

**CITY OF MONROE
RESOLUTION NO. 2025-009**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, ESTABLISHING RULES OF
PROCEDURE FOR CITY OF MONROE BOARDS,
COMMISSIONS, AND COMMITTEES.

WHEREAS, the City Council has established various boards, commissions, and committees, and has adopted and codified regulations governing the same at Title 4 of the Monroe Municipal Code (MMC); and

WHEREAS, pursuant to MMC 4.10, the City Council wishes to adopt uniform Rules of Procedures for all such City of Monroe boards, commissions, and committees, which rules shall govern the conduct of board, commission, and committee meetings except to the extent that state law or local ordinance prescribe different rules therefor; and;

WHEREAS, the adoption of uniform rules of procedure as provided herein will provide certainty, stability, and predictability to the proceedings of the City's various boards, commissions, and committees, and will facilitate the orderly and efficient transaction of official business thereby;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Rules of Procedure Adopted. The *Rules of Procedure for City of Monroe Boards, Commissions, and Committees* are hereby adopted in their entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Accessibility. Copies of these Rules of Procedure shall be maintained by the City Clerk in a publicly accessible manner and shall be made available to members of the public upon request.

Section 3. Effective Date. This resolution shall take effect immediately after passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 22nd day of April, 2025.

ATTEST:

CITY OF MONROE, WASHINGTON


Jodi Wycoff (Apr 24, 2025 09:09 PDT)
Jodi Wycoff, City Clerk


Geoffrey Thomas (Apr 23, 2025 17:29 PDT)
Geoffrey Thomas, Mayor

EXHIBIT A
Resolution 2025-009
RULES OF PROCEDURE
For City of Monroe Boards, Commissions, and Committees

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SECTION 1. AUTHORITY; EFFECT; CONSTRUCTION

- 1.1 The Monroe City Council hereby establishes the following procedures for the conduct of City board, commission, and committee meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended, or new procedures are adopted in the manner provided by these rules.
- 1.2 These rules shall supersede and replace any and all rules adopted previously by any BCC. Provided, these rules shall be subordinate to any previous, current, and future rules that are adopted by or for the LEOFF-1 Disability Board and the Civil Service Commission. In the event of any conflict between these rules and the above-referenced rules of or for the LEOFF-1 Disability Board and the Civil Service Commission, the latter shall control.
- 1.3 These rules may be amended, or new rules adopted, only by a majority vote of the Council.
- 1.4 These rules are for the sole convenience of City of Monroe. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.
- 1.5 If any sentence, clause, or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause, or provision of these rules shall be severable from the remainder.
- 1.6 Any reference to a particular executive official (e.g., City Clerk, City Administrator, etc.) shall be construed as including that individual's designee unless otherwise specifically indicated.
- 1.7 For the purposes of these procedures, the terms "board," "commission," and "committee" and/or the acronym "BCC" have identical meanings. Provided, the term "committee" shall not refer to a committee of the Monroe City Council governed by Section 17 of the Council Rules of Procedure.
- 1.8 If there is a conflict between these rules and Monroe Municipal Code or State Law, the latter shall prevail.

SECTION 2. RESPECTING ROLES AND RESPONSIBILITIES

- 2.1 The Council is the policy making body for the City and the Mayor is the City's Chief Administrative Officer, responsible for implementing Council's policies.
- 2.2 Most City boards, commissions, and committees serve as advisory and recommending bodies respective to the specific powers and duties assigned to them as outlined in MMC or enacting resolution.
 - A. Pursuant to their respective governing State Law, the Civil Service Commission, LEOFF-1 Disability Board, and Salary Commission are authorized to make decisions within their purview. The decisions of these bodies do not receive Council review or approval.
- 2.3 When directed by the Mayor, City Administrator, and/or City Council, BCCs should reasonably attempt to collaborate, as appropriate, with other BCCs on topics having cross-over relevance and/or redundancy.
- 2.4 Except to the extent consistent with applicable state law, local ordinance, policy, and these rules,
 - (i) BCC members shall not attempt to influence staff in the selection, or direction of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits, and
 - (ii) members shall not attempt to change or interfere with the operating rules and practices of any City department. Provided, that nothing herein shall

be construed as prohibiting BCC members from discussing policy issues, requesting information from, or asking questions of the Staff Liaison, Mayor or City Administrator regarding matters that are within the purview of that BCC.

