

Archived: Monday, November 1, 2021 9:47:11 AM
From: [John Norris](#)
Sent: Saturday, October 30, 2021 9:20:08 AM
To: [Chris Roberts](#)
Cc: [Debbie Tarry](#); [Pollie McCloskey](#); [Jessica Simulcik Smith](#)
Subject: RE: Council Rules of Procedures potential amendments
Response requested: Yes
Sensitivity: Normal

Thanks Chris; we will include this in the Green Folder for Monday night as well.
John

From: Chris Roberts <croberts@shorelinewa.gov>
Sent: Friday, October 29, 2021 5:50 PM
To: John Norris <jnorris@shorelinewa.gov>
Cc: Debbie Tarry <dtarry@shorelinewa.gov>; Pollie McCloskey <pmccloskey@shorelinewa.gov>; Jessica Simulcik Smith <jsimulcik@shorelinewa.gov>
Subject: Re: Council Rules of Procedures potential amendments

I like the staff suggestion.

Chris

Chris Roberts (he/him)
Councilmember, City of Shoreline
croberts@shorelinewa.gov
(206) 391-2733

From: John Norris <jnorris@shorelinewa.gov>
Sent: Friday, October 29, 2021 4:23 PM
To: Chris Roberts <croberts@shorelinewa.gov>
Cc: Debbie Tarry <dtarry@shorelinewa.gov>; Pollie McCloskey <pmccloskey@shorelinewa.gov>; Jessica Simulcik Smith <jsimulcik@shorelinewa.gov>
Subject: FW: Council Rules of Procedures potential amendments

Chris,

Happy Friday. I asked Jessica to review your proposed amendments on the Council Rules of procedure. As you can see below, staff is supportive of your amendments #1, 2 and 4. We do have some thoughts for you to consider however for Amendment #3. Please let me know if you have any questions about this. I would propose that staff include this in the Green Folder of Council's consideration on Monday. Thanks.

John

From: Jessica Simulcik Smith <jsimulcik@shorelinewa.gov>
Sent: Friday, October 29, 2021 4:09 PM
To: John Norris <jnorris@shorelinewa.gov>
Subject: FW: Council Rules of Procedures potential amendments

Staff has no concerns with Councilmember Roberts' proposed amendments #1, #2, and #4 and are supportive of these changes.

Regarding Amendment #3 – “A Councilmember may attend an executive session, special meeting, or emergency meeting remotely if the conditions in this subsection are met.”

Rule 5.13 indicates remote attendance is allowed at regular and special meetings. Since an executive session is not a standalone meeting (it must be held during a regular or special meeting), Rule 5.13.B.7 is intended to only speak to allowing remote attendance at an executive session.

Staff agrees with Councilmember Roberts' that emergency meetings are a type a meeting remote attendance should also be allowed, therefore staff is recommending this be added to Rule 5.13. Staff also recommends "closed sessions" for collective bargaining be added to 5.13.B.7 as a meeting (which is not subject to the Open Public Meeting Act) remote attendance is allowed.

Staff Recommendation Amendment

5.13 Remote Attendance.

The Council recognizes the benefits of full attendance of its members at regular, ~~and special~~, and emergency meetings and expects Councilmembers attend meetings in-person. However, remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

5.13.7 - A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

Jessica Simulcik Smith (she/her)

City Clerk
City of Shoreline
17500 Midvale Avenue N., Shoreline, WA 98133

P: [\(206\) 801-2231](tel:(206)801-2231) **E:** jsmith@shorelinewa.gov

From: Chris Roberts <croberts@shorelinewa.gov>

Sent: Tuesday, October 26, 2021 9:23 PM

To: Debbie Tarry <dtarry@shorelinewa.gov>

Cc: John Norris <jnorris@shorelinewa.gov>; Jessica Simulcik Smith <jsimulcik@shorelinewa.gov>; Pollie McCloskey <pmccloskey@shorelinewa.gov>

Subject: Council Rules of Procedures potential amendments

3.3 Any two Councilmembers may place an item on the List of Pending Agenda Items on the Council's Agenda Planner by making the request in writing to the City Manager or City Clerk. The names of the requesting Councilmembers shall be indicated on the Agenda Planner and set forth in the staff report supporting the agenda item. In coordination with the Mayor and Deputy Mayor, the City Manager will determine the timing for when the item will be scheduled on a specific agenda. Unless waived by the requesting Councilmembers, the item must be scheduled on a specific agenda within 60 days of making the request.

Rationale: Places a formal date when the item must be heard

5.13.B.6 If a Councilmember attending remotely cannot maintain a stable connection, the remote Councilmember shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Councilmember is not able to request an excused absence, the Presiding Officer shall note the excused absence and the Clerk will make an appropriate notation in the minutes.

Rationale: Not needed as the Clerk already notes when a Councilmember leaves a meeting in 5.13.A

5.13.B.6 A Councilmember may attend an executive session, special meeting, or emergency meeting remotely if the conditions in this subsection are met.

Rationale: Specifies which types of meetings in which a Councilmember may meet remotely

13.13.A Notice: A Councilmember shall contact the Mayor and the City Clerk no later than ~~12 p.m. the day of~~ three hours prior to the Council

meeting for which they will attend remotely or 15 minutes prior to an emergency meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor/Presiding Officer.

Rationale: Not all meetings are held at 7 pm.

Chris Roberts (he/him)
Councilmember, City of Shoreline
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(206) 391-2733