

Chapter 2.08

CITY COUNCIL

Sections:

- 2.08.010 Council meetings.
- 2.08.020 Standing committees.
- 2.08.025 Appointment of Outside Boards and Committees.
- 2.08.030 Order of business.
- 2.08.040 Ordinances--Introduction and enactment.
- 2.08.050 Ordinances--Which require a week between readings.
- 2.08.060 Ordinances--Effective date.
- 2.08.070 Rules of order.
- 2.08.080 Mayor pro tempore.
- 2.08.090 Consent to lobby—Declaration.
- 2.08.100 Consent to lobby--Use of funds restricted.
- 2.08.110 Appointment and Removal of Municipal Officers.

2.08.010 Council meetings.

- A. The regular meeting of the City Council shall be held on the first and third Tuesdays of each month commencing at 7:00 p.m. at the Benton City Hall, which meeting shall be for the transaction of all business which shall come regularly before the Council. Regular meetings shall terminate no later than 10:00 p.m. unless earlier adjourned or extended by a majority of the Council members present. Council business on the regular meeting agenda not addressed prior to the 10:00 p.m. termination time, shall be adjourned to a new date and time set at the time of adjournment.
- B. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day following said holiday.
- C. Special meetings of the City Council may be called by the Mayor or by a majority of the City Council members. A Council member who wishes to call a special meeting, at a time when the City Council is not currently in session, shall provide written or email notice to the City Clerk requesting such meeting. The City Clerk shall in turn, provide notice to the remaining Council members, requesting that each Council member reply directly to the Clerk if they should agree to the special meeting. If a majority of the Council members agree to call a special meeting, the City Clerk shall provide notice of such meeting to all Council members and shall also provide public notice in the manner provided by the General Laws of the State of Washington.
- D. Regular Meeting Attendance. Council members shall comply with RCW 35A.12.060, Vacancy for non-attendance, which reads as follows: "In addition a council position shall become vacant if the Council member fails to attend three consecutive regular meetings of the Council without being excused by the Council."
- E. Council Member Absence. A Council member will be considered absent from a meeting if they are not present for more than 50% of the total meeting time. The City Clerk shall note the time of arrival for the minutes. Council members shall not be paid for absences.

- F. Procedure for Excused Absences and Late Arrivals. Council members shall be required to contact the City Clerk's office no later than 4:00 p.m. of the day of the meeting requesting he/she be excused from the meeting and stating the reason for such absence. Failure to comply, except in cases of emergency, shall result in an unexcused absence. The Clerk shall inform the Council of the reason for the Council member's absence. Upon passage of a motion by a majority of the Council members present, the absent Council member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.
- G. Telephonic Attendance. A Council member may attend a Council meeting via telephone once per calendar year. In order to attend a Council meeting via telephone, a Council member shall inform the City Clerk no later than three working days before the meeting in order for a telephone connection to be arranged, whereby the voice of the Council member can be identified, the Council member can hear all that is spoken at the meeting, and all persons at the meeting can hear the Council member speak. To attend a Council meeting by telephone, a Council member shall have received in advance all materials for the meeting.
- H. Leaves of Absence. The City Council may by motion grant leaves of absence to its members for such term as may commend itself to the discretion of the Council. Any such leave shall be pursuant to written application setting forth the necessity therefor as occasioned by exigencies of employment, health, or other good cause as determined in the discretion of the Council. (Ord. 989, Dec. 2018; Ord. 965,; Ord. 909, 2012; Ord. 905, 2012; Ord. 895, 2011; Ord. 848, 2008; Ord. 778, 2004; Ord. 390 S1 (part), 1981.)

2.08.020 **Standing committees.** The mayor shall appoint from the members of the council the following standing committees:

- A. Water and sewer committee: one member.
- B. Streets and alleys committee: one member.
- C. Intergovernmental relations committee: one member.
- D. Parks and recreation committee: one member.
- E. Finance and budget committee: one member. (Ord. 390 SI (part), 1981.)

2.08.025 **Appointment of Outside Boards and Commissions.** Biennially, in the meeting at which newly elected City Council members take office, or, upon the vacancy of any board, commission or committee upon which a City Council member sits, the Mayor shall, with majority approval of the City Council, appoint the City Council member to serve as the liaison or member of the boards, committees or commissions.

