



# CITY OF BELLEVUE

## COMMON COUNCIL CODE OF CONDUCT

---

### **Purpose**

This Code establishes standards of ethical behavior, decorum, and meeting procedures for members of the City of Bellevue Common Council (the “Council”) and the Mayor. It promotes public trust, orderly meetings, efficient decision-making, and compliance with applicable law. It applies to all Council members when acting in their official capacity.

### **Section 1. General Ethical Standards**

Members of the Council Shall:

1. Serve the public interest and act with honesty, integrity, impartiality, and civility.
2. Place public service above personal or private interests.
3. Councilmembers shall disclose potential conflicts and comply with Idaho conflict-of-interest law § 59-703 and any applicable financial disclosure obligations.
4. Not use public office for private gain; accept no gifts or favors that could reasonably influence official actions.
5. Comply with Idaho’s open-meetings and public-records laws and other applicable state law.
6. Preserve confidentiality when the Council meets in lawful executive session.

### **Section 2. Conduct in Meetings and Official Activities**

1. **Decorum & Civility.** Councilmembers shall treat each other, staff, and the public with courtesy and respect. Debate ideas, not individuals. Interruptions, personal attacks, or abusive language are prohibited.
2. **Presiding Officer.** The Mayor enforces order, recognizes speakers, and preserves the agenda schedule; Councilmembers shall respect rulings and use parliamentary remedies to challenge a ruling.
3. **Addressing Remarks.** Address remarks to the presiding officer and fellow Councilmembers; remain seated while addressing the Council unless otherwise permitted. Follow Robert’s Rules of Order.
4. **Preparation & Focus.** Review agenda materials before meetings and keep remarks relevant to the agenda item. Avoid repeating points already made; wait until others have had an opportunity to speak.
5. **Time Management.** The presiding officer may impose reasonable time limits on Councilmembers’ remarks and public comment to ensure efficient meetings. The presiding officer may enforce time limits consistently.

6. **Consent Agenda.** Items on a consent agenda are intended to be routine; Councilmembers who wish to discuss a consent item in depth rather than ask questions for clarification purposes shall request its removal prior to the vote.

### **Section 3. Social Media & External Communications**

1. Use social media responsibly. Distinguish personal views from official positions.
2. Do not use City letterhead, official email signatures, or City resources to convey personal or campaign messages. Personal communications should be on personal stationery or accounts and must avoid implying the City's endorsement.
3. Do not disclose or use confidential information obtained in official capacity for private advantage.
4. When a Councilmember speaks publicly as an individual, they shall explicitly state they are expressing a personal opinion and not speaking on behalf of the Council. Official statements on behalf of the Council require Council approval or explicit authorization.

### **Section 4. Direction to Staff**

Councilmembers shall not direct staff to take action outside of normal administrative channels; requests for staff action should be made through the Mayor or his/her designee as appropriate.

### **Section 5. Conflict of Interest; Disclosure; Recusal**

1. Disclose any potential or actual conflict of interest at the earliest practical time. Follow Idaho law for recusal, disclosure, and related procedures.
2. A recused member may be counted toward a quorum but shall not participate in debate or vote on the matter in question.
3. When in doubt, err on the side of disclosure and consult the City Attorney.

### **Section 6. Enforcement and Remedies**

Violations of this Code of Conduct may be subject to public admonition or public censure. Conduct that is in violation of City, State or Federal law, will be referred to the appropriate law enforcement agency. This Code is not intended to create a private cause of action. The remedies listed are internal Council remedies and do not preclude civil or criminal enforcement.

### **Section 7. Training & Acknowledgement**

1. New Councilmembers shall receive an orientation on this Code and relevant state law within 60 days of taking office.
2. Each Council member shall sign an acknowledgment of receipt and understanding of this Code when assuming office.

## **Section 8. Implementation, Review & Amendment**

1. This Code may be adopted by resolution and may be amended by majority vote at a properly noticed meeting.
2. The Council shall review this Code following each municipal election and revise as needed.

## **Summary of practical meeting rules:**

1. The Mayor enforces a single “speaking queue” for Council so Councilmembers are heard in turn.
2. Standard suggested speaker time limit for Councilmembers on each agenda item: 5 minutes each, with one follow-up allowed to be adjusted by the Mayor as needed.
3. Let all Councilmembers speak once before allowing anyone to speak a second time.
4. Public comment time limit: 3 minutes per speaker; subject to reasonable aggregate caps, with exceptions at the Mayor’s discretion for agenda items requiring extended public input.
5. Consent-agenda protocol: advance notice to remove an item required before the consent vote.

**CITY OF BELLEVUE  
COMMON COUNCIL CODE OF CONDUCT  
ACKNOWLEDGMENT & SIGNATURE PAGE**

The undersigned hereby acknowledges that they have received, read, and understand the **City of Bellevue Common Council & Mayor Code of Conduct**.

**Printed Name:** \_\_\_\_\_

**Title (Councilmember / Mayor):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_