- 2.5 Except to the extent consistent with applicable state law, local ordinance, policy, and these rules, BCC shall only exercise the authority specifically granted to them.
- 2.6 BCC members shall comply fully with all City policies, regulations, and standards that are applicable to their official positions.

SECTION 3. REPRESENTING THE POSITION OF THE CITY

- 3.1 If a member of a City board, commission, or committee is approached by the media in their capacity as a City representative, they shall refer the media to the City Administrator and not provide comment within their BCC capacity. If approached by the media in their non-official capacity, the member shall clearly state that the comments provided are not a representation of the official position of the City.

SECTION 4. CONFIDENTIALITY

- 4.1 BCC members shall keep confidential all written materials and verbal information provided to them during executive or closed sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to members outside of executive or closed sessions when the information is considered to be exempt from disclosure under exemptions set forth in the RCW.
- 4.2 If the BCC, in executive or closed session, has discussed proposed terms and conditions for any type of issue, all subsequent action related to such issue shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow BCC members, the Mayor, the City Attorney, or staff designated by the City Administrator, BCC members should review such potential discussion with the City Administrator or City Attorney. Any BCC member having such contact or discussion is to make a full disclosure to the City Administrator in a timely manner.
- 4.3 Any non-exempt communication regarding City business is a public record and subject to disclosure. When communicating about City business, in writing, BCC members shall: (i) use their official City email address, or (ii) ensure that the communication is copied to cityclerk@monroewa.gov if the email does not already include another city employee.

SECTION 5. STAFFING

- 5.1 The City Administrator may attend all BCC meetings as the official staff liaison, at the invitation of the BCC, or as an observer. The City Administrator may make recommendations to the BCC and may take part in discussions; however, the City Administrator shall have no vote.
- 5.2 Each BCC shall be assigned a staff liaison. The staff liaison shall be a representative from the department responsible for the majority of the business conducted by the BCC (for example, the staff liaison for the Parks Board will be a representative from the Parks Department). The staff liaison, or designee, may attend interviews of applicants for vacant positions, onboard new members, propose items to be discussed by the BCC, and may, at times, act as the clerk of the meetings.

- 5.3 A staff person shall be assigned as the BCC's "clerk" and shall attend all regular meetings of the BCC, keep the official records and minutes, and perform such other duties as may be needed for the orderly conduct of the meeting. The clerk shall act as the BCC's parliamentarian. The clerk may attend other meetings when requested by the City Administrator, or staff liaison.
- A. In some cases, the "clerk" may be referred to as "secretary". The duties of that position listed throughout the Rules shall remain the same.
- 5.4 The City Attorney, or designee, may attend BCC meetings at the request of the City Administrator and shall, upon request, give a legal opinion, either written or oral, on legal questions and matters. The City Attorney shall refrain from providing opinions or recommendations unless specifically requested.

SECTION 6. WORK PLANS

- 6.1 The staff liaison for each BCC will submit a proposed work plan to the Mayor by February 1 for the upcoming year.
- 6.2 The Mayor and Council will review the proposed work plans within the first quarter of the year.
- 6.3 Additions or deletions to the work plan will be submitted to the Mayor at any time during the work plan year. The Mayor shall present the proposed changes to Council who will consider taking action to approve / disapprove..
- 6.4 The BCC usually does not take action on matters brought up during the public comments section of the meeting, if any, and may, if appropriate, request additional information from staff during member reports; provided nothing herein shall be construed as requiring the matter be added to the BCC work plan.

SECTION 7. MEETINGS

The Monroe boards, commissions, and committees may hold one of two types¹ of official meetings when a quorum of its members is present. "Quorum" is defined as at least a majority of positions (filled or unfilled) of the BCC.

- 7.1 **REGULAR MEETINGS:** Regular meeting locations are set in MMC 4.10.070(A). Regular meeting times shall be designated by official action of each BCC, subject to the Mayor's approval. It is the general policy of the city that, whenever feasible, virtual attendance by the public at meetings of the city boards, commissions, and committees shall be available via telephonic and/or other electronic methods, the connection information for which shall be provided to the public at the time of publication of the meeting agenda or as otherwise required by law. The BCC reserves the right, as deemed necessary, to cancel, adjourn, or continue any regular meeting in accordance with state law.
- A. Regular meetings will be scheduled to end three hours after the beginning time; provided that meetings may be extended by majority vote of the BCC.

