

## ORDINANCE NO. 416

### AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, AMENDING ORDINANCE NO. 357, WHICH ADOPTED THE RULES OF PROCEDURE FOR THE CITY COUNCIL.

**WHEREAS**, the City Council adopted Ordinance No. 357, which established and codified revised rules of procedure for Council, and

**WHEREAS**, the City Council has recommended minor changes to Ordinance No. 357 to facilitate Council business; now, therefore,

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON DOES ORDAIN AS FOLLOWS:**

**Section 1. Amendment of WMC 2.37.020.** Subsection 2.37.020(5)(c) of the Woodinville Municipal Code is hereby amended to read as follows:

Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under state law is present. A yes, no or abstention will be recorded as such.

**Section 2. Amendment of WMC 2.37.060.** Subsection 2.37.060(1) of the Woodinville Municipal Code is hereby amended to read as follows:

Regular Meetings. The Council shall hold regular meetings on the first three Mondays of each month between 7:00 p.m. and 10:45 p.m. The Council shall hold study sessions during each of the regular meetings. Should any meeting fall on a legal holiday, the meeting shall be held at the same hour and place on the next working day. Study sessions will be informal discussions for the purpose of reviewing the upcoming regular meeting preliminary agenda, forthcoming programs and future Council agenda items, progress on current programs or projects, or other information the City Manager feels is appropriate. A Councilmember or the City Manager may bring an item for discussion prefaced by a brief

introduction of the item for the benefit of all members and observers.

**Section 3. Amendment of WMC 2.37.090.** Subsection 2.37.090(4) of the Woodinville Municipal Code is hereby amended to read as follows:

Rules for Public Hearings. The following rules shall be observed during any public hearing:

Public hearings shall begin promptly at 7:30 p.m. The Presiding Officer shall recognize a motion to table the current agenda item until the conclusion of the public hearing, and to open the public hearing.

The Presiding Officer shall declare the public hearing open, and ask for the City staff presentation. Following questions of staff by Council, the applicant shall be given 10 minutes to present the issue. Following the presentation of the applicant, the major opponent shall be allowed to speak to the issue for 10 minutes. Then, any interested person may be heard for five minutes each. Opponent and interested persons shall be given five minutes each to speak. The Presiding Officer shall recognize staff comments and questions from the Council. After all interested members of the public and staff have had an opportunity to speak, the applicant shall be given the opportunity to respond to or rebut information presented by the opponent or members of the public or staff. This opportunity for rebuttal shall not be used to present new information or to address subjects other than issues raised by the opponent and public. After all interested persons have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The Council may, however, decide to allow for certain written materials to be presented to the Council for a period of time certain. This shall be decided by the Council and require a majority vote. Once the public hearing is closed, no person may introduce new substantive information without reopening the public hearing by a majority vote of the Council. If any person wants to have the public hearing reopened, they must petition the City Clerk and it will require a majority vote of the Council to reopen or hold another public hearing based on the evidence presented in the petition. The

Council may alter the time limits of speakers upon a vote prior to the opening of the hearing.

**Section 4. Amendment of WMC 2.37.110.** Subsection 2.37.110(4) of the Woodinville Municipal Code is hereby amended to read as follows:

The preliminary agenda items will be submitted to the City Manager no later than Wednesday at 1:00 p.m., 12 days preceding the Monday meeting. The finalized agenda and meeting packets will be available at City Hall by 5 p.m. ten days before the next council meeting.

**Section 5. Amendment of WMC 2.37.020.** Subsection 2.37.020(7) of the Woodinville Municipal Code is hereby amended by the addition of a new subsection (c) and a new subsection (d) to provide in their respective entirety as follows:

(c) Councilmembers are strongly encouraged to exercise principles of general decorum in all aspects of their official City conduct, including but not limited to public statements, press releases, media interviews and written correspondence constituting a public record. For purposes of this subsection, "general decorum" shall mean politeness, courtesy, professionalism, and abstention from personal insults, slanderous remarks and *ad hominem* attacks with respect to other City officials and employees.

(d) The principles of general decorum established in this section are separate from and additional to the prohibition against false statements and misrepresentations codified at WMC 2.36.020(12).

**Section 6. Amendment of WMC 2.37.110.** Subsection 2.37.110(1) of the Woodinville Municipal Code is hereby amended to read as follows:

(1) The Clerk will prepare a preliminary agenda for each regular Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Mayor and City Manager.

**Section 7. Amendment of WMC 2.37.110.** Subsection 2.37.110(2)(c) of the Woodinville Municipal Code is hereby amended to read as follows:

(c) By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 noon on the Wednesday, 12 days preceding the meeting. The names of the requester Councilmembers shall be set forth on the agenda. The item shall be placed on the next scheduled study session.

**Section 8. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality or any other section, sentence, clause or phrase of this ordinance.

**Section 9. Effective Date.** This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 6<sup>th</sup> DAY OF MARCH 2006.**

  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:



Sandra Parker  
City Clerk\MMC

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By:   
J. Zachary Lell  
City Attorney

PASSED BY THE CITY COUNCIL: 3-6-2006  
PUBLISHED: 3-13-2006  
EFFECTIVE DATE: 3-18-2006  
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