



RESOLUTION NO. 2024-06

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,
RELATING TO THE COUNCIL RULES OF PROCEDURE; REVISED
RULES**

**CITY OF LYNNWOOD
COUNCIL RULES OF PROCEDURE**

**Adopted by Resolution No. 2008-11, as amended by Resolution No. 2011-16,
Resolution No. 2012-01, Resolution No. 2012-04, Resolution No. 2015-05,
Resolution No. 2016-16, Resolution No. 2020-07, Resolution No. 2021-09; and
Resolution No. 2023-04**

WHEREAS, RCW 35A.12.120 authorizes the City Council to adopt rules of procedure, to establish an order of business and to provide for its organization and operation; and

WHEREAS, the City Council determined that adoption of procedures and an order of business for Council meetings would expedite the conduct of Council and City business; and

WHEREAS, most recently in Resolution No. 2023-04, the City Council adopted rules of procedure for the conduct of the Council's meetings; and

WHEREAS, the City Council has determined that amending the Council Rules as stated in this Resolution will enable the Council to accomplish the City's business in a more effective and efficient manner, and reflects a spirit of cooperation among the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LYNNWOOD, THAT COUNCIL RULES SHALL BE REVISED TO READ AS FOLLOWS:

Section 1.

- A. Rules -- Adopted. The City Council adopts as the governing rules of procedure and order of business of the City Council of the City of Lynnwood the rules set forth herein.

40 B. Rules -- Application. These rules apply to and shall govern all meetings of the City Council,
41 regardless of how styled; provided, however, that quasi-judicial proceedings of the Council
42 shall be governed by rules and procedures established by Resolution No. 96-7.
43

44 Section 2. Rules of Procedure of the City Council of the City of Lynnwood are hereby set
45 forth as follows:
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47
48 **Rule 1. General Rules of Procedure:**
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50 A. All meetings of the City Council shall be conducted according to the most current
51 edition of Robert's Rules of Order Newly Revised; provided that Robert's Rules shall
52 be superseded to the extent they conflict with state law, local ordinances or
53 resolutions, or these rules. The suspension of any special rule set forth herein as
54 permitted by Robert's Rules shall not be considered a conflict with these rules.
55

56 B. The City Attorney shall serve as parliamentarian and shall advise the Presiding
57 Officer regarding questions concerning procedures and application of Robert's Rules
58 and these rules.
59

60 C. All questions of order shall be decided by the Presiding Officer of the Council with
61 the right of appeal to the Council by any member. Any decisions made by the
62 Presiding Officer may be overruled by a majority vote of the Council.
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64 **Rule 2. Meeting Location & Time:** Repealed.
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66 **Rule 3. Meetings Open to the Public:**
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68 All meetings of the City Council shall be open to the public, except for executive sessions
69 authorized by Chapter 42.30 RCW.
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71 **Rule 4. Election of Officers:**
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73 A. At the first business meeting of the year, the Council shall elect a Council President
74 to serve at the pleasure of the Council for a term of one year who shall serve as
75 Mayor Pro-Tem in the absence of the mayor. The duties and responsibilities of the
76 Council President shall be determined by the Council (See Rule #21).
77

78 B. At the first business meeting of the year, the Council shall also elect a Council Vice-
79 President to serve at the pleasure of the Council for a term of one year, who shall
80 serve as Mayor Pro-Tem in the absence of the Mayor and the Council President. The
81 Council Vice-President shall perform such other duties as the Council President may
82 direct.
83

84 C. While performing the duties of Mayor Pro-Tem, Council President or Vice President
85 shall not have power to appoint or remove any officer, or to veto any acts of the City
86 Council.
87

88 **Rule 5. Presiding Officer:**
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90 A. All meetings of the City Council shall be presided over by the mayor or, in the
91 mayor's absence, by the Mayor Pro-Tem. If neither the mayor nor the Mayor Pro-
92 Tem is present at a meeting, the Vice President of the Council shall serve as
93 presiding officer. Service as Presiding Officer shall not abridge a council member's
94 right to vote upon all questions coming before the Council.
95