¹ RCW provides for only two types of meetings, "regular" and "special."

- B. Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in BCC discussions is limited to BCC members and those invited to speak by the BCC or the Chair, with member consent.
- 7.2 **SPECIAL MEETINGS:** A special meeting is defined as any meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the BCC and the media no later than twenty-four 24 hours in advance, except that no notice shall be required if the meeting is necessary to address an emergency consistent with applicable state law. Except as otherwise expressly provided by law, a special meeting may be called by the chair or a majority vote of the BCC members, subject to approval by the Mayor, City Administrator, or designee, with consideration to the availability of meeting space, staff resources, and any other relevant factor.
- 7.3 All official meetings, minutes, and records of the BCC shall be open to the public with the exception of executive sessions or closed sessions and/or except as provided by law.
- 7.4 All public meetings shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 7.5 The BCC may choose to hold official meetings in the community at a locations other than its regular meeting location, and/or as joint meetings with other agencies, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law.
- 7.6 Whenever a regularly stated meeting falls on a holiday, such regular meeting shall be held on the next business day. Notwithstanding the foregoing, whenever a regularly stated meeting of the BCC falls on a holiday or a holiday eve, the BCC may, by motion and majority vote and by providing notice as required by law, change that particular date to another suitable date, which changed date shall then become a special meeting date of the BCC.
- 7.7 A summary of proceedings will be entered into a minute book constituting the official record of the BCC. The official record shall be available for public review on the City's website, or at City Hall during City Hall's regular business hours.
- 7.8 Sign-up sheets for comments from the public will be available at each meeting for the use of those wishing to address the BCC.

SECTION 8. REMOTE ATTENDANCE

City board, commission, and committee members are encouraged to attend all meetings in-person; however, members may, from time to time, attend meetings remotely. In those circumstances, the following section outlines the rules of procedure for remote attendance.

- 8.1 During periods of a declared emergency, fully remote meetings are allowed where the Chair, BCC members, staff, and the public can attend via telephonic or other electronic means that allows real-time verbal communication without being in the same physical location. Any such fully remote meeting shall comply with the requirements of Chapter 42.30 RCW, as applicable.
- 8.2 During nonemergent periods, a physically present quorum of members is not required in order to conduct a meeting, if a quorum of members is obtained through either physical presence at the meeting and/or through telephonic or other electronic means that allows real-time verbal communication without being in the same physical location. Any such remote participation shall comply with the requirements of Chapter 42.30 RCW, as applicable.

- A. The provisions of this Section 8.2(A) apply to circumstances that are not covered by Section 8.1 (emergency periods).
1. To the extent consistent with applicable state law, members may attend and participate in a meeting remotely (“Remote Participation”) utilizing a City approved virtual platform. Any member intending to utilize Remote Participation for a meeting shall reasonably endeavor to provide at least two (2) hours advanced written notice of such intent to the staff liaison or BCC clerk. The use of virtual platform equipment shall allow members of the public to be present at the meeting, allow the clerk to observe all activity, allow the recording system to capture, in open session, all activity and discussion, and allow the members and the public to adequately hear the discussion, comments, and any voting by the member attending through Remote Participation.
 2. The following virtual platforms are hereby approved for Remote Participation:
 - a. Microsoft Teams;
 - b. Zoom; and
 - c. Any other virtual platform satisfying the requirements of this Section 8.2(A).
 3. It is the policy of the City to reasonably attempt, in good faith, to accommodate and facilitate Remote Participation by members in accordance with this Section 8.2(A). Notwithstanding the foregoing, however, any member using Remote Participation shall bear the exclusive risk that the virtual platform being used to effectuate the Remote Participation may malfunction or otherwise fail to operate properly in a manner that effectively prevents the BCC member’s attendance and participation at the meeting. Except to the extent necessary to ensure a quorum, no such malfunction or operational failure shall require the adjournment, continuation or cancelation of any BCC meeting, or the postponement of any vote; provided, that the BCC may in its sole discretion vote to adjourn, continue or cancel a meeting, or postpone a vote, as deemed appropriate to respond to a malfunction or operational failure of the virtual platform.
 4. After the clerk has called the roll at a meeting, the Chair shall indicate any BCC member attending remotely. If joining after roll call, the Chair shall note the time the BCC member joined and, if before adjournment, when the BCC member left the meeting. The minutes will reflect both the remote attendance and times of attendance, if applicable.
 5. Remote Attendance Requirements:
 - a. Remote attendance shall be through an application satisfying the requirements of Section 8.2(A).
 - b. The Chair, BCC members, and presenting staff shall strive to keep their videos on at all times when participating in the meeting.
 - c. While not speaking, remote attendees shall keep their microphone muted in order to reduce outside distractions and maintain order.
 - d. Remote attendees must be able to hear public comment or testimony, presentations, discussions, and votes in real time.
 - e. Remote attendees must be able to ask for and receive recognition when they wish to speak.

