered by the Council, and issuing specific Council findings.

6.2 Conflict of Interest/Appearance of Fairness. Conflict of Interest and Appearance of Fairness concerns only arise in quasi-judicial hearings when such matters are not before the City's contracted Hearing Examiner. Prior to the start of a Public Hearing, the Chair will ask if any Council member has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Council member from participating in the Public Hearing process. Any member of the public may also challenge the Appearance of Fairness or Conflict of Interest. The City Attorney will determine whether a potential conflict exists. The Council member who has stepped down must not participate in the Council decision or vote on the matter and must leave the Council Chambers while the matter is under consideration. However, nothing herein will be interpreted to prohibit a Council member from stepping down in order to participate in a hearing in which the Council member has a direct financial or other personal interest.

If the City Attorney determines that the participation of the Mayor or a Council member in discussion and voting on an issue would be a conflict of interest or appear to violate the appearance of fairness doctrine, or any specific part of RCW 42.36, that person must abstain from further participation unless, as provided by RCW 42.36.090, a challenge to a member or members of the decision-making body would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law. In such cases, any challenged member(s) will be permitted to fully participate in the proceedings and vote as though the challenge had not occurred if the member(s) publicly disclose the basis for disqualification before rendering a decision and each party has a full opportunity to present the information relating to the issues. Such participation is not subject to a challenge by reason of violation of the appearance of fairness doctrine.

If the Mayor or a Council member refuses to abstain from participation and voting on an issue after the City Attorney has determined that abstention is necessary, the challenged person may be disqualified from participating and voting on that issue upon a vote to disqualify that is passed by a majority of the other Council members present who are eligible

to vote on the underlying issue. If the Mayor or a Council member fails to abstain from participation and voting on an issue where that Council member knows or should have known that a conflict of interest is present or that the appearance of fairness would be compromised, such failure to abstain by the Mayor or Council member is presumed to constitute a lack of good faith for purposes of officer indemnity under RCW 4.96.041. Nothing herein precludes the Council from determining that the Mayor or Council member acted in good faith upon a failure to abstain.

In the absence of an abstention on the basis of a conflict of interest, appearance of fairness concern, or other good cause, an abstention or failure to vote of a Council member present at the proceeding constitutes an affirmative vote on the proposition or motion before the Council.

End of Article 6 - Public Hearing Procedures

ARTICLE 7 – USE OF RULES

7.1 Purpose. These City Council Rules of Procedure are designed to provide guidance for the City Council. They are not to be considered restrictions or expansions of City Council authority. These rules have been prepared from review of many statutes, ordinances, court cases, and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions, or other authority.

7.2 Use. No action taken by a member or by the Council which is not in compliance with these rules but which is otherwise lawful will invalidate such member or Council action or be deemed a violation of oath of office, misfeasance, or malfeasance. No authority other than the City Council may enforce these rules or rely on these rules. The Mayor will ensure that City Council Rules are followed at all times, and must call any member out of order. No member of staff will be required to ensure, or asked to enforce, these rules and regulations. The Council may, by majority vote, waive these rules. No notice of such waiver need be given.

7.3 Public Use or Reliance Not Intended. Because these rules are designed to assist the City Council and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations, official controls, “appearance of fairness rules”, public hearing rules, or other substantive rules binding upon or to be used by or relied upon by members of the public. These rules do not amend statutory or other regulatory requirements.

End of Article 7 – Use of Rules

ARTICLE 8 – RESPONSIBILITIES

8.1 Mayoral Responsibilities

- The Mayor will be the Presiding Officer at all meetings. The Mayor Pro Tem will preside in the Mayor's absence.
- The Mayor will have the same opportunity to voice an opinion as all other councilors in all matters before the Council and may vote on all agenda items requiring Council action.
- The Mayor will preserve order and decorum and will require Council members engaged in debate to limit discussion to the item and policy under consideration. The Mayor will encourage all Council members to participate in discussion and give each member an opportunity to speak before any member speaks again on the same subject.
- The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging healthy debate among members, and keeping discussion focused on the agenda item being considered.
- If a conflict arises among Council members, the Mayor will serve as mediator. If the Mayor is involved in the conflict, the Deputy Mayor or an agreed third party will serve as mediator.

8.2 Council Responsibilities

- Any Council member may request to place an item on the agenda prior to the approval of the final agenda or may take up an issue for discussion during the Open Council Discussion portion of the meeting.
- Each Council member is responsible for arriving at the meeting and being prepared to discuss the agenda.
- It is the responsibility of Council members returning from an absence to inform themselves about Council actions taken in their absence. All agendas and meeting audio/video archives are available on the City's website. In the case of absence from a work session where information is given, the individual Council member is responsible for obtaining this information before the Council meeting when that item will be voted on.
- When addressing an agenda item, the Council member will first be recognized by the Mayor and must confine comments to the question under debate. They must refrain from impugning the integrity or motives of any other Council member or City staff person during their statements and votes. Council members will respect other members' positions/opinions and will work together to further Council goals and objectives rather than the goals of any individual or group.
- Council members will avoid voicing their opinion in a manner that implies it is the position of the entire Council or obligates the entire Council in any way.
- In the absence of a ruling by the Mayor or advice from the City Attorney on any procedural matter, a Council member may move to change the order of business or make any other procedural decision deemed appropriate. Approval of the motion requires an affirmative vote from the majority of Council members present and who vote on the matter.

- Any Council member may appeal a ruling by the Mayor to the Council as a whole. If the appeal is seconded, the person making the appeal may make a brief statement stating the reason for the appeal and the Mayor may explain the Mayor's position, but no other member may speak on the motion. The Mayor will then put the ruling to a vote of the Council.
- Any Council member may ask the Mayor to enforce the rules established by the Council. If the Mayor fails to do so, a majority vote of the Council members will require the Mayor to do so.
- Council members who are appointed to serve as liaison to certain boards, commissions, and committees are encouraged to attend those meetings as often as possible.

End of Article 8 – Responsibilities