96 B. The Presiding Officer shall conduct meetings of the Council in accordance with the
97 law, Robert's Rules, and these rules. The Presiding Officer shall state all questions
98 coming before the Council and announce the decision of the Council on all subjects.
99

100 C. The Presiding Officer shall confine debate to the question under discussion, preserve
101 order and decorum and prevent personal attacks or attacks upon a member's
102 motives.
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104 **Rule 6. Quorum:**
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106 The presence of a majority of the full Council shall constitute a quorum for the purpose
107 of transacting business.
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109 **Rule 7. Special Council Meetings - Call & Notice - Limitation:**
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111 The mayor, or any four (4) members of the Council, may call for a special meeting by
112 providing written notice specifying the subject of the meeting to each Council member
113 and the mayor at least twenty-four (24) hours before the time specified for the
114 proposed meeting, except as otherwise provided by law. The Council Executive Assistant
115 shall confirm that all council members have been contacted and acknowledged receipt
116 of the notice. At a special meeting final action may be taken only on matters set out in
117 the notice calling the meeting and on no other matters.
118

119 **Rule 8. Council Meetings - Business & Work Session:**
120

121 A. Regular business and work session meetings of the Council shall be held as provided in LMC
122 2.04.030. The third Wednesday work sessions shall be the preferred meeting time for
123 presentations to the Council by individuals, agencies or groups that are not affiliated with the
124 City.
125

126 B. Councilmember Remote Attendance at Meetings
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128 1. In the event of an emergency as declared by the City, State and/or Federal government,
129 the City Council may arrange for electronic participation at a Regular Meeting, Committee
130 of the Whole, Special Meeting, Executive Session, Retreat, standing committee meeting,
131 or work session.

132
133 a. During a fully remote meeting, elected officials may attend by phone or other
134 electronic means that allow all participants to hear one another. Also, all elected
135 officials should be visible on video.

136 b. Fully remote meetings are open to the public and arrangements must be conducted
137 such that the public can hear the meeting while it is occurring, subject to the
138 requirements of RCW 42.30.

139
140 2. In times of non-emergency, the City Council prefers and recognizes the value of in-person
141 attendance at meetings as integral to public service. However, remote attendance by a
142 Councilmember not physically able to be present, whether for all or part of a meeting, is
143 allowed subject to the following provisions, and subject to paragraph 3 below:

144
145 a. Councilmembers may attend remotely a maximum of three (3) Council Meetings per
146 calendar year; provided the Council may, by majority vote, allow a Councilmember to
147 attend additional meetings remotely in excess of three per year due to medical or
148 other factors beyond the individual's control. After three virtual meetings, more shall
149 be counted as an unexcused absence.

150
151 b. A Councilmember planning to attend a meeting remotely shall notify the Council
152 Executive Assistant and Council President with the reason for remote attendance no
153 later than one hour prior to the meeting start time or 15 minutes prior to an
154 emergency meeting.

155
156 c. A Councilmember attending remotely will be marked present, counted toward
157 quorum, and can vote just as if physically present. However, if virtual connection is
158 lost for more than 50% of the meeting, this shall be counted as an absence.

159
160 d. While attending remotely, council members shall not be attending another meeting
161 or event at the same time. Councilmembers must keep their video on at all times.

162 e. If a Councilmember's virtual connection should become lost during the meeting, the
163 meeting should continue unless the quorum is no longer met. A Councilmember's loss
164 of a virtual connection will not be counted toward the maximum limit described in
165 Section 2.a.

166 f. Executive sessions: When attending an executive session remotely, elected officials
167 must have their camera/video on. If they cannot be on camera, they cannot attend
168 the executive session.

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170 3. Finally, the council may, by majority vote, make exceptions to the above rules.

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Rule 9. Council Meetings - Agendas & Order of Business:

A. The Council President and Vice President, in consultation with the Mayor and the Mayor’s designee, shall set the agenda for all Council meetings, provided the Council may amend the agenda in accordance with Robert’s Rules, state law, and City ordinances and resolutions.

B. The order of business for a regular business meeting shall be as follows:

B.1 Call to Order and Flag Salute

The mayor shall call the meeting to order and then rotate the flag salute among the council members unless an individual has been invited to lead the flag salute by the mayor.

