

## Redmond City Council Meetings and Public Participation Guide

Table of Contents:

[Section 1. Welcome and Meeting Process Overview](#)

[Section 2. Regular Meetings](#)

[Section 3. Public Comment](#)

[Section 4. Meeting Terminology](#)

[Section 5. Authority](#)

### Regular Meeting Schedule:

- Committee of the Whole, 4:30 p.m.:
  - First Tuesday of the month: Planning and Public Works
  - Second Tuesday of the month: Finance, Administration, and Communications
  - Third Tuesday of the month: Public Safety and Human Services
  - Fourth Tuesday of the month: Parks and Environmental Sustainability
- Business Meeting, 7 p.m.
  - First and Third Tuesdays of the month
- Study Session, 7 p.m.
  - Second and Fourth Tuesdays of the month

### Special Meetings:

- May be called as needed and will be added to the extended meeting calendar. [You can find the Council's extended meeting calendar here.](#)

All meetings are held in the Redmond City Hall Council Chambers, 15670 NE 85th Street, unless otherwise noticed.

[Sign up to receive weekly Council agendas via email or text message.](#)

## **Section 1. Welcome and Meeting Process Overview**

The Redmond City Council welcomes public attendance and participation at its meetings. Meeting agendas, materials and videos can be accessed online through the [Meeting Information Center](#), and the upcoming meeting schedule can be found on the [Council's Extended Meeting Calendar](#).

### **Meetings**

The Council meets regularly on the first four Tuesdays of every month, unless otherwise noticed. If a Tuesday is a holiday, the Council will meet on the next business day, or the meeting may be rescheduled and noticed as a special meeting.

- **Business Meeting.** The first and third Tuesdays of each month is the Council's Business Meeting starting at 7 p.m. Final Council action may be taken at these meetings. Comments from the public are welcome during the Items from the Audience section of the agenda and during advertised public hearings. Unless otherwise noted, each member of the public who has signed up to speak has four minutes to address the Council.
- **Study Session.** The second and fourth Tuesdays of each month are Council Study Sessions, starting at 7 p.m. No final action is taken during these meetings, and there is no opportunity for public comment, as these are working sessions for the Council.
- **Committee of the Whole.** Meetings are held on Tuesday of each week (not including fifth Tuesdays) starting at 4:30 p.m. No final action is taken during these meetings, and there is no opportunity for public comment, as these are working sessions for the Council.
- **Special meetings.** These meetings are called as needed, and final action may or may not be taken. The purpose of the special meeting will be advertised on the meeting agenda. Opportunity for public comment, if any, would be specifically noticed on these meeting agendas.

### **Public Attendance**

All Council meetings are open to the public, with the exception of Executive Sessions held per RCW 42.30.110. Community members can attend meetings in person, view the meetings remotely or watch recorded meetings.

- **Physical location.** All meetings are held in the Council Chambers at Redmond City Hall, 15670 NE 85<sup>th</sup> Street, unless otherwise noticed.
- **Remote Viewing.** Council meetings are broadcast live on [RCTV](#) (Comcast channel 21 and Ziplly channel 34) and on Facebook (@CityofRedmond). Meeting videos can also be viewed any time online at [RCTV OnDemand](#) and through the [Meeting Information Center](#).

## Section 2. Regular Meetings

### Business Meeting

- **Consent Agenda.** Agendas for Business Meetings include a Consent Agenda, which contains routine business items that have already been studied in open public meetings by the Council and are ready for action without continued discussion. Councilmembers may remove items from the Consent Agenda for discussion if they choose. A single vote is taken to approve all remaining items.
- **Public Comment.**
  - During the Items from the Audience portion of the agenda, people who have signed up to speak may address the Council on any subject for four minutes, except on the topic of a public hearing,
  - The public may address the Council during any scheduled public hearing specifically on the topic of the hearing.
- **Final Action.** Business meetings include taking action on items coming before the Council. Action may be taken by the Council in several ways:
  - **Agenda Memo.** The Council may approve a proposed action provided by staff in the form of a memo, such as the award of a contract.
  - **Ordinance.** The Council may adopt an ordinance as a city law. It is the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances usually take effect five days after its publication in the City's official newspaper, the *Seattle Times*. Code ordinances become part of the City's Municipal Code or Zoning Code.
  - **Resolution.** The Council may adopt a resolution to express policy direction, make a public statement, to enact the passage of items that specifically are required to be passed by resolution (such as the adoption of fees), or to direct certain types of administrative action
  - **Motion.** The Council may vote on a motion made by a Councilmember on an item not already on the agenda.

### Study Session

During Study Sessions, City staff presents the Council with detailed briefings on a variety of issues. Councilmembers discuss the various topics, ask questions, and give staff direction on how to proceed.

### Committee of the Whole

The Redmond City Council has four standing committees. They are: 1) Planning and Public Works; 2) Finance, Administration, and Communications; 3) Public Safety and Human Services; and 4) Parks and Environmental Sustainability. The Committee of the Whole is attended by the full Council. At these meetings City staff provide information to the Council on items in their respective subject areas, as either information only or to receive direction from the Council on how to proceed.