Appointment shall be based upon the Council member's experience, expertise, interest and availability.

The City representative assigned to serve on such boards, committees or commissions may serve as a voting member and participate as officers of the organization. The City representative's purpose is not only to communicate

the City Council policy to the organization and to take recommendations and questions back to the Council, but also to encourage the carrying out of City objectives by the organization. The City representative shall also gather information about the organization and communicate to Council when appropriate.

Attendance at assigned boards, committees and/or commission meetings is necessary to keep the City informed of activities in the respective agencies. If a Council member is unable to attend a meeting of an assigned board, committee or commission, the Council member is to contact the assigned alternate. Failure to attend more than 50% of assigned meetings in a calendar year will result in removal as assigned liaison. (Ord. 989, Dec. 2018; Ord. 908, 2012; Ord. 805, 2006.)

2.08.030 **Order of business.** The order of business at every regular and special meeting shall be as follows:

- A. Call to Order.
- B. Roll call.
- C. Reading and approval of minutes of previous meeting.
- D. Reports of officers and committees.
- E. Action on agenda items.
- F. Communications. (Ord. 390 SI (part), 1981.)

2.08.040 **Ordinances—Introduction and enactment.** The title of an ordinance shall in all cases be read prior to its passage; provided, that should a member of the council, or any other person attending a council meeting request that the entire ordinance or certain of its sections be read, such request shall be granted. Every ordinance shall receive two readings by title previous to its passage, and the second reading shall not be upon the day of its introduction; except, that an ordinance may be passed on the day of its introduction if it is declared to be of emergency nature by a two-thirds votes of the entire council present. (Ord. 390 SI (part), 1981.)

2.08.050 **Ordinances—Which require a week between readings.** No ordinance or resolution granting any franchise for any purpose, or conveying any interest in property owned by the city shall be passed except by reading the same twice in its entirety, with at least one week to elapse between readings. (Ord. 390 SI (part), 1981.)

2.08.060 **Ordinances—Effective date.** All ordinances, except emergency ordinances, shall be in full force and effect five days after the date of their passage and publication as required by law.

2.08.070 **Rules of order.** “Roberts Rules of Order Revised” shall govern the deliberations of the city council except as they may be in conflict with the specific rules of Section 2.08.080. (Ord. 390 SI (part), 1981.)

2.08.080 **Mayor pro tempore.** Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their numbers as mayor pro tempore or deputy mayor for such period as the council

may specify, the serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in, the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilman, the remaining members by majority vote may appoint a councilman pro tempore to serve during the absence or disability. (Ord. 390 SI (part), 1981.)

2.08.090 **Consent to lobby—Declaration.** It is recognized by the city council that it is in the best interest of the citizens of the city for the preservation of their individual rights and the collective needs of the city and its citizens that it is the moral and practical responsibility of the city council to participate in the process of drafting and enacting state and federal legislation subject to the limitations and requirements of Chapter 42.17 RCW. (Ord. 390 SI (part), 1981.)

2.08.100 **Consent to lobby—Use of funds restricted.** Members of the city council shall be reimbursed for all necessary travel and living expenses incurred for services rendered on behalf of the city in connection with providing information to or communicating with any federal or state elected official or legislative or administrative body; provided, that this section shall not permit the use of any such funds as direct or indirect emolument, or direct or indirect campaign contribution, provided to any federal or state elected official employee, legislative or administrative body who is contacted. All funds so expended shall be reported as required by RCW 42.17.190. (Ord. 390 SI (part), 1981.)

2.08.110 **Appointment and Removal of Municipal Officers.** The Mayor shall have the power of appointment and removal of all appointive officers and employees subject to any applicable laws, rules and collective bargaining agreements. All appointments of City officers and employees shall be made on the basis of ability and training or experience of the appointees and the duties they are to perform, from among persons having such qualifications as may be required to fulfill the office. The appointment of City officers and employees shall be subject to confirmation by a majority of the whole council. Appointive offices shall be without definite term unless a term is established for such office by law or ordinance. (Ord. 795, October 2005; Ord. 793, June 2005; Ord. 777, April 2004.)