



DATE: November 6, 2025
TO: Environmental Services Commission
FROM: Brian Wendt, Assistant City Attorney
SUBJECT: Updates to the Environmental Services Commission Bylaws

ACTION REQUIRED

ACTION



DIRECTION



INFORMATION ONLY



The Environmental Services Commission (Commission) will vote on adoption of updated bylaws.

BACKGROUND / ANALYSIS

At the Commission's last regular meeting on October 2, 2025, Staff presented an overview of Ordinance 6864 and Ordinance 6865, which amended several provisions of the Bellevue City Code (BCC) that apply to City Council advisory boards and commissions.

These ordinances (1) extended the maximum period an advisory board/commission may exclude individuals from future public comment and/or meetings for any disruptions or other meeting violations (increasing the exclusionary period from 60 days to 180 days); and (2) clarified the appeal process by which any excluded individual may seek review of his/her exclusionary period. Given these ordinances amended chapter 3.55 BCC, which applies to the Commission, Staff prepared and recommended discrete amendments to the Commission's Bylaws to ensure conformance with chapter 3.55 BCC as revised.

Additionally, staff recommended non-substantive revisions to correct certain formatting to ensure consistency, uniformity, and readability.

Following discussion at the October 2 meeting, the Commission directed staff to bring back updated Bylaws for final vote and action at the next regular meeting. The final updated Bylaws, which conform with all direction previously provided by the Commission, are included in **Attachment A** (showing revisions) and **Attachment B** (clean version for adoption).

Please note Attachment A reflects three (3) additional revisions not previously presented at the Commissions meeting in October. These edits are non-substantive and intended to ensure consistency and uniformity across the City's advisory boards and commissions and are fairly considered "clean-up" amendments. The revisions include: (1) use of the City's seal at top of document, (2) identifying the correct resolution that supports the current rules adopted by the City Council, and (3) uses gender-neutral terms throughout the bylaws.

POLICY ISSUES

On September 23, 2025, the City Council adopted Ordinance 6864 and Ordinance 6865, amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including chapter 3.55 BCC, which applies to the Environmental Services Commission.

As amended, BCC 3.55.010(C) provides:

Terms of Office. The term for all positions on the commission shall be four years. Each position shall expire on May 31st of the last year of the term. The expiration date of the terms of the positions on the commission shall be staggered so that no more than four positions expire in the same year.

No person shall serve on any City Council advisory board or commission for more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two additional successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term. This limitation to two consecutive terms means service on the same board or commission for two successive terms, or service on one board or commission for one term followed by service on another board or commission for another term; and whereby a term is defined as service of two years or longer.

As amended, BCC 3.55.030(F)(6)(b) provides:

In deciding whether to issue a notice of exclusion and the terms and length of the exclusion, the presiding officer shall consider the seriousness and number of the disruptions or violations, their impact on the orderly conduct of commission meetings, whether the conduct threatens public safety, and the person's record of conduct at meetings. The presiding officer may issue an exclusion from participating in public comment, or from attendance, at future commission meetings for up to 180 calendar days.

As amended, BCC 3.55.030(F)(8) provides:

Any person excluded from participation in future public comment periods or from attendance at future commission meetings may appeal the exclusion by submitting a written appeal stating the bases for the appeal to the city clerk within six business days after notice of the exclusion is posted on the door of Room 1E-113. The city council shall consider any timely appeal at its next regularly scheduled open public meeting, that is at least three (3) business days from the receipt of the appeal. The person's exclusion from public comment periods or from attendance at commission meetings shall remain in effect during the council's consideration of the appeal.

Pursuant to Art. XVI of the Commission's Bylaws, any amendments of the Bylaws require two-thirds of the membership to vote in favor of any amendment(s).

FISCAL IMPACT

There is no fiscal impact associated with implementing these changes.

ATTACHMENTS AND AVAILABLE DOCUMENTS

- A.** Redline Environmental Services Commission Bylaws
- B.** Updated Environmental Services Commission Bylaws (for adoption).