B.2 Roll Call

B.3 Approval of Minutes

Minutes shall record what actually occurred at a meeting. Minutes may be amended only to conform them to what actually occurred. Minutes shall not include remarks made by individual council members or written statements submitted by council members during the Council Comment period (Item 80).

The minutes of the meeting shall include but not be limited to the following:

- The place of the meeting;
- The time the meeting started and ended;
- Which council members were present;
- The fact a quorum was present;
- Text of all main motions taken up by the council and their disposition (passed, failed, postponed, etc.);
- If amendments were made, the final version of the motion as amended;
- Expressions of support for, dissent from or protest against any ordinance or resolution of the council, and the reasons given, by any council member.
- Any points of order that were made and their resolution; and
- If the council went into executive session, the time of entering, the topic of discussion as provided, any time extensions, and the time of leaving such session.

211 Details of amendments to motions and voting results on them shall not be
212 included in the minutes. Withdrawn motions will ordinarily also not be
213 included in the minutes.

214 Amendments to the minutes necessary to correct errors of fact may be
215 made when approved by majority vote of the council members present. The
216 amendments are noted in the minutes of the meeting being corrected. The
217 minutes of the meeting at which corrections are made shall state merely
218 that, "the minutes were approved as corrected."
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220 A council member's absence from a meeting does not prevent the member
221 from participating in the correction or approval of the minutes for that
222 meeting.
223

224 **B.4 Messages and Papers from the Mayor**
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226 The mayor may bring forward any matters deemed necessary to share with
227 the Council and/or public. The mayor may report on topics of interest to
228 the Council as a whole, and may include a calendar of events, upcoming or
229 on-going programs or projects, and other reports of a general nature. The
230 mayor's comments shall be limited to two (2) minutes unless approval for
231 more time is granted in advance by the Council President.
232

233 **B.5 Public Comments and Communications**
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235 A. The Presiding Officer shall announce that all persons present in Council
236 Chambers who wish to be heard shall be heard, on any topic pertaining to
237 the city. When appropriate, the Presiding Officer may request a deferral
238 of public comment on a topic on the agenda to the time Council takes up
239 the matter.

240 B. The Presiding Officer shall request that all persons state their name and
241 zip code.

242 C. In all cases, persons signing-in attending the meeting in person will be
243 recognized and given the opportunity to speak, followed by those who
244 seek recognition from the audience. In order to give Public Comment via
245 Remote Attendance, the speaker must register online at least 24 hours
246 prior to the meeting via the City Website link entitled "Register for
247 Remote Public Comment".

248 D. An individual person's comments shall be limited to three (3) minutes,
249 with no exceptions. A person providing comments as a spokesperson for a
250 group of persons in the audience shall be limited to five (5) minutes, with

251 no exceptions. The Council Assistant shall monitor the comment time and
252 use a bell or other device to communicate when the allotted time has
253 been completed.

254 E. All remarks by persons shall be addressed to the Council as a whole. Any
255 person making personal, impertinent, or slanderous remarks, who
256 becomes boisterous, threatening, or personally abusive, or otherwise
257 disrupts the conduct of the meeting while addressing the Council may be
258 requested by the Presiding Officer to leave the meeting.

259 F. If a person makes a specific request for Council action, the Presiding
260 Officer shall inform the person that they must secure the support of a
261 council member to serve as a sponsor for the proposed legislation or other
262 Council action. The sponsoring council member must secure the support
263 of a second council member before the item can be scheduled for a work
264 session.

265 G. Information will be available to the public at each meeting summarizing
266 these rules of procedure, including those concerning public hearings.

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268 **B.6 Presentations and Proclamations**

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270 A proclamation by the mayor and/or Council is defined as an official
271 declaration recognizing or promoting city-wide or special activities in the
272 City. Presentations are to include awards, plaques, certificates, grants,
273 recognition or other items or things, given to the public, to staff, to the
274 Council, to council members, or the "city" as a whole. The number of
275 presentations and proclamations will be at the discretion of Council
276 leadership, based on the anticipated workload for each meeting. The
277 presentations and proclamations will be limited to a reasonable time
278 frame (approximately five (5) minutes each), with a maximum of three (3)
279 presentations and proclamations per business meeting.

