

ORDINANCE 2010-958

**AN ORDINANCE OF THE CITY OF WAITSBURG, WASHINGTON, AMENDING TITLE 1
CHAPTER 2 OF THE WAITSBURG MUNICIPAL CODE RELATED TO COUNCIL
ORGANIZATION AND BUSINESS**

WHEREAS, updates to the City Municipal Code related to Council organization and business procedures are deemed necessary;

NOW THEREFORE, the City Council of the City of Waitsburg do ordain as follows:

SECTIONS OF 1.02 of the Waitsburg Municipal Code shall be amended and shall read as follows:

01.02.030. Agenda Preparation.

A draft agenda will be provided by the City Clerk to City Council Members on request.

(3) Additional items may be placed on a regular Council meeting agenda after the agenda is submitted if the Council Member or City Clerk explains to the Council the necessity for doing so and receives a favorable majority vote of the Council at a public meeting.

(6) Agendas will be finalized by end of business on Friday, prior to the Council meeting. The agenda and meeting materials will be available at City Hall for the Council and City staff, at that time. The agenda for the coming meeting will then be posted by the City Clerk as well and made available to the public and media on request.

1.02.050. Citizen Comment.

(1) Persons seeking to address the Council during the citizen comment portion of a meeting, and who are not specifically scheduled to be on the agenda, will be requested to stand, give their name for the record, and limit their remarks to three (3) minutes. The speaker shall be allowed to continue past the three minute time limit at the discretion of the Mayor. No speaker may convey or donate his or her time for speaking to another speaker. All remarks will be addressed to the Council as a whole, and not to individual City staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be directed by the Mayor, to leave the meeting immediately.

01.02.070. Other Protocols

A. Values of Respect

The City Council recognizes the importance of approaching the public's business in an environment of mutual respect that places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines to be utilized by the City Council include:

- Discussion should focus on policy matters.
- Personal criticism of members is inappropriate.
- Proper decorum should be displayed as other members express their views.

B. Contact by Mayor

The Mayor is to discuss with any Council Member, any perceived or inappropriate interference or encroachment by that Member on administration or services provided by the City. The Mayor will discuss with the Council Member the problem and suggest a more appropriate process or procedure for the Member to follow. After this discussion, if inappropriate action continues, the Mayor will report the matter to the full Council.

1.02.110. Council Member Attendance at Meetings.

(2) Council Attendance Policy

At the start of each City Council meeting, the Mayor or City Clerk, or designee, will call the roll. Any absent Council Member who has called the Mayor or City Clerk prior to 4:00 p.m. on the day of the meeting to advise of such absence will be deemed excused. A council position shall become vacant if the Council Member has three consecutive unexcused meeting absences. Whereupon the position will be filled by the remaining members of the Council as provided by the Charter and the WMC.

(3) Attendance via Speakerphone (AVS)

From time to time, a Council Member who is not be able to be physically present at a Council meeting, but who wants to be involved in the discussion and/or decision on a particular agenda item may attend and participate in the meeting telephonically. Implementation of this provision is dependent upon available and appropriately functioning technology. The procedure and guidelines for permitting a Council Member to attend a Council meeting via speakerphone are as follows:

A. The Rare Occasion

Attendance via speakerphone should be the rare exception, not the rule, and AVS is limited to two times per year per Council Member. Examples procedure for use of AVS is as follows:

AVS Example Procedure

When the particular agenda item is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record that council member _____ is appearing via speakerphone:

Council Member _____, can you hear me? [There must then be a clearly audible response in the affirmative.]

Once the Council Member attending via speakerphone has indicated he can hear the Council, the meeting will continue as if the Council Member was present and will be considered present until the meeting is adjourned or they indicated their desire to terminate the call.

C. Notification

The Council Member should notify the Mayor or City Clerk of his or her wish to attend a Council meeting via speakerphone for an agenda item not later than the business day prior to the Council meeting for which he or she wishes to attend via speakerphone.

This Ordinance shall take effect immediately upon passage by the Council and publication as required by law.

Passed by the Waitsburg City Council this 6th day of January, 2010.

Approved:

Attest:

Markeeta Little Wolf, Mayor

Randy Hinchliffe, City Clerk

Approved as to form:

Janelle Carman, City Attorney