## **Section 3. Public Comment**

The Council encourages community members to share information and thoughts regarding public issues or a local concern. The public can submit comments in writing or speak directly to the Council during an open public meeting.

### Providing Comment during a Public Meeting

- **Items from the Audience.** Public comment on any subject, except the topic of a public hearing, is taken during the Items from the Audience portion of the Council Business Meeting agenda.
- **Public Hearings.** To speak on the specific topic being heard during a public hearing, you must provide your comment during the public hearing portion of the agenda.
- **Public Comment Process**
  - To sign up to speak in person, use the sign-in sheet provided at the Council Chambers 30 minutes prior and up to the start of the meeting.
  - Speakers will be called in the order in which they have signed up and are given four minutes each to address the Council.
  - If you have handouts, please provide ten copies to the City Clerk when you are called up to speak or send via email the City Clerk at [cityclerk@redmond.gov](mailto:cityclerk@redmond.gov) for distribution to the Council. The materials provided will be maintained in the official record of the meeting.
- **Tips for Providing Comment**
  - When your name is called, approach the podium and speak clearly into the microphone, as the meeting is being recorded.
  - Elected Officials are addressed as "Mr./Mrs. Mayor," and "Members of the Council," or "Councilmember\_\_\_\_\_."
  - This is not a question/answer forum between the public and the Council. Councilmembers will not respond directly at the meeting and may ask that staff research the issue and report back.
  - If previous speakers have already made the comments you wish to make, feel free to indicate your agreement with what has already been said.
  - It may be helpful to bring notes with you.
  - Direct all remarks to the Council through the Mayor. Addressing staff or the audience directly is not appropriate.

### Prohibited Activity During Meetings

- The Council has the duty of addressing the business put forth on the meeting agenda in a reasonably efficient manner without undue disruption. Any activity that prevents the Council from continuing its meeting is prohibited.
- Avoid conduct which is unreasonably loud, disruptive, or discourteous, as demonstrations may intimidate others and inhibit free speech.

- Speakers may not exceed the four minutes allowed.
- Proxy commentary (a person speaking for another who is not in attendance), or donating time to another speaker, is not allowed.
- Approaching the dais is prohibited unless you are specifically invited.
- Complaints about an employee must be addressed through the Mayor's office.
- Comments in support or opposition of any ballot measure or candidate are not allowed per state law.

### Written Comment

To provide written comment for Items from the Audience or a Public Hearing, please email the City Clerk [cityclerk@redmond.gov](mailto:cityclerk@redmond.gov), by 3 p.m. on the day of the meeting. The comments will be included in the record and distributed to the Council.

### Chambers Audio/Video

City equipment is not available for public use. Audio/visual aids to support your public comment may be emailed to the City Clerk at [cityclerk@redmond.gov](mailto:cityclerk@redmond.gov) for distribution.

### Accessibility

- Assisted hearing devices are available in the Council Chambers. Arrangements for testing this equipment can be arranged by contacting the City Clerk's Office or Communications Division in advance of the meeting.
- The City Hall Building is wheelchair accessible, as is the Council Chambers.
- City Council meeting videos and audio recordings are available through the [Meeting Information Center](#).
- Please contact the City Clerk's Office with any other accessibility needs related to meeting attendance.

### Providing Comment Outside of a Public Meeting

- Individual Councilmember opinions and discussion, in their official City capacity, may be obtained by reaching out to the members directly through their City of Redmond-issued email addresses.
- The Council has assigned a monthly Ombuds to receive resident inquiries regarding legislative policy issues and community concerns on behalf of the entire Council. The Ombuds for the month is listed on the [Council webpage](#).
- By law, a majority of Councilmembers are not permitted to dialogue on a discussion thread, which is only allowed in advertised open public meetings.

Per the [Public Records Act](#) all communications and documentation from the public with the Council or the City are public records. All information contained therein may be posted online or disclosed upon request. This includes, but is not limited to, names, home addresses, phone numbers and email addresses provided by the public in email, on public meeting sign-up sheets, or contained in other documentation.

## **Section 4. Meeting Terminology**

**Agenda:** provides Councilmembers and the public with notice and information on items to be considered or discussed at a meeting. Agendas are distributed and posted by the City Clerk's Office typically on the Friday prior to the Tuesday meeting. Meeting agendas, materials and videos can be accessed online through the [Meeting Information Center](#).

**Consent Agenda:** consists of routine items for which a staff recommendation has been prepared, and do not require further Council discussion. A Councilmember may ask questions about an item before the vote is taken or request that an item be removed and placed on the regular agenda for more detailed discussion and separate vote. A single vote is taken to approve all items remaining on the Consent Agenda.

**Executive Session:** a part of a Council meeting which is not open to the public. By law, the Council may only discuss certain topics during executive sessions including, but not limited to, personnel matters, property acquisition and disposition, and legal advice on matters of litigation or potential litigation. Final action is not taken during the Executive Session but, if needed, may be taken during the open public meeting.