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281 **B.7 Written Communications and Petitions**

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283 The mayor shall ask whether any written communications or petitions
284 have been received by the city staff or any Council member or whether
285 any person wishes to present written communications or petitions.
286 Business meeting comments will not be read in public. The council
287 assistant will summarize the overall concepts for the mayor to read at the
288 meeting.

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290 **B.8 Council Comments and Announcements**

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A Council member's comments shall be limited to two (2) minutes unless more time is granted by the Council President.

B.9 Business Items and Other Matters:

B.10 Unanimous Consent Agenda:

A. The Council Leadership, in consultation with the mayor, shall place on the Unanimous Consent Agenda matters that:

- 1. Have been previously discussed by the Council; or
- 2. Have been the subject of a memo previously included in the council packet which does not need further explanation; or
- 3. Are routine in nature and adoption is likely; or
- 4. Have been scheduled by the Council.

B. Items on the Unanimous Consent Agenda shall be adopted by a non-debatable motion. Before requesting a motion to adopt the Unanimous Consent Agenda the council member reading the Unanimous Consent Agenda shall ask if any Council member wishes to have an item removed from the agenda.

C. Items removed by request shall be considered immediately after the Unanimous Consent Agenda.

D. The council member making the motion to adopt the Unanimous Consent Agenda shall read each matter on the agenda. After the motion is made, the Presiding Officer shall ask for unanimous consent to adopt the agenda as read, and

- 1. If no objection is made, the Presiding Officer shall state, in substance, that the Unanimous Consent Agenda is adopted.
- 2. If an objection is made, the Presiding Officer shall ask the member making the objection to identify the objectionable item(s) and each item shall be removed from the motion and placed immediately after the adoption of the Consent Agenda or later on the agenda under "100 New Business."

334 3. The Presiding Officer shall identify the items removed from the
335 Unanimous Consent Agenda, and then ask if there is objection
336 to adoption of the amended Unanimous Consent Agenda. This
337 process shall be repeated until there is no objection or until no
338 items remain on the Unanimous Consent Agenda.
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340 **B.11 Public Hearings & Quasi-Judicial Proceeding**

- 341
- 342 A. Resolution 96-7 shall govern the conduct of public
343 meetings and quasi-judicial proceedings.
 - 344
 - 345 B. The Presiding Officer shall announce the procedures and
346 sequence of steps of a public hearing or a quasi-judicial
347 hearing at the beginning of each hearing.
348

349 **B.12 New Business**

- 350
- 351 A. Any council member may propose additional item(s) of new
352 business. The Council may consider and take immediate action on
353 an item of new business proposed by a council member.
 - 354 B. Any item of New Business not acted upon shall be held over to the
355 next business meeting.

356 **Rule 10. Guidelines for the Purposes and Uses of Work Sessions & Workshops**

- 357
- 358 A. A work session may be conducted in the form of a workshop to allow Council
359 members to do concentrated preliminary work on a single subject which may be
360 time consuming or complex and allow informal discussion.
 - 361
 - 362 B. Under no circumstances shall any "final action" (as defined in Chapter 42.30 RCW)
363 be taken at any work session. or workshop; provided, that the Council may take
364 action authorized by LMC 2.04.040.

365 **Rule 11. Forms of Address:**

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367 The mayor shall be addressed as "Mayor (surname)", "Your Honor" or "Mayor." The
368 Council President, when acting for the mayor, shall be addressed as "Council President
369 (surname)." Members of the Council shall be addressed as "Council member
370 (surname)."
371

372 **Rule 12. Proposed Drafts - Ordinances, Resolutions and Motions:**

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374 Ordinances, resolutions, and motions may be proposed by the Administration or by
375 council members. Such ordinances, resolutions, and motions may identify the
376 originator(s) or sponsor(s) of the proposal. Ordinances shall be assigned a number upon
377 a motion for final adoption.
378

379 **Rule 13. Debate & Decorum:**

- 380
- 381 A. No member shall speak more than once until all members seeking recognition have
382 spoken.
 - 383 B. Council members shall not engage in contemptuous or disorderly behavior, discuss,
384 or comment on personalities, or indulge in derogatory remarks.
 - 385 C. The Council has the power as predicated by state law to impose punishment on its
386 members for violation of state law: provided that the Council cannot remove a
387 council member from office.
 - 388 D. Any member of the Council shall have the right to challenge any action or ruling of
389 the Presiding Officer.