- f. The Chair, BCC members and applicable staff may attend an executive session remotely if: (i) the conditions in this Section 8.2(A) are met, and (ii) the remote attendee preserves the confidentiality of the executive session by ensuring that the communications during such sessions are not visible or audible to any other person at the remote attendee's physical location.

SECTION 9. PRESIDING OFFICER

- 9.1 The Chair and Vice Chair (also known as Chair Pro-Tem) of each BCC shall be determined through a nomination and majority vote process at the first regular meeting of the new year.
- 9.2 The Presiding Officer at all meetings shall be the Chair and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair and the Vice Chair are absent, members present shall appoint one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- 9.3 The Presiding Officer shall:
 - A. Preserve order and decorum in the meeting chambers.
 - B. Observe and enforce all policies and procedures adopted by the BCC.
 - C. Recognize members requesting the floor. The Presiding Officer will strive to recognize members in order of their request for recognition and is encouraged to prioritize recognizing members who have not spoken on a specific item over those who have spoken to the item already at that meeting.
- 9.4 When a member serves as Presiding Officer, the member shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other members. The member has full right to discuss and vote on all matters before the BCC.

SECTION 10. AGENDA PREPARATION²

- 10.1 The City Administrator, staff liaison, or designee, will prepare an agenda for each meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the BCC. An item may be placed on the agenda by the City Administrator, a Department Head or the staff liaison, with the concurrence of the City Administrator.
 - A. A BCC member may request an item be added to a future agenda, subject to a majority vote of BCC members. The request will be reviewed and approved or denied by the staff liaison, City Administrator or Mayor.
- 10.2 During the meeting subject to the agenda, BCC members may, by majority vote, modify the agenda, including additions and deletions, to the extent authorized by law and as outlined in Section 11.4 of these Rules.
- 10.3 The Staff Liaison or designee may present the preliminary agenda for the next two meetings during general reports.

² The City Administrator may establish guidelines and deadlines for submitting items to administer this process.

- 10.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 10.5 To the extent possible, agenda items continued from one meeting will have preference on the next agenda.
- 10.6 The clerk shall attempt to have the meeting agenda finalized by 12:00 p.m. two business days prior to the meeting. The foregoing is without prejudice to the City's requirement pursuant to RCW 42.30.077, as applicable, to make the agenda of each regular meeting available online no later than twenty-four 24 hours in advance of the published start time of the meeting. The agenda and available documents will be made available to members, the media and the public on the City website. Hard copies of the meeting agenda are available at City Hall upon request.

SECTION 11. ORDER OF REGULAR MEETING AGENDA

The following is the usual order of the agenda for regular business meetings. Items marked "optional" may be added or omitted based on the preference of the individual BCC.

