

A GUIDE TO COUNCIL MEETINGS

This general overview of a Council meeting and agenda is intended to help you better understand your local government. Council meetings occur on Tuesday nights at 6 p.m. and the Council does not generally meet on a fifth Tuesday of the month.

Much of this information is provided in the City's Governance Manual, a legislative document that serves as a guide for the conduct of legislative/executive operations on behalf of the community.

Meeting types

Business meeting: Held second and fourth Tuesdays of the month. Primary purpose is to vote on City business, generally in the form of motions, resolutions or ordinances. Chaired by Mayor.

Study session: Held first and third Tuesdays of the month. More informal than business meeting. Purpose is to study, deliberate on or review emerging issues for potential future action. Final votes are not taken at a study session but there are often procedural votes. Does not include a public comment period. Chaired by Deputy Mayor.

Public comment: During business meeting, any member of public may address full Council on any public issue, whether or not it's on agenda. Unless Council determines otherwise, public comment period is not for responses from Council or administration.

Future Council agendas: Any council member may request the addition of an item to a future agenda. If there is general Council support or majority vote of Council to proceed, then item will be added to upcoming meeting agenda. If there is not support by majority of Council, then item will be placed under Future Council agendas for 10-minute discussion on whether to schedule the item.

Public hearing: A formal opportunity to share your views with the Council on the subject of the hearing. The hearing may be required by Washington state statute or City ordinance.

City Council discussion: Extra time for consideration of some items.

For the good of the order: Time set aside for members to offer comments/observations (without formal motions) about Council's work or for items of general interest to community.

Adjournment: Conclusion of meeting.



Chair announces **call to order** and **roll call** is taken to ensure a quorum (4 or more) is present.



Executive session: Portion of a public meeting that is closed to the public. The Council may only discuss certain items of business, including real estate, personnel matters or City enforcement actions or litigation or potential litigation.

Council members shall not disclose confidential information learned or confidential documents provided during an executive session unless confidentiality waived by full Council.



Agenda is approved to keep meeting on track. Council members must **disclose if they have a conflict of interest** on an agenda item that precludes them from participation on that item.



City Manager's Report: Opportunity for City Manager to report on any upcoming events or news.



Consent agenda: Includes items to be adopted all at once, including items previously discussed by Council or that are in approved budget and are so routine or technical that passage without discussion is likely.



Presentations: Enhance public's understanding of complex issues or new topics and proclamations.



Unfinished business: Includes any item that was pending when a previous meeting adjourned.



New business: Includes new items presented to Council for discussion and consideration of next steps.



Committee reports: Provided by Council members. Include updates on work of advisory groups/boards.

Guiding principles, derived from Comprehensive Plan, are listed on bottom of each agenda. Describe our values guiding growth, development and conservation of resources in community.