390

391 **Rule 14. Motions:**

- 392
- 393 A. A motion that does not receive a second dies, provided that nominations or a
394 request for a roll call vote do not need a second.
 - 395 B. After a motion and second are made, the Presiding Officer shall identify the maker
396 of the motion and the member who seconded the motion and state the motion
397 before the Council.
 - 398 C. The maker of the motion shall be recognized to speak first in the discussion of the
399 motion and be entitled to speak last to close debate,
 - 400 D. New motions proposing projects expected to involve significant Council or staff time
401 shall be presented only during the New Business section of regularly scheduled
402 business meetings or at a work session. The sponsor shall have two minutes to
403 persuade at least two additional council members to proceed; otherwise, no action
404 shall be taken.
 - 405 E. When a project proposal is granted, the council member making the proposal shall
406 submit to the Council's Executive Assistant a **written description** of the proposal
407 within 7 days. of the proposal being approved. After the written description of the
408 proposal has been received, the Council President shall schedule the item for
409 discussion at a work session within 45 days.

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Rule 15. Voting:

Votes during a regular council business meeting shall be held as follows:

- A. Votes shall initially be by voice vote, except votes on any motion to approve an ordinance shall be by roll call. If the Presiding Officer is in doubt, the Presiding Officer may call for a show of hands. Any council member may supersede a voice vote by requesting a roll call vote.
- B. The order of a roll call vote shall be rotated to ensure that council members are called in a random order each time.
- C. Each member present must vote on all questions put to the Council.
 - a. In matters in which such a council member has a prohibited personal financial interest or is otherwise precluded by law, said member must recuse themselves from the vote. Council members recusing themselves from voting on a question must leave the room before any hearings or discussion.
 - b. A council member who abstains from voting shall be noted as an abstention and shall not be counted as either a yea or a nay vote.
- E. In case of a tie vote, the mayor may choose to: (1) cast a vote and break the tie or (2) not vote and the vote will fail. The mayor shall not cast a vote if the matter to be decided involves:
 - 1. Adoption of any ordinance; or
 - 2. A resolution to spend money; or
 - 3. The granting or revocation of a franchise or a license; or
 - 4. Any motion for approval of vouchers, payments, claims or payroll.

Rule 16. Task Groups and Committee of the Whole:

- A. Task Groups:
 - 1. The Council President, in consultation with the Council, may appoint task group as may be appropriate, to consider any matter that requires special study before the matter is reviewed by the Council. All appointments shall occur at a Council meeting. The Administration may request the creation of a task group.
 - 2. Each task group shall have a chairperson who is a council member and at least two other members which includes at least one other council member, who shall be appointed by the Council President after consultation with the Council. Each task group shall have an assigned task and date for delivery of a written report to Council.

- 450
451 3. The task group chair shall:
452 a. Schedule, set the agenda, determine a location, and make other necessary
453 arrangement for task group meetings.
454 b. Preside over the meeting and business of the task group.
455 c. Write up a report or explanation to accompany any action or
456 recommendation of the task group and include both majority and minority
457 reports and share with all council members.
458 4. Under no circumstances shall any "final action be taken at any task
459 group meeting.
460 5. A task group may be relieved of its responsibility by the Council. Thereafter, the
461 Council may conduct deliberation, consideration, and take-final action thereon,
462 or otherwise make an appropriate disposition thereof.
463

464 **Rule 17. Finance Committee:**

- 465
466 A. The Finance Committee of the Lynnwood City Council is hereby established and
467 created. The Committee shall operate according to the following rules and
468 procedures, and have the following rights and responsibilities:
469