- 11.1 **CALL TO ORDER**: The Presiding Officer calls the meeting to order.
- 11.2 **ROLL CALL**: The clerk shall call the roll, and the Presiding Officer shall indicate any member who is not in attendance and ask for any objections to excusing the absence. If no objections are raised, the Presiding Officer shall announce that the absence is excused. If an objection is raised, members shall deliberate and may vote to excuse absent members.
- A. With as much notice as possible, members are to inform the staff liaison, or the staff clerk if they are unable to attend any meeting or if they knowingly will be late to any meeting.
1. Three consecutive unexcused absences, or more than five absences in a twelve-month period, shall be grounds for loss of position at the discretion of the Mayor.
- 11.3 **PLEDGE OF ALLEGIANCE** (*optional*) Effort will be made to rotate who will lead the Pledge of Allegiance. On occasion, the Presiding Officer may request that a member of the audience lead the Pledge.
- 11.4 **ADDITIONS/CORRECTIONS TO THE AGENDA** (*optional*) The agenda may be amended to change the order of business, add items, or remove items. Amendments may be made by the City Administrator or staff liaison, which shall be deemed approved unless a majority of BCC members object. The BCC may take action on items not listed on the agenda to the extent allowed by state law. Pursuant to Section 10.2, an addition to the agenda by a BCC member must be approved by a majority vote of those present.
- 11.5 **PUBLIC COMMENTS**:³ This time is set aside for members of the audience to speak to the BCC on any issue related to the City of Monroe, except any matter subject to a public hearing. Before making comments, the speaker is encouraged to state for the official record their name and area of residence and name of organization they are representing if making comments on behalf of that organization. Three minutes will be allowed per speaker.
- A. Oral public comments during a meeting are limited to in-person only. Remote oral comment is not permitted other than as allowed by RCW 42.30.240(2), as applicable, (*summarized: upon*

³ See Section 18, Presentations to Council.

the request of any individual who will have difficulty attending a meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the BCC shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.)

- B. Public comments can also be submitted in writing to the staff clerk and can be sent via email or delivered to City Hall. Written comments received from members of the public will not be read into the record by City Officials or staff but rather filed as part of the record and forwarded to the Chair, BCC members, and City Administrator. Provided, written comments may be read into the record by the author or the author's designee. It is encouraged that the author, for the official record, include their name, area of residence, and meeting date on the document. The deadline for submitting written comments to the clerk is no later than three hours prior to the start of the meeting and shall be included in all agendas.

See Section 17 regarding conduct during presentations.

- 11.6 ANNOUNCEMENTS/PRESENTATIONS (optional) This time is set aside for topics that do not fall under other types of standing headings. An example of the items that would be under this heading include, but are not limited to, proclamations, previously arranged presentations from outside organizations, annual reports, etc.

See Section 17 regarding conduct during presentations.

- 11.7 CONSENT AGENDA (optional):

- A. When the staff liaison or City Administrator determines that any item of business requires action by the BCC but is of a routine and noncontroversial nature, such item may be presented at a regular business meeting of the BCC as part of a Consent Agenda.
- B. The Consent Agenda shall be introduced by a motion "To approve the Consent Agenda" and shall be considered by the BCC as a single item.
- C. There shall be no debate or discussion by any member regarding any item on the Consent Agenda, beyond asking questions for simple clarification.
- D. On objection by any member of the BCC to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. All such items shall be considered individually, immediately following the Consent Agenda.
- E. Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.
- F. Consent Agenda items may include; but, shall not be limited by this reference: approval of all BCC minutes, any matter for which the BCC has already conducted a first review at a prior meeting, and any other such routine items as the staff liaison or City Administrator may deem appropriate to be placed upon such a Consent Agenda.
- G. The Consent Agenda may be replaced with "APPROVAL OF MINUTES" which would consist only of draft BCC meeting minutes that require review and approval.

- 11.8 PUBLIC HEARING (optional and only under certain circumstances): See Appendix A.

