



## INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**  
FROM: **Laurel Humphrey, Legislative Analyst**  
DATE: **May 3, 2022**  
SUBJECT: **Council Rules Update – Remote Meeting Attendance**

### **ISSUE**

Update Council Rules allowing remote meeting attendance pursuant to Engrossed Substitute House Bill 1329.

### **BACKGROUND**

The Washington Legislature passed Engrossed Substitute House Bill 1329 which amended the Open Public Meetings Act with minimal impact to Tukwila. Staff briefed the Committee on these changes in April, including the issue of remote attendance at City Council meetings.

Per ESHB 1329, City Council members will now be allowed to participate in meetings remotely, even in times of non-emergency, if their Rules of Procedure allow. Tukwila’s current City Council Rules of Procedure only allow for remote attendance in the event of an emergency. The Finance & Governance Committee requested that staff prepare an amendment to address this.

Below is proposed language for Committee consideration:

### **G. Remote Attendance at Meetings**

1. In the event of an emergency as declared by the City, State and/or Federal government, the City Council may arrange for electronic participation at a Regular Meeting, Committee of the Whole, Special Meeting, Executive Session, Retreat, standing committee meeting, or work session.
  - ~~2.~~ a. During a remote meeting, Councilmembers may attend by phone or other electronic means that allow all participants to hear one another.
  - ~~3.~~ b. Remote meetings are open to the public and arrangements must be conducted such that the public can hear the meeting while it is occurring, subject to the requirements of RCW 42.30.
2. In times of non-emergency, the City Council recognizes the value of in-person attendance at meetings. However, remote attendance by a Councilmember not physically able to be present whether for all or part of a meeting, is allowed subject to the following:
- a. Councilmembers may attend remotely a maximum of two Regular or Committee of the Whole meetings per calendar year; provided the Council may by majority vote allow a Councilmember to attend

additional meetings remotely in excess of two per year due to medical or other factors beyond the individual's control.

- b. The Councilmember should notify the Legislative Analyst and/or Council President no later than two hours prior to the meeting start time or 15 minutes prior to an emergency meeting.
- c. A Councilmember attending remotely will be marked present, counted toward a quorum, and can vote just as if physically present.
- d. If an attendee's virtual connection should become lost during the meeting, the meeting should continue unless quorum is no longer met.

**RECOMMENDATION**

Staff is seeking Committee input on the proposed language. Once the Committee decides upon preferred language, staff can prepare the Council Rules resolution for Committee of the Whole review.