470 **Membership.**

- 471 1. The Committee shall consist of three council members appointed by the
472 Council President in consultation with the members of the City Council.
473 2. The appointments shall be made at the first business meeting of every even
474 numbered year and shall be for a term of two years provided that
475 appointments may be made for a shorter term in order to fill a vacancy.
476 3. The members of the Committee shall at least annually at their first meeting of
477 the year select a chair who shall be one of the three Committee members.
478

479 **Meetings.**

- 480 1. The Committee shall meet in regular session at least monthly. Once
481 membership is established at the start of the year, the members of the
482 Committee shall prepare and present an ordinance or resolution to the Council
483 establishing the dates and times of the Committee's monthly meetings for the
484 year.
485 2. Additional meetings may be scheduled by majority vote of the Committee
486 members at a regular Committee meeting or by passage of a scheduling
487 motion at a business or work session of the City Council.
488 3. The meetings shall be presided over by the Committee chair and operate
489 according to all Council rules governing work sessions and work committees
490 unless otherwise noted in this resolution. In the absence of the Committee

491 chair, the Committee shall choose a presiding officer from the remaining
492 members.

493 4. All meetings shall be open to the public.

494

495

Area of Responsibility.

496 1. The Committee shall receive monthly financial reports from the
497 Administration and shall work with the Administration as to the content and
498 presentation format of those reports to the Council.

499 2. The Committee shall be responsible for creating and submitting the Legislative
500 Department Budget to the Council for their review and adoption, and
501 responsible for monitoring and reporting to the Council on the
502 implementation of that budget on a periodic basis.

503 **Rule 18. Reconsideration:**

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505 A. If a motion has been either adopted or defeated during a meeting, and at least one
506 member who voted on the prevailing side wants to have a vote reconsidered, such a
507 member may make the motion to "reconsider "at the current or next business
508 meeting.

509 B. No motion to reconsider an adopted quasi-judicial written decision shall be allowed
510 after the close of the meeting at which the written findings and conclusions were
511 adopted.

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513 **Rule 19. Audio and Video Recordings of Meetings:**

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515 A. All regular business meetings shall be recorded by audio and video devices. Regular
516 work sessions shall be recorded by audio devices. Special business meetings and
517 special work sessions may be recorded by audio and/or video devices, as scheduled
518 by the Council President, or a majority of the Council.

519

520 **Rule 20. Other General Provisions:**

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522 A. All proposals submitted to the Council shall have line numbers and page numbers
523 printed on them, and if the proposal involves amending the existing language of another
524 document, then the "strike through" and "underline" amendatory format shall be used
525 for words being removed, or added, respectively.

526 B. Except for good cause, staff shall not distribute handouts of written materials at a
527 council meeting at which they are to be considered. Handouts from persons testifying
528 at hearings or public meetings, or staff information provided in response to matters

529 raised at a public hearing or public meeting, shall be accepted in accordance with rules
530 applicable to those proceedings.

531 **Rule 21. Responsibilities of Council President:**

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533 A. In January of each calendar year, the Council elects one of its members to serve as the
534 Council President for the current year. A Vice President is also selected. Both serve at
535 the Council’s discretion.

536 B. Overview of Responsibilities:


- 537 1. Drafts the meeting dates’ calendar for the current year.
- 538 2. Maintains a 90-day Council work calendar
- 539 3. Determines Business Meeting Agenda in consultation with Administration
- 540 4. Appoints Council liaisons to various boards and commissions
- 541 5. Coordinates retreats and special meetings for Council
- 542 6. Writes correspondence on behalf of the Council
- 543 7. Serves as primary spokesperson for communication with Mayor’s office
- 544 8. Acts as Mayor Pro-Tem in absence of Mayor at business meetings and work
545 sessions
- 546 9. Forms Task Groups for specific projects
- 547 10. Provides updates to Council on issues of concern
- 548 11. Represents Council at various public functions
- 549 12. Sees that the Council abides by its own rules
- 550 13. Supervises the Council Executive Assistant

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552 RESOLVED this 12th day of February 2024.

CITY OF LYNNWOOD

DocuSigned by:
 2/13/2024
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 Christine Frizzell, Mayor

559 ATTEST/AUTHENTICATED

560 DocuSigned by:

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 Luke Lonie, City Clerk

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