- 11.9 UNFINISHED BUSINESS: (optional) Unfinished Business consists of subjects that have previously been introduced to or considered by the BCC but have not been finalized. Typically, items in this section require additional discussion and final approval/adoption may be taken during this portion of the meeting.
- 11.10 NEW BUSINESS: (optional) New Business consists of subjects which have not previously been considered by the full BCC and/or which may require discussion and action. Official final action may also be taken on items under “New Business.”
- 11.11 DISCUSSION ITEMS: (optional) Items in this section include a variety of topics that may or may not require additional review or action at future meetings. Examples include, but are not limited to, reports or updates on projects or programs, review of policies and procedures, and review and discussion of long-range priorities and plans. BCC members may express their position by consensus on discussion items in lieu of a formal vote.
- 11.12 MEMBER REPORTS: (optional) BCC members report on subcommittee meetings, other regional meetings, and activities in which they have participated. Members may also introduce items that they would like the BCC to consider at a future meeting and are within the purview of that BCC.
- 11.13 STAFF/DEPARTMENT REPORTS: (optional) Oral or written reports are given by staff on issues of interest that do not require official action at that meeting.
- 11.14 GOOD OF THE ORDER (optional): Items in this section are items that are not listed on the agenda and are of general information.
- 11.15 EXECUTIVE SESSIONS: (conditional) Executive Sessions may be held during any regular or special meetings. Executive Session subjects are limited to matters authorized by RCW Chapter 42.30, as applicable. Except as authorized by statute, ordinance, or rule, BCC’s must consult with the staff liaison who will consult with the City Attorney before scheduling an Executive Session.
- A. Before convening an Executive Session, the Presiding Officer, shall announce the purpose of, and the anticipated amount of time needed for, the session. The session may be extended by announcement of the Presiding Officer or designee to the clerk, who shall relay the information to the audience. At the conclusion of the Executive Session, the open session of the public meeting will reconvene.
- 11.16 ADJOURNMENT: The Presiding Officer shall state that there is no further business and ask for any objections to adjourning the meeting. If no objection is stated, the Presiding Officer shall adjourn the meeting. Alternatively, BCC members may make a motion, second and majority vote to adjourn, after which the Presiding Officer adjourns the meeting.

SECTION 12. MEMBER DISCUSSION DURING MEETINGS

To extent necessary and appropriate for effective, efficient, and courteous discourse, BCC members shall:

- Speak one time to an issue taking care not to reiterate previous comments or arguments;
- Rebut opposing arguments only once;
- Speak only twice on the same subject without permission of the Presiding Officer;
- Speak one at a time – do not interrupt another speaker;

- Wait for presentations to conclude before offering comments and asking questions; and
- Speak to the merits of an issue and avoid references to personalities.

SECTION 13. TYPES OF ACTION

The BCC may take action only during an official meeting by adopting a minute order or a resolution. These actions are listed in order of complexity and formality – a minute order is easier to issue and change than a resolution.

- 13.1 Minute Orders. A minute order is a simple motion by the BCC, an action that does not require any further documentation to implement that is recorded in the official record. A minute order may adopt proclamations of recognition, signify the BCC's acknowledgement or recognition of staff action, or serve as a marker in the official record documenting BCC's deliberations or conclusions regarding final recommendations and other similar actions. A minute order may be adopted by a majority of those present at a meeting.
- 13.2 Resolutions. An action of the BCC in which they resolve to direct certain types of action for which a higher level of formality and documentation is warranted. A resolution may be changed by a subsequent resolution. A resolution may be adopted by a majority of those present at a meeting.

SECTION 14. MOTIONS

- 14.1 Motions shall be clear and concise and shall not include arguments for the motion within the motion. If a motion does not receive a second it dies.
- A. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 14.2 After a motion and a second, the Presiding Officer shall restate the motion, state the names of the BCC members making the motion and second, and members will be given the opportunity to debate prior to the vote. No further comments from the audience, without BCC request or permission, may be heard once a motion and second is on the floor.
- 14.3 A motion may be withdrawn or modified by the maker of the motion, at any time prior to the motion being restated by the Presiding Officer, without the consent of BCC. Once restated, a motion may be withdrawn or modified by the maker only through a request for permission to withdraw or modify and granted by the BCC.
- 14.4 A motion to "lay on the table" (to set the pending matter aside in order to address an item of immediate urgency or an item which needs to be addressed prior to the pending matter) requires a second and is not debatable. Any member may make a motion to "take from the table" any time during the same meeting, or the next regular meeting, as long as no question is pending. Such an item requires a second and a majority vote of those present. If the item is not taken from the table by the end of the next regular meeting, it shall be considered expired.
- 14.5 A motion to "postpone to a certain time" requires a second, is debatable, is amendable, and may be reconsidered only at the same meeting. The question being postponed must be considered at that later time.
- 14.6 A motion to "call for the question" shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds vote of those present. (for a seven-

member board - if 7 members are present, then 5 must vote in the affirmative to meet this 2/3 requirement.) Debate is reopened if the motion fails.

