



CITY OF KIRKLAND

Planning and Community Development Department
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MEMORANDUM

To: Houghton Community Council

From: Nancy Cox, Development Review Manager

Date: March 14, 2012

Subject: HOUGHTON COMMUNITY COUNCIL ORIENTATION MANUAL; QUESTION ABOUT MINUTES; ETHICS TRAINING

1. ORIENTATION MANUAL

RECOMMENDATION

Adopt Resolution 2012-3 (attached) which establishes Rules of Procedure. Sign copies of the Code of Conduct which are located at your places and leave them with staff. Staff has inserted the Code of Ethics into the Orientation Manual as you instructed at the last meeting.

BACKGROUND DISCUSSION

The Orientation Manual has been undergoing updating for several months and it is just about complete. Once the above items are taken care of, staff will provide each member with a complete manual in a three ring binder.

2. QUESTION ABOUT MINUTES

Currently, the minutes do not reflect the maker of a motion and how individuals voted. This information is reflected in Planning Commission and City Council minutes. The question was asked by a City Council member why the minutes are different between the groups. Please advise if you wish to have more detail in the minutes.

3. ETHICS TRAINING OPPORTUNITY

The City Council Study Session on May 1, 2012 will be training on the Code of Ethics. The training will be conducted by Gary Keese, an attorney responsible for ethics advice and training with the Seattle Ethics and Elections Commission. (The City contracts with the SEEC for the administration of the Code of Ethics.) The Study Session will be held in the Council Chamber to allow space for members of City Boards and Commission who might wish to attend.

ATTACHMENT

Resolution 2012-3 Rules of Procedure

RESOLUTION 2012-3

A RESOLUTION OF THE HOUGHTON COMMUNITY COUNCIL ADOPTING RULES AND PROCEDURES FOR THE CONDUCT OF COMMUNITY COUNCIL MEETINGS AND REPEALING RESOLUTIONS 1,43,44, 84-1, 91-1 AND 99-1.

Section 1. Name:

The official name is "The Houghton Community Council," hereinafter referred to as "Community Council."

Section 2. Official Seat:

The official seat of the Community Council is the Council Chamber of Kirkland, Washington, unless otherwise designated by a majority of those present.

Section 3. Meetings:

- A. Regular Meetings: The Community Council intends to meet the fourth Monday of each month, commencing at 7:00 p.m. unless another schedule is approved by a majority of those present at a previous meeting.
- B. Special Meeting: The Community Council shall meet for study meetings at the call of the Chair or upon petition of a majority of the Community Council.
- C. Open Meeting Requirements and Notification:
 - (1). The open meeting provisions of State Law RCW 42.30 shall apply to community council meetings.
 - (2). Notification procedures shall follow the requirements of the Kirkland Zoning Ordinance, Subdivision Ordinance, Shoreline Management Act of 1971, and other regulations, as applicable.
 - (3). All special meetings shall be publicly noticed by:
 - a. An announcement at least 24 hours in advance to the Community Council members
 - b. An announcement at least 24 hours in advance to the newspaper officially designated by the City of Kirkland and to each media publication which has filed a written request with the City.
- D. Record: A sound recording will be made of all public meetings.
- E. Minutes: The Department of Community Development staff will prepare action minutes of each meeting that

includes all pertinent information, motions, decisions made, and actions and votes taken.

Section 4. Officers:

- A. Appointment: The Community Council has the following officers:
 - (1). The Chair
 - (2). The Vice Chair
 - (3). Any other officer that the Community Council by a majority vote approves and appoints.
- B. Temporary Chair: If both the Chair and Vice Chair are absent from a meeting, the Community Council shall, by a majority vote of those members present, elect a temporary Chair for that meeting.
- C. Duties of Officers: The duties and powers of the officers of the Community Council are as follows:
 - (1). Chair
 - a. To preside at all meetings of the Community Council
 - b. To call meetings of the Community Council
 - c. To sign documents of the Community Council
 - d. To act as a liaison between the Community Council and other city entities
 - (2). Vice Chair: During the absence, disability or disqualification of the Chair, or upon the request of the Chair, the Vice Chair shall exercise all the Duties and be subject to all the responsibilities of the Chair. The Vice Chair shall also maintain any other responsibilities that are assigned to him/her by the Chair.
 - (3). The Chair and Vice Chair and other officers shall be elected by a majority vote of the Community Council at the first regular meeting of a new year, and may be reelected.

