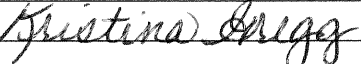



City of SeaTac

Policies and Procedures

Policy Number:	CW-005
Policy Name:	Scheduling a Special Council Meeting
Department(s):	CityWide
Effective Date:	05/14/12
Supersedes:	11/28/11
Prepared by:	Kristina Gregg, City Clerk
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform procedures for scheduling Special Council Meetings, including Council Workshops.

This policy shall apply to all City departments and divisions.

Policy:

All Departments requesting a special meeting with the Council shall follow these procedures.

There are two types of special meetings. The first type is one where Council action is taken. The second type is one where no Council action is requested. In most cases, a meeting with Council action is titled *Special Council Meeting* and a meeting without action is titled a *workshop* or *retreat*.

Only the items listed on the special meeting agenda which have been properly noticed 24-hours prior to the meeting may be discussed at the meeting.

Procedure:

1. The requesting department shall check the current Council meeting schedule (agenda sheets – g:\group\clerk\agenda sheets\wholelist) to make sure the proposed date is available.
2. The Director, or his/her designee, of the requesting department is required to send an email request to the City Manager approximately 10 business days before the proposed meeting date for his/her approval to have the meeting.
3. Once City Manager approval has been obtained, the Director or his/her designee shall send an email to CityClerk@ci.seatac.wa.us requesting a meeting for the specific date and stating that City Manager approval was given.

4. The City Clerk's Office will then obtain the Mayor's approval by contacting him/her by phone or email. If the Mayor needs additional information, he/she will be referred to the Department Director or City Manager.
5. Scheduling:
The City Clerk's Office will notify the Executive Assistant who will poll the Council for their availability.
 - a. If a majority can attend, the Executive Assistant will place the meeting on the Council Master calendar and send an email confirming the meeting to the requesting department and City Clerk's Office (CityClerk@ci.seatac.wa.us). The City Clerk's Office will add the meeting to the City Calendar and the Agenda Sheets.
 - b. If a majority can't attend, go back to section 1 above and choose a different date.
6. Meetings will be videotaped as determined by the City Council. The City Clerk's Office will contact the company at least three days prior to the meeting date to ensure availability.
7. Once the meeting date has been set, staff must provide the details for the meeting by opening `g:\group\agenda\request for agenda bills-presentations`, copying the text, pasting it into an email and completing the requested information. Send the email to CityClerk@ci.seatac.wa.us.

Required Criteria - Placement of Agenda Bills and Presentations for upcoming Meetings:

Exact title of Presentation or Agenda Bill (Ord., Res., Motion):

Presenter/s (including outside presenters name/s and title/s)

Amount of time needed (in 5 minute increments, allow time for questions and answers):

A/V Equipment: Power Point___ ELMO ___ DVD___ VHS ___

(The following two items will not be necessary for a Special meeting.)

Date of CSS and RCM:

Can it be moved to next meeting: Yes ___ No ___ Reason: _____

Also include room setup requirements.

8. If the special meeting room setup is different than the room setup for a Regular Council Meeting, the City Clerk's Office will email setup instructions at least one week in advance to the Facilities Manager, Maintenance Worker 2, Systems Administrator and IS Technician, Receptionist, Department Director and involved representatives, and any other necessary people. The following information will be included in the email:
 - room setup
 - lobby door programming
(start and end time)
 - HVAC needs (weekend only)
 - microphone needs
 - lobby directional sign
 - any additional needs

9. 24-hour notice:
 - a. A 24-hour notice will be sent to the Seattle Times by the City Clerk's Office. (see separate instructions for 24-hour notices)
 - b. The City Clerk's Office will post this notice on the City's website and the City Hall bulletin board.

10. Agenda:
 - a. The City Clerk's Office will provide the agenda to the City Council no less than 24-hours in advance of the meeting, in writing. This can be done in paper copy, fax, or email.
 - b. The City Clerk's Office will also provide the agenda to the public no less than 24-hours in advance of the meeting by attaching the agenda to the calendar appointment on the City's website and sending an e-notification.

11. The City Clerk's Office will also contact the City Council at least 24-hours in advance by phone to remind them of the special meeting.