**Items from the Audience:** provides an opportunity for community members to address the Council regarding any subject. Speakers must sign their intention to speak on a sheet located at the entrance of the Council Chamber prior to the start of the meeting and limit comments to four minutes.

**Minutes:** a record of what occurred during a meeting. State law requires that minutes be maintained and made available for public inspection.

**Motion:** a proposal made by a Councilmember during a meeting, which the Council then takes a particular action on. To make a motion a Councilmember must first be recognized by the Chair. After the Councilmember has made a motion (and after the motion is seconded if required), the Chair must then restate the motion, or rule it out of order, then call for discussion. Following discussion is a vote on the motion.

**New Business:** consists of subjects which have not previously been considered by the Council and which may require discussion and action.

**Ombuds Report:** made by the Councilmember who is serving as the Council's representative in response to community members inquiries on Council policy and community matters. The Ombuds designation rotates monthly.

**Public Hearings:** held to receive public comment on important issues and/or issues requiring a public hearing by state statute. Public comment follows the same

procedure as for Items from the Audience. After all persons have spoken, the hearing is closed. The Council proceeds with deliberation and decision making as needed.

**Quasi-judicial Matters:** are most often land-use matters. The Council must follow carefully laid out procedures which take into account oral, written and demonstrative testimony or evidence presented at the hearing. The Council's decision must apply specific rules or criteria to a particular situation or application as opposed to formulating policy. The decision must be based on the evidence presented at the hearing.

**Quorum:** all Council meetings must have at least four Councilmembers in attendance, which is considered a quorum. Attendance by phone or video conferencing counts as being present and factors into the quorum. If at least four members are not in attendance, the meeting must be canceled or postponed. It is expected that all Councilmembers attend all regular Council meetings unless excused by the Council.

**Special Meeting:** held as needed at a time, day and/or location different than the regular meetings. The notice and subject of the meeting will be provided at least 24 hours prior to the meeting.

**Staff Reports:** presentations to the Council by department directors (or their designees) on issues of interest to the Council which do not require Council action.

**Unfinished Business:** consists of business or subjects returning to the Council for additional discussion or resolution.

**Vote:** an action taken on a motion before the Council. All voting must take place at a public meeting with a quorum present. A passing vote means a majority of the Councilmembers present are in favor of the motion. A motion fails if there is a tie vote, or it does not get a majority vote as required by law. The Mayor ordinarily does not vote but may choose to when there is a tie vote on matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. Members recused due to a conflict of interest are recorded as not having voted. The outcome of the vote is considered the decision of the entire Council.

- **Final Action.** A vote by a majority of the members of the City Council, positive or negative, on a motion, proposal, resolution, order, or ordinance during a Council Business Meeting or Special Meeting.
- **Procedure Action.** A decision of the City Council that is administrative in nature and necessary to conduct or process Council business in an orderly manner that may or may not be followed separately by a final action at the same or later meeting. Procedural actions include, but are not limited to, adoption of agendas, referring actions to or from committees, setting a public hearing, and suspension of the rules to enable special accommodations during a meeting.

## **Section 5. Authority**

### City Classification

The City of Redmond is a non-charter code City governed by the Optional Municipal Code, [Title 35A RCW](#), and the [Redmond Municipal Code](#).

- **Revised Code of Washington (RCW).** The compilation of the laws passed by the state Legislature. The City may take action on matters of local concern so long as that action is neither prohibited by the state constitution nor in conflict with state general law.
- **Redmond Municipal Code (RMC).** The City's adopted ordinances that must be followed until the Council takes action to amend them.

### Role of the Mayor and Council

Redmond has a strong Mayor/Council, non-partisan form of government. Seven Councilmembers and the Mayor, all representing the community at large, are each elected directly by the people for staggered four-year terms.

- **Council.** Serves as the City's legislative body and has the authority to formulate and adopt City policies. It is the Council's responsibility to consider the merits of items before it and approve, modify, or reject them. In doing so, the Council analyzes community needs, program alternatives, and available resources.
- **Mayor.** The executive leader of the City who oversees 600+ employees in nine departments and is in charge of the day-to-day operation of the City. The Mayor works with staff to implement Council-adopted policies. The Mayor is the Chair of the Council Business Meetings. The Chair has the responsibility to facilitate an effective meeting that produces results while allowing full Council participation, to maintain order and decorum, and see that all motions are properly dealt with as they arise.

### Council Rules of Procedure

Under RCW 35A.12.120, the Council can determine its own rules and order of business and establish rules for the conduct of Council meetings and maintenance of order. The Council has adopted its own Rules of Procedure and is posted on the [Council webpage](#).

### Robert's Rules of Order

The Redmond City Council's Rules of Procedure designates Robert's Rules of Order, Newly Revised, as the parliamentary authority to govern the deliberations of the Council, except when in conflict with any of the Council's rules. Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. These motions are what brings business before the Council, which is the formal procedure for taking action.