Section 5. Order of Business:

- A. Generally, the Community Council will follow the following order of business at all meetings:
 - (1). Call to order/roll call
 - (2). Reading and/or approval of the minutes
 - (3). Announcement of agenda
 - (4). Request from the audience – limited to 5 minutes
 - (5). Hearings

(6). Unfinished Business

- (7). New Business
- (8). Administrative reports and Community Council discussion
- (9). Adjournment

B. The order of business may be changed during the meeting by the Chair with the consent of a majority of the Community Council members present.

Section 6. Quorum:

A majority of the elected members of the Community Council constitute a quorum. A quorum must be in attendance before a motion can be presented. Every motion by the Community Council requires approval of a majority to pass.

Section 7. Voting:

- A. Each member present at a meeting shall cast one vote on each motion. Voting may be by voice call or by roll call. Any disqualified member must leave the room when the matter is presented. The minutes shall show that the member left the room and abstained on that vote.
- B. Motions pertaining to land development and regulations under the Subdivision and Zoning Codes within the Houghton area may only be approved if a majority of the entire membership of that body vote for the motion.
- C. All other motions may be approved by a majority of the quorum present.

Section 8. Disqualification:

Each of the following may disqualify a Community Council member from participating in Community Council business concerning a hearing item:

- (1). Communication with any person, other than an employee of the City of Kirkland, about that hearing item;
- (2). Any personal or financial interest in that hearing item;
- (3). Prejudging the merits of that hearing item;
- (4). Failure to review tapes or attend prior hearings of a continued item.

Section 9. Vacancies:

Should any vacancy occur among the membership of this Community Council by reason of death, resignation, disability or otherwise, the City Clerk shall be immediately notified. The majority of the remaining membership shall consider an appointment to the vacancy on the Houghton Community Council

at the earliest possible time to fill the remainder of the term. When the appointee's term ends depends on whether they file for election in the last year of the term. If they file for election and win the seat, then their temporary term ends on December 31st of that year and their new term begins January 1st. If they do not file for election or if they run for election but do not win the seat, their term ends upon certification of the election. Certification is usually in mid-November of that year. In that case, the winner of the seat is sworn in and seated for that last 4-6 weeks remaining in that term, and again for their new term beginning January 1st.

Section 10. Conduct of Meeting:

- A. General: The Chair has broad authority over all matters regarding the conduct of meeting. He/she shall exercise this authority to promote the fullest possible presentation of information and discussion of matters before the Community Council while permitting the orderly and timely completion of Community Council business.
- B. Use of Roberts Rules of Order: The Community Council shall comply with the applicable provision of Roberts Rules of Order if specific guidance is not found in the Rules and Procedures and;
 - (1). The Chair decides to follow the provisions, or
 - (2). A member moves to follow these provisions, and a majority of the quorum of those members present, whichever is greater, vote in favor of this motion.

Section 11. Amending the Rules and Procedure:

The rules of procedure may be amended at any regular meeting of the Community Council by a majority vote of the entire membership.

Section 12. Validity:

If any part of these rules of procedure are found to be invalid, that part or parts will not invalidate the remainder of the resolution.

These rules of procedure will take effect immediately upon passage.

PASSED by the Community Council _____, 2012.

PASSED by majority vote of the Houghton Community Council in regular, open meeting this ____ day of _____, 2012.

SIGNED IN AUTHENTICATION thereof this ____ day of _____, 2012.

Chair, Houghton Community Council

City Clerk

