



DATE: October 2, 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 review required and recommended updates to its Bylaws (**Exhibit A**).

Staff seek direction to bring back recommended and updated Bylaws for final action and adoption at the Commission's next regular meeting.

SUMMARY

The updated Bylaws presented tonight propose three key updates and some minor formatting changes:

- Amending the section concerning membership (Art. II, Sec. A), consistent with Ordinance 6865 and BCC 3.55.010 as revised – limiting service to two consecutive terms on any advisory board/commission.
- Amending the section concerning decorum (Art VII, Sec. E), consistent with Ordinance 6864 and BCC 3.55.030 as revised – extending the maximum exclusionary period to 180 days.
- Amending the section concerning decorum (Art VII, Sec. E), consistent with Ordinance 6864 and BCC 3.55.030 as revised – clarifying the process to appeal any exclusionary period.
- Performing non-substantive and other formatting corrections.

BACKGROUND / ANALYSIS

In 2023, the Bellevue City Council updated its rules of decorum for public attendance and participation during Council and board/commission meetings. These rules were intended to provide for the orderly conduct of said public meetings.

Since 2023, the City Council has expressed an interest in updating these rules to increase the maximum exclusion period for violations of decorum from 60 days to 180 days, consistent with other local governments.

Additionally, the City Council wanted to revise and clarify the process to appeal any exclusionary period at the next council meeting, provided it is at least 3 business days from the receipt of a timely written appeal. This ensures staff will have sufficient time to perform necessary administrative functions, such

as including the appeal as an action item in any agenda, making/distributing copies of the appeal to councilmembers, and providing sufficient time for councilmembers to consider the appeal.

Moreover, the City Council has sought to create more opportunities for broader community participation in council advisory boards and commissions. Specifically, the Council intends to limit service on any board/commission to two consecutive terms. Previously, after two full terms, a person was prohibited from serving on the same board/commission until there had been, at a minimum, a two-year break in service. However, said individual would be allowed to immediately serve on a different board/commission without needing to observe any two-year break.

Ordinance 6864 (**Exhibit B**), adopted on September 23, 2025, amended several provisions of the Bellevue City Code that apply to the Council's several advisory boards and commissions. The amendments to which the Commission is subject are codified at BCC 3.55.030(F)(6)(B) – increasing the exclusionary period to 180 days; and BCC 3.55.030(F)(8) – clarifying the appellate process to contest/review any exclusionary period that may be ordered. The Commission is required to amend its bylaws to reflect these amendments. Staff have proposed amendments to the Commission's Bylaws, Art. VII, Sec. E(6)(B) and Art. VII, Sec. E(8) respectively, consistent with the recently adopted ordinance. See **Exhibit A**.

Ordinance 6865 (**Exhibit C**), also adopted on September 23, 2025, similarly amended several provisions of the Bellevue City Code that apply to the Council's several advisory boards and commissions. The amendments to which the Commission is subject are codified at BCC 3.55.010(C) – limiting service on any board/commission to two consecutive terms. While these requirements will likely be captured in any confirmation motion referenced in Art. II(A)(4), Staff recommend that the Commission revise its Bylaws to memorialize the limitations. To that end, Staff have proposed amendments to the Commission's Bylaws, proposing a new Art. II(A)(5) and Art. II(A)(6), consistent with the current and recently revised BCC 3.55.010(C). See **Exhibit A**.

Last, in developing the aforementioned revisions for the Commission's consideration, Staff observed certain formatting changes that should be corrected for purposes of consistency, uniformity, and readability. These formatting changes are also identified in the attachments. See **Exhibit A**.

POLICY ISSUES

On September 23, 2025, the City Council adopted Ordinance 6864 (**Exhibit B**) and Ordinance 6865 (**Exhibit C**), amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including chapter 3.55 BCC (**Exhibit D**), 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, a two-step process is required to amend said bylaws. After this meeting, consistent with any direction provided, final revisions will be presented at the Commission's next regular meeting. Any amendments require two-thirds of the membership to vote in favor of amending the Bylaws.

FISCAL IMPACT

There is no fiscal impact associated with implementing these changes.

ATTACHMENTS AND AVAILABLE DOCUMENTS

- A.** Proposed updated Environmental Services Commission Bylaws – redlines.
- B.** Ordinance 6864
- C.** Ordinance 6865
- D.** Chapter 3.55 BCC