- 14.7 A motion to “amend” is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting.
- A. The motion maker, the Presiding Officer, or the clerk, should repeat the amended motion prior to voting.
- 14.8 The clerk shall take a roll call vote, if requested by the Presiding Officer, a BCC member, or when required by law.
- 14.9 A motion to “reconsider” may be made during the same meeting in which a question has been decided, by any member who voted in the majority on the question. Such motion requires a second and a majority vote of those present.
- 14.10 A motion to “rescind” or “amend something previously adopted⁴” at a previous meeting requires a second, is debatable, is amendable, and requires a majority vote with previous notice, and a two-thirds vote without previous notice.
- 14.11 The staff clerk shall decide all questions of interpretations of these policies and procedures and all other questions of a parliamentary nature, which may arise at a meeting. All cases not provided for in these policies and procedures shall be governed by ROBERT’S RULES OF ORDER, THE MODERN EDITION. In the event of a conflict, these policies and procedures shall prevail.
- 14.12 Unless otherwise expressly stated, any motion authorizing the Chair to sign a document on behalf of the BCC, shall be construed as including the authority for the Vice Chair to affix their signature on said document in the absence of the Chair. Unless otherwise expressly stated, a motion to approve a document shall be construed as including the authority for the clerk to make non-substantive revisions to correct errors in formatting, syntax, spelling, punctuation, cross-citation, and similar matters, to the extent deemed necessary and appropriate.

SECTION 15. VOTING

- 15.1 At the conclusion of any vote, the Presiding Officer shall inform the BCC of the results of the vote.
- 15.2 A motion that receives a tie vote is deemed to have failed. A failed motion may be brought back for reconsideration at the same meeting or a future meeting by majority vote.
- 15.3 BCC members are expected to vote on all items except those for which they have been disqualified from participation pursuant to Section 15.4. Any member who abstains from voting without being so disqualified may express their intent to abstain during deliberation and shall state “I abstain” during the vote. An abstention will not count as a vote in the affirmative or in the negative on the question; and will be noted in the minutes accordingly. If a BCC member remains silent during a vote, it is presumed that they are voting with the majority and shall be counted as such.
- 15.4 No BCC member shall vote on any question put to the board regarding matters in which they have been disqualified for a conflict of interest or the appearance of fairness doctrine as defined by applicable state law or City ordinance. Such members shall disqualify themselves prior to any

⁴ NOTE: A “motion to amend something previously adopted” is not necessary for the BCC to amend previously adopted resolutions, plans, policies and similar enactments that have already taken effect.

discussions of the matter and shall leave the meeting chambers, or disconnect from the meeting if such members are attending through Remote Participation, if considered necessary by the clerk who shall consult with the City Attorney as necessary. When disqualification of a member or members under the appearance of fairness doctrine would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any member who had been disqualified may subsequently participate as authorized by RCW 42.36.090.

SECTION 16. SUB COMMITTEES

- 16.1 Purpose. The purpose of subcommittees is to gather information about a specific topic for the BCC in order to provide for more efficient and effective use of regular meeting time. Subcommittees will address issues assigned to them by the full BCC. The committees are not intended to oversee or interfere with the administration or operations of any City department.
- 16.2 Staffing. Administrative support to, and attendance of, subcommittees is provided at the discretion of the City Administrator. The City Administrator may participate as an ex-officio member of each subcommittee.
- 16.3 Committees Established. A subcommittee shall consist of less than a quorum of the full BCC and may be established on an as-needed basis.
- 16.4 Meetings. Unless a regular meeting date is established, subcommittees are allowed to meet on an as-needed basis.
- A. All subcommittee meetings are open to the public as required by the Open Public Meeting Act, Chapter 42.30 RCW and must be noticed accordingly.
- B. The following is the minimum items that should be included on the agenda for the subcommittee meetings; however, items marked "optional" may be added and the order may be changed other than items 1, 2, and 8. Changes to the order may also be made by the staff liaison or City Administrator, which shall be deemed approved unless a majority of committee members object.
1. Call to Order
 2. Roll Call
 3. Approval of Minutes
 4. New Business (optional)
 5. Unfinished Business (optional)
 6. Discussion Items (optional)
 7. Good of the Order (see description in 16.4(C) below) (optional)
 8. Adjournment
- C. GOOD OF THE ORDER: Items in this section are items that may or may not be listed on the agenda and are of general information related to topics reviewed by the committee.
- 16.5 Subcommittee Minutes and Reports. Subcommittee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports given. Subcommittee minutes should be available to the full BCC and reports may be given during regular BCC meetings.

