

WELCOME TO THE CITY COUNCIL MEETING

BOTHELL CITY GOVERNMENT

The City of Bothell is a code city with a Council-Manager form of government.

THE CITY COUNCIL

The City Council consists of seven members elected at large from the City. Members serve four-year terms with municipal elections held in November of odd numbered years. Every two years, the Council selects a Mayor who serves as presiding officer during public meetings and events. The City Council appoints a City Manager and confirms members of the City's Boards & Commissions. Other duties of the Council include enacting local legislation, establishing basic policy for the City, and adopting the annual budget.

COUNCIL MEETINGS

The City Council meets the first three Tuesdays of the month, September through July. Meetings convene at 6:00 p.m. in the Bothell City Hall Council Chambers, 18415 101st Ave NE, Bothell, unless otherwise noted.

The first and third Tuesdays are generally reserved for regular Council meetings – meetings at which action is taken.

The second Tuesday is generally reserved for study session meetings – informal meetings that provide the Council an opportunity to discuss and review upcoming City programs, receive progress reports on current issues, etc. All discussions and conclusions held during a study session are of an informal nature and no action is taken while in a study session.

THE COUNCIL AGENDAS

The Bothell City Council welcomes your participation in the process of local government. If you want to speak to the Council on a subject that is not on the meeting agenda, you may do so during the first part of regular meetings known as "Visitors' Comments." You are invited to speak for a maximum of three minutes. Please sign the "Speakers Sign-in Sheet" provided in the lobby or at the Clerk table.

In the event of a single-subject group comment, at the direction of the presiding officer, single time allocation for a spokesperson greater than three minutes can be allowed. Groups that

desire to designate a spokesperson shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

Suggestions for speakers:

- § *When you are invited by the Mayor, walk to the speaker table/[podium and state your name and address for the record—be sure to speak clearly and slowly and spell your last name.*
- § *Limit your remarks to 3 minutes*
- § *If someone else has made the same points, simply indicate your support of his or her comments*
- § *Address your comments to the Mayor, not to individual Council Members or staff*

Don't expect the Council to take action immediately unless the matter is an emergency.

Public comments during items that are on the agenda may be permitted at the Council's discretion.

"Public Hearings" provide a formal opportunity for citizens to give their views for consideration in the decision-making process on a specific topic or issue. If you wish to testify during a Public Hearing, please sign up on the sheet provided. Following a brief presentation by staff, the Mayor invites the public to testify. The Mayor will call for testimony from the sign-up sheet. Comments should be limited to three minutes per person. If you are speaking on behalf of a group of individuals, additional time may be allowed as determined by the Council.

The Mayor will then close the public comment portion of the hearing. The Mayor will inquire whether any Council Member has questions to ask of the speakers or the staff. If there are questions, the appropriate individual will be recalled to the speakers' table/podium. Public hearings are not a time for dialog with the Council—they are a time to present testimony and answer questions the Council Members may have. Council Members will not engage in dialog with members of the audience during public hearings.

Once all of the questions are answered, the Mayor either continues the public hearing to a specific day and time or closes the public hearing. After the public hearing is closed, the Council deliberates and then takes action regarding the public hearing item.

The Bothell City Council has a Protocol Manual that it follows. The guidelines presented here are the audience's "protocol" to follow so that an effective, fair meeting is conducted. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and ensure that exercising his/her right of free speech embarrasses no individual.

The Mayor will conduct the meetings and reserves the right to maintain order during the meeting. The Mayor may direct those creating a disturbance to be seated or to leave the meeting. Addressing the Council from the floor is not permitted, and outbursts of any kind are

inappropriate. Receiving acknowledgment from the Mayor or chair of the meeting prior to speaking is the appropriate way to address a governing body.

WRITING TO THE COUNCIL IN GENERAL

Written comments may be submitted to the Council at any time by emailing the City Clerk at cityclerk@bothellwa.gov or mailing to the City Clerk, 183415 – 101st Avenue NE, Bothell, WA 98011.

CITY INFO AVAILABLE

Council agendas, special meeting notices, and public hearing notices are posted on the City's web site www.bothellwa.gov and at the following location: City Hall, 18415 101st Avenue NE, Bothell, WA 98011.

Live meetings are broadcast on Bothell Community Television Channels 21 or 26, and on the City of Bothell's UStream Channel <http://www.ustream.tv/channel/Cud5MUx7Rhq>

Once recorded, meetings can also be viewed on the City of Bothell You Tube Channel <https://www.youtube.com/user/CityofBothell/featured>