

RESOLUTION NO. 16- 1131

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF BLACK DIAMOND, KING  
COUNTY, WASHINGTON AUTHORIZING A  
PROFESSIONAL SERVICES CONTRACT FOR A  
PARLIAMENTARIAN FOR CITY COUNCIL  
MEETINGS**

**WHEREAS**, The City Council needs to have accurate and reliable advice on parliamentary rules of order;

**WHEREAS**, The Mayor in her capacity as Presiding Officer has issued rulings from the chair that are not consistent with well-established norms and procedures for the conduct of meetings; and

**WHEREAS**, The proper functioning of the City Council at its meetings is dependent upon its ability to conduct meetings in a professional and effective manner; and

**WHEREAS**, The Council meetings would benefit from a professional parliamentarian that can advise the Council and Mayor on the proper interpretation of parliamentary rules that have been used in prior years at the Black Diamond City Council and are currently in use by other local governments and decision-making bodies; and

**WHEREAS**, The Council has reviewed the qualifications of multiple parliamentarians and selected Kevin R. Connelly for a Professional Services Contract with the City of Black Diamond;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council authorizes the Mayor to enter into a contract with Kevin R. Connelly for services as Parliamentarian at meetings of the full City Council as specified in the draft contract attached as

Exhibit A that will be amended as needed with the city's standard indemnification language or upon review by AWC RMSA.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THE 15th day  
of December, 2016.**

CITY OF BLACK DIAMOND  
**DENIED**

**Carol Benson, Mayor**

*Council has no