- 16.6 Assignment of Members - Chairperson. Members shall be assigned to a subcommittee as determined by the whole BCC at the time that the need for a subcommittee is determined. A chairperson for each subcommittee shall be selected by the subcommittee members to preside over meetings.

SECTION 17. PRESENTATIONS TO BOARDS, COMMISSIONS, AND COMMITTEES

- 17.1 Remarks made to BCC's should address the BCC as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive such as to disrupt the meeting may be requested to leave the meeting.
- 17.2 The Presiding Officer has the authority to preserve order at all meetings of the BCC, and may recess and/or adjourn the meeting in the event of continued disruption. To the extent consistent with RCW 42.30.050 and as otherwise allowed by law, the BCC may then reconvene the meeting in a separate room provided that the public will still have the ability to view and listen to the reconvened meeting contemporaneously from the original meeting location through remote audio and video access.
- 17.3 Members of the public wishing to address complaints, concerns or questions to the BCC are encouraged to first contact the City Administrator. If the issue is not resolved at the staff level, the City Administrator may place the matter on a meeting agenda with the appropriate background information.

SECTION 18. WRITTEN CORRESPONDENCE WITH BOARDS, COMMISSIONS, AND COMMITTEES

- 18.1 Access to the City by written correspondence is a significant right of all members of the public, including, in particular, residents of the City. The City encourages the exercise of this access right by the public to bring to the attention of the BCC, matters of concern to Monroe residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.
- 18.2 See Section 11.5 "Public Comments" for information related to written communication submitted as a public comment for a BCC meeting.
- 18.3 Correspondence directly related to a business item currently pending before the BCC shall be reviewed by the staff liaison or City Administrator for potential inclusion of the agenda packet as backup information similar to other agenda items.

Revision History:

Originally adopted April 22, 2025 by Resolution 2025-009

Appendix A – Public Hearings:

Public hearings shall only be scheduled with the approval of the City Administrator or as otherwise prescribed by City code and/or as directed by the City Council.

The City will endeavor to schedule sufficient time between public hearings and other items so the public is not kept unduly waiting and so the BCC will have sufficient time to hear testimony and to deliberate matters among themselves.

Specific procedures for legislative public hearings are outlined in the following section.

The Presiding Officer shall conduct fair and impartial hearings.

LEGISLATIVE PUBLIC HEARING PROCEDURES

- A. SPEAKER SIGN-IN: Prior to the start of a public hearing the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their name and area of residence or association with the City of Monroe.

Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Presiding Officer, subject to the concurrence of a majority of the Commission, may establish time limits and otherwise control presentations. Unless otherwise specified, the amount of time allowed per speaker shall be three (3) minutes.

- B. THE PUBLIC HEARING PROCESS

Public hearings will begin according to the established agenda (or as soon thereafter as possible).

1. The Presiding Officer introduces the agenda item, opens the public hearing and announces that the following rules of order are included in the agenda packet and available on the City's website. The Presiding Officer may read the rules of order aloud. The rules of order are as follows:
 - a. All speaker comments shall be made from the podium; any person making comments shall be requested to first give their name, area of residence or association with the City.
 - b. Comments shall be directed to the Presiding Officer and BCC body as a whole and must be reasonably germane to the topic of the hearing.
 - c. Anyone making "out of order" comments or taking actions that disrupt the meeting may be subject to removal from the meeting.
 - d. There will be no demonstrations or interruptions during or at the conclusion of any person's comments or presentation.
 - e. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no person is intimidated by others when exercising their right of free speech and participation.
2. The Presiding Officer notes that all written or otherwise recorded comments received before the published deadline have been added to the record and forwarded to BCC.
3. The Presiding Officer calls upon City staff to describe the matter under consideration.
4. The Presiding Officer inquires as to whether any BCC member has clarifying questions to ask the staff.

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5. The Presiding Officer calls upon all members of the public who wish to speak regarding the matter under consideration.
6. The Presiding Officer inquires as to whether any BCC member has additional questions to ask the staff.
7. The Presiding Officer continues the public hearing to a time specific or closes the public hearing.
8. When the public hearing is closed, the BCC members will then proceed to deliberate and, as applicable, vote on the underlying proposal.

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Final Audit Report

2025-04-24

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