

**CITY OF GOLD BAR
SPECIAL COUNCIL MEETING MINUTES
Wednesday, June 9, 2004**

CALL TO ORDER and ROLL CALL

Mayor Pro Tem Price called the meeting to order with Councilmembers Turner, Minder, and Amenn present. Mayor Hawkins was unable to attend the meeting. By motion of Councilmembers Amenn and Turner, Councilmember Hunt was excused. City Clerk Gilleland was also present. Councilmember Hunt arrived a few minutes later.

Purpose of the meeting was announced as a workshop on the Gold Bar Council Rules of Procedures. Mayor Pro Tem Price suggested reviewing the existing procedures and then review the excerpts from other policies handed out previously. Council agreed. Councilmember Minder requested discussion be controlled by allowing three minutes per member per item. Council agreed.

Councilmember Amenn stated he would like to have a clear definition of the role between the chair and council. Reference was made to Section 3.7 of the existing procedures, Presiding Officer – Powers. The section was clarified by adding, ***“If a Councilmember is the Presiding Officer, he/she may move, second”***.

Councilmember Amenn asked for discussion regarding filling Council vacancies. It was consensus of the Council to leave the section as is.

Council liked the existing procedures and agreed to use it as the base document. Other sections will be added to this document.

Review of Renton document:

Council discussed Section 4.9 Rules of Decorum. It was consensus to add ***Section 4.9.1 and Section 4.9.1.3***.

Discussion was held regarding the removal from a meeting of a Councilmember ruled out of order by the Chair. Councilmember Amenn requested an appeal process be adopted in order to put a check on the power of the Chair to have a member removed without the opportunity for the Councilmember to defend him/herself.

The majority of Council expressed their desire to preserve the authority of the Chair. It was suggested that, **when a member is ruled out of order and the meeting appears to be getting out of hand, the Mayor could call for a motion to recess for about three minutes, allowing time for things to calm down. If the meeting became heated again, the member could then be expelled if so ruled by the Chair.** Consensus of Council added the suggestion.

Other (no reference name) document:

Sections 9.3, 9.4, 9.5, 9.8, 9.9, and 9.10 were added, with all references to a City Manager changed to Mayor or Staff as appropriate. Councilmember Amenn asked for clarification of Section 9.10, stating Council packets are distributed on Friday and that doesn't give Council enough time to request information. Councilmember Amenn asked how these sections apply when a Councilmember has questions or needs additional information regarding an agenda item. Some discussion followed. The majority of the Council felt requests for additional information should be dealt with during the agenda item discussion by the full Council.

Council consensus added **Section 11, Section 14, and Section 15**. Councilmember Amenn asked for clarification for Section 14, Council Representation, stating he questioned the legality of it. It was the majority opinion of the Council that introducing oneself as a Councilmember implies that person is representing the City. They stated it needed to be made perfectly clear in all instances that a Councilmember is not representing the Council unless specifically given permission to do so. Councilmember Amenn objected to the section, stating he would research it further, and asked if we could submit it to the City Attorney for his opinion. It was stated the attorney would review the entire document when it is completed.

Councilmember Amenn asked if the confidentiality of Executive Sessions apply to staff. It was stated by the other Councilmembers that it was their understanding it does. Councilmember Minder requested that it be specifically spelled out in the Executive Session section that the **discussion be limited to the topic as stated, that all rules of decorum apply, and that discussion be limited to three minutes for each member**. Councilmember Amenn objected to limitations for speaking because it would limit discussion. Discussion followed. It was the majority opinion of the Council that Executive Sessions are to inform the Council regarding the issues and not for debate. They agreed to add the guidelines as stated by Councilmember Minder into Section 2.5 of the existing document.

Review of Bothell document:

Councilmember Minder stated he felt the City needs a mechanism for training new and/or appointed Councilmembers. It was suggested that it would be a good idea to put together an informational packet or quick reference manual containing information about things such as how to read a voucher list, what is a GO Bond, budget questions, fund and account descriptions, etc. A committee will be formed to put something together. A statement could be added in the procedures referring to a separate document for training and/or frequently asked questions about City government operations. Discussion followed.

The Council felt **Section 2.01**, except the third paragraph referring to staff, is a good opening statement. Consensus was to add it, with appropriate changes referring to manager.

It was consensus of Council to add **Section 2.02**, Role of Council Members, including the opening paragraph, Subsection (A) 1, 2, 4 and add the Standards for decision making from the Retreat. In Subsection A, eliminate 1 (d) because we have an ordinance that covers the issue.

Councilmember Amenn requested “Chairperson Faux Pas” from the AWC *Meetings, Meetings, Meetings* session be included in this section or added as another section.

Before discussion, a five-minute recess was called. The meeting reconvened after five minutes.

Mayor Pro Tem Price pointed out that Mayor Hawkins suggested the last two pages, *Tips for Successful Public Service*, be added as an appendix to the procedures. Councilmember Amenn desired to add pages 5 and 6 from *Meetings, Meetings, Meetings*, to Section 2, listing responsibilities for both the Mayor and Council. It was suggested where the existing wording “collides” they be combined or choose the best wording. Council consensus agreed that **Council responsibilities will be listed in 2.02 (A) and Mayor Responsibilities will be in Section 2.03, with the wording “Summary of Mayor Duties and Responsibilities ...”**. It was also decided to add the words, “only in the event of tie”, in the section for Mayor duties at Council Meetings, in order to clarify that particular responsibility.

Councilmember Amenn requested Council to add a list of positive actions, goals and roles of the Chair to the rules of decorum, so that the Chair understands the rules of decorum. He feels the Chair should relinquish the gavel if he/she becomes emotionally involved in the discussion or wants to participate in the discussion in any way. Much discussion followed. The majority of the Council felt the recess process previously discussed deals with the issue and expressed their desire to move on to finish the procedures.

Council consensus agreed to add **Section 12.01**, regarding return of materials. Further discussion on Section 10.02 will be held after the draft is prepared.

Councilmember Amenn asked how Council wants to handle complaints against the Mayor or a Councilmember. Discussion was deferred until another work session on the procedures.

There being no further business, the meeting adjourned by motion of Councilmember Amenn.

ATTEST:

Paul Price, Mayor Pro Tem

Hester Gilleland, City Clerk-Treasurer