

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2345

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
AMENDING SMC CHAPTER 2.04 ENTITLED "COUNCIL MEETINGS"
PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE**

WHEREAS, On January 2, 2018 the City Council updated its Council Rules of Procedure to ensure consistency with the new Mayor-Council form of government; and

WHEREAS, City Code requires updates from time to time to ensure consistency with state law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC Chapter 2.04 entitled "Council Meetings" is hereby amended to read as follows:

- 2.04.010 Regular Meetings – Quorum**
- 2.04.020 Special Meetings – Notice**
- 2.04.030 Emergency Meetings**
- 2.04.040 Adjournments**
- 2.04.050 Executive Sessions**
- 2.04.060 Attendance – Vacancies**
- 2.04.070 Participation by Audience – Procedure**
- 2.04.080 Interference With Official Proceedings**

2.04.010 Regular Meetings – Quorum.

The regular meetings of the Snohomish City Council shall be held on the first and third Tuesday of every month at 6:00 p.m. Regular meetings shall be held at the Snohomish School District Administration Building, 1601 Avenue D, Snohomish, Washington, or at such other location as shall be designated by the City Council and published in the meeting agenda.

At all meetings of the City Council, a majority of the Council shall constitute a quorum for the transaction of business, but a lesser number may adjourn the meeting to a time and place certain.

If, at any time, any regular meeting falls on a holiday such regular meeting shall be held the next business day.

2.04.020 Special Meetings – Notice.

The Clerk shall call special meetings of the Council upon request of the Mayor or any three members of the Council. Notice of special meetings shall be delivered personally or by mailed written notice to the Mayor and each member of the City Council and to each local newspaper of general circulation, to each local radio and/or television station which has on file with the governing body a written request to be notified of such special meetings or of all special meetings, posted on the City's web site and prominently displayed at the main entrance of the

Snohomish School District Administration Building and the meeting site if it is not held at the regular meeting location. Such notice shall be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting. Requests for special meetings shall state the subject to be considered and no other subject shall be considered at a special meeting.

Written notice may be dispensed with by any Councilmember who, at or prior to the time the meeting convenes, files with the Clerk a written waiver of notice. Such waiver may be given by telegram, fax, electronic mail, or a member is actually present at the time the meeting convenes.

2.04.030 Emergency Meetings.

If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated, the meeting may be held for the duration of the emergency at such place as is designated by the Mayor. Provided, that the notice requirements shall be suspended during such emergency.

2.04.040 Adjournments.

The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk may declare the meeting adjourned to a stated time and place. The Clerk shall cause written notice of the adjournment to be given in the same manner as is provided for notice of special meetings unless such notice is waived as provided for with respect to special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment shall be conspicuously posted immediately after the time of adjournment on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held.

2.04.050 Executive Sessions.

The Council may, at the request of the Mayor, any Councilmember, or the City Attorney, hold an executive session which excludes the public. Before convening an executive session, the Mayor shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded. Executive sessions shall be held only for the purposes stated in RCW 42.30.110 as amended or such other statutes that provide exemptions from the Open Public Meetings Act.

2.04.060 Attendance – Vacancies.

A majority of the Council may excuse a Councilmember from attendance at a regular meeting. The Council may compel the attendance of a Councilmember, by notice, should a Councilmember have three (3) or more consecutive unexcused absences or six (6) or more unexcused absences in a calendar year. Should a Councilmember fail to resume regular attendance after such notice, the Councilmember's position may be declared vacant by the vote of not less than five (5) members of the Council.

2.04.070 Participation by Audience – Procedure.

Public participation in the meetings of the City Council shall occur during discussion, public hearing and action items on the agenda and during the "citizen's comments" agenda item of the

meeting. Every regular meeting of the council shall have a "citizen's comments" agenda item. Citizen comments should be to address items that are not on the agenda. Any person desiring to address the Council shall be requested to rise and address the Mayor, state his or her name, address and the subject matter to be addressed. When recognized by the Mayor, the person recognized shall address the Council for a period as set forth in the Council Rules of Procedure adopted by Resolution not to exceed three (3) minutes. Provided, however, that the Mayor may, in the Mayor's sole discretion, extend the time for addressing the Council.

2.04.080 Interference with Official Proceedings.

Persons in attendance at meetings of the City Council shall conduct themselves so as to not be in criminal contempt as prohibited by Snohomish Municipal Code Section 9.72.010.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such a decision or preemption shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

Section 3. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this 20th day of March, 2018.

CITY OF SNOHOMISH

By John T. Kartak
John T. Kartak, Mayor

ATTEST:

By Pat Adams
Pat Adams, City Clerk

APPROVED AS TO FORM:

By Grant K. Weed
Grant K. Weed, City Attorney