



9605 NE 24th Street • Clyde Hill, Washington 98004
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Revised Rules Of Order

At 7:00 PM, the Chair/Mayor will identify themselves and call the meeting to order. Prior to the meeting, the Chair/Mayor will explain why this meeting is being held remotely, will advise that it is being recorded, and will provide the following instructions regarding revised Rules of Order with respect to virtual meetings:

1. The Chair/Mayor will be in full control of the meeting, with one exception – in the event a member of the public speaks out of turn, uses disrespectful language, or speaks in an abusive manner (e.g. talks over others), City Staff have been provided instructions to mute that person in order to allow the Chair/Mayor to regain control of the meeting and issue a notice/warning;
2. The Chair/Mayor has the authority to instruct City Staff to eject a person from a meeting as a result of such notices/warnings;
3. Anyone that uses clearly offensive language (e.g. racist, sexist, etc.) or visuals (e.g. offensive signs) will immediately be ejected from the meeting by City Staff;
4. Once ejected from a meeting, City Staff will disallow that person from re-entering;
5. When an individual wishes to speak, they shall endeavor to use the “Raise Hand” feature if possible and, if not possible, will first ask for permission to speak – the Chair/Mayor will then recognize said individual and invite them to speak
6. All speakers are requested to identify themselves prior to speaking – members of the public should indicate their name and address prior to speaking
7. All voting will take place by roll call vote
8. For purposes of public records, all participants shall refrain from the following:
 - a. Transferring files (“Transfer” feature)
 - b. Annotating on screen images (“Annotate” feature)
 - c. Making emoji gestures (“Reactions” feature)
 - d. Make written statements (“Comment/Chat” feature)
9. For purposes of running an efficient meeting, all participants are requested to:
 - a. Review all information prior to the meeting
 - b. Refrain from talking over others
 - c. Refrain from asking multi-barreled questions or speaking at great length
 - d. Speak loudly and clearly
 - e. Ask the speaker to repeat and speak up if that person is unclear
 - f. Refrain from attending meetings in locations with significant background sound and inappropriate settings
 - g. Attend Executive Sessions such that all other members of the public are unable to see or hear what is being presented (if applicable)
10. Attendance via video is optional

Last Updated: March 5, 2021