

**From:** [John Norris](#)  
**To:** [Chris Roberts](#)  
**Cc:** [Bristol Ellington](#); [Pollie McCloskey](#); [Jessica Simulcik Smith](#); [Julie Ainsworth-Taylor](#); [Heidi Costello](#)  
**Subject:** FW: Council rules of procedure  
**Date:** Monday, November 28, 2022 8:32:30 AM

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Chris,

Thanks for flagging this. Jessica reviewed your concern, and agrees that there could be an issue with us running afoul of the rules if there were a technology issue with Zoom. Jessica recommends the following edits to the proposed rules that are included in your memo for the dinner meeting tonight. We will include this in green folder for tonight's dinner meeting and share this with the full Council today so that you can discuss. Thanks again for catching this.

John

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**From:** Jessica Simulcik Smith <[jsimulcik@shorelinewa.gov](mailto:jsimulcik@shorelinewa.gov)>  
**Sent:** Sunday, November 27, 2022 4:57 PM  
**To:** John Norris <[jnorriss@shorelinewa.gov](mailto:jnorriss@shorelinewa.gov)>  
**Cc:** Julie Ainsworth-Taylor <[jainsworth-taylor@shorelinewa.gov](mailto:jainsworth-taylor@shorelinewa.gov)>; Pollie McCloskey <[pmccloskey@shorelinewa.gov](mailto:pmccloskey@shorelinewa.gov)>  
**Subject:** RE: Council rules of procedure

Hi John/Julie -

I believe the use of the word "shall" would require meetings be open to the public for remote attendance online. If the amendment presented in the memo was adopted and there was an issue with Zoom or Granicus, the meeting would not comply with the Council Rules of Procedure.

I recommend adding the following text in yellow so that if technology goes down, a meeting could still be held for in-person attendance and there would not be a requirement to provide remote access, record or stream regular meetings live.

Rule 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public for in person attendance. Regular and Workshop Dinner meetings shall also be made open to the public for remote attendance online, unless there is an issue with technology that prevents it.

**Rule 5.3** The Council shall hold Regular Meetings on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Regular meetings shall be recorded, streamed live from the City's website, and made available for remote attendance online, unless there is an issue with technology that prevents it. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.

**Rule 5.5** The Council shall hold Workshop Dinner Meetings on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. The meeting shall also be made available for remote attendance online, unless there is an issue with technology that prevents it. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.

**Rule 5.7** Special Meetings may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four Councilmembers by written notice delivered to each member of the Council at least twenty four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3(A). Public comment for Action Items will follow the procedure found in Section 6.1. Special Meetings will be at a time and place as Council directs.

Jessica

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**From:** John Norris <[jnorris@shorelinewa.gov](mailto:jnorris@shorelinewa.gov)>  
**Sent:** Wednesday, November 23, 2022 3:27 PM  
**To:** Jessica Simulcik Smith <[jsimulcik@shorelinewa.gov](mailto:jsimulcik@shorelinewa.gov)>  
**Cc:** Julie Ainsworth-Taylor <[jainsworth-taylor@shorelinewa.gov](mailto:jainsworth-taylor@shorelinewa.gov)>; Pollie McCloskey <[pmccloskey@shorelinewa.gov](mailto:pmccloskey@shorelinewa.gov)>  
**Subject:** FW: Council rules of procedure  
**Importance:** High

Jessica,

Can you review this? I would like to get a response back to him on Monday. Thanks.

John

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**From:** Chris Roberts <[croberts@shorelinewa.gov](mailto:croberts@shorelinewa.gov)>  
**Sent:** Wednesday, November 23, 2022 10:06 AM  
**To:** John Norris <[jnorris@shorelinewa.gov](mailto:jnorris@shorelinewa.gov)>  
**Cc:** Pollie McCloskey <[pmccloskey@shorelinewa.gov](mailto:pmccloskey@shorelinewa.gov)>  
**Subject:** Council rules of procedure

John,

In the proposed rules of procedures, the proposed changes include the term "shall" in making council meetings are open to remote participation. I don't know if we want to be in a situation where we cannot hold a council meeting, because Zoom (or another provider) is unavailable.

By Monday, can you please provide some clarification or confidence that the proposed changes will not infringe on our ability to conduct City business?

Thank you and Happy Thanksgiving.

Chris

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