

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 12-156G**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON AMENDING
THE CITY COUNCIL RULES OF PROCEDURE.**

WHEREAS, pursuant to RCW 35A.12.120, the Liberty Lake City Council is required to adopt rules which relate to City Council procedures, order of business, conduct of City Council meetings, and such other matters properly related thereto; and

WHEREAS, the Liberty Lake City Council desires to amend the Liberty Lake City Council Rules of Procedure as contained in the attached Exhibit A; and

WHEREAS, the Liberty Lake City Council has reviewed the amendment to the Rules of Procedure as shown in Exhibit A and finds it to be acceptable and appropriate.

NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington as follows:

1. Rules of Procedure

The City Council adopts the amendments to Section 2 and 4 of the Rules of Procedure under the Mayor/Council form of government, as shown in Exhibit A. For decision on point of order, the City shall be governed by the most recent edition of Roberts Rules of Order, a copy of which is maintained in the office of the Liberty Lake City Clerk.

2. Best Efforts

These Rules of Procedure are designed to assist in the orderly conduct of City Council business. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, its agents and employees nor shall the same result in any invalidation of City Council action.

Adopted this 15th day of April, 2025.



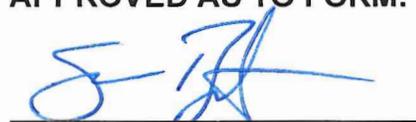
Mayor Cris Kaminskas

ATTEST:



Rochelle Caton, City Clerk

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz

2. TYPES OF MEETINGS

2.1 **Regular Council Meetings:** The Council shall meet regularly on the first and third Tuesdays of each month beginning at ~~7:00~~6:00 p.m. and ending at ~~10:00~~9pm p.m. with a possible one (1) hour extension up to ~~11:00~~10:00 p.m. by majority vote of the Council. When a Council meeting falls on a holiday or Election Day, the Council may determine an alternate day for the meeting. The location of the meetings shall be the City of Liberty Lake City Hall unless specified otherwise by a majority vote of the Council.

2.2 **Special Meetings:** Special meetings may be called by the Mayor or any three (3) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The City Clerk shall notify each member of the Council, either by telephone, e-mail, or otherwise of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered.

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.3 **Continued and Adjourned Sessions:** Any meeting of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

2.4 **Workshops:** The Council may hold workshops on the first and third Tuesday of each month, prior to a regularly scheduled City Council meeting beginning at 6:00 p.m. and ending before 7:00 p.m. The Council may also hold special workshops outside of the first and third Tuesday of each month. The purpose of a workshop is to provide the Council with information surrounding impending and/or current City business. The workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future

Regular Council Meeting, or during the workshop(s), as applicable. The City Clerk, under the direction of the Mayor or designee, shall arrange a Council workshop agenda for the meeting. Attendance is strongly encouraged by all City Council members at the workshop and the meeting minutes will reflect the record of attendance.

- 2.5 **Executive Sessions:** Executive sessions may be held in accordance with the provisions of RCW 42.30.110. Any request for an executive session shall be routed through the City Attorney. The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended by announcement of the Chair or designee.

Council members, Mayor, and all participants must keep confidential all oral and written information provided during executive sessions to protect the best interests of the City. Confidentiality also includes information provided to Council members outside of executive sessions when the information is considered exempt from disclosure under the then current revision of Ordinance 234, Code of Ethics for Municipal Officers.

4. **COUNCIL ORDER OF BUSINESS AND AGENDA**

- 4.1 **Order of Business:** The order of business for all regular meetings may include the following as applicable unless the Council, by a majority vote of the members present, suspends the rules and changes the order:
- a. Invocation. By invitation.
 - b. Pledge of Allegiance. The Chair leads the flag salute.
 - c. Call to Order. The Chair calls the meeting to order.
 - d. Roll Call. The Chair calls the roll of the Council. Council members may make a motion to excuse absent Council members. Roll call will be taken at all meetings (regular, special and workshops).

- e. Agenda Approval. The Chair or Mayor Pro Tem shall seek approval of the Agenda. Council members through motion and majority vote may add, delete or defer agenda items.
- f. Citizens Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.
- g. Announcements I Proclamations I Special Presentations. The Chair presents proclamations and requests a motion with a second for approval for each proclamation. A proclamation is an official declaration made by either the City Council or the Mayor. The City Clerk must be notified of any Proclamations or Special Presentations no later than Wednesday at 12:00 p.m. the week prior to the meeting. The duration of each presentation is limited to 15 minutes total.
- h. Reports. The Chair and Council members report on committees, other meetings, and activities in which they have participated or those in which they will participate. Reports may be presented to Council by other agencies, boards & commissions, and City Staff.

~~i. Workshop Discussions. Workshops and staff presentations on specific issues and topics, including, but not limited to, such items as proposed ordinances and resolutions, public works projects, finance issues, and policy initiatives may be presented at this time. The workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable.~~

ji. General Business - Consent Agenda. The Chair or Mayor Pro Tem identifies the items on the consent Agenda and requests a motion with a second for approval.

The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may, at the request of any Council member, be removed and considered separately.

~~kj. General Business - Action Items. The Action Items contain items such as contracts, purchases, and donations for which approval will involve a Motion, Second, Council Discussion, and a vote.~~

~~k. Workshop Discussions. Workshops and staff presentations on specific issues and topics, including, but not limited to, such items as proposed ordinances and resolutions, public works projects, finance issues, and policy initiatives may be presented at this time. The workshop will allow informal discussion of issues amongst the~~

Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable.

l. Council Comments

m. Public Hearings / Appeals. The Chair will state the public hearing procedures before each public hearing. Quasi-judicial hearings require that a decision be made by the Council which may include record review of evidence considered and that specific findings be made.

n. Resolutions. The City Clerk shall introduce the Resolution by reading its title. A Resolution is an adoption of a City policy or decision and will involve a Motion, Second, Public Comment, Council Discussion, and Vote.

o. Ordinances. The City Clerk shall introduce the Ordinance by reading its title. All Ordinances shall have two (2) readings at two (2) separate meetings, unless the Council deems it expedient to suspend this rule. Amendments to an Ordinance may be made at first or second reading. Staff will provide background information during the time of a first read Ordinance. Following the second reading, approval will involve a Motion, Second, Public Comment, Council Discussion, and a roll call vote.

p. Emergency Ordinances. Public emergency Ordinances require a vote of a majority plus one of the whole Council membership and may be made effective upon adoption.

A public emergency Ordinance is one designed to protect public health and safety, public property, or the public peace; it may not levy taxes, grant, renew, or extend a franchise to authorize the borrowing of money.

q. Introduction of Upcoming Agenda Items

r. Citizen Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.

s. Executive Session. An executive session may be convened (in accordance with the provisions of RCW 42.30.110) that is closed to the public and attended only by the Mayor, City Council, and invited participants such as the City Administrator, City Attorney, City staff and/or individuals authorized by the Mayor or City Council. The Council may go into executive session only for matters specifically allowable under state law. Any request for an executive session shall be routed through the City Attorney. The Mayor must state the reason

for going into executive session and the estimated time for coming out of executive session. Final action on matters considered in executive session must take place in open session. Matters discussed in executive session are to be considered strictly confidential by all participants.

t. Adjournment. With no further business to come before the Council, the Mayor may move to adjourn the meeting.

4.2 Council Agenda: Subject to the Council's right to amend the agenda, no legislative item (Resolution or Ordinance) shall be voted on which is not on the Council agenda, except in emergency situations relating to the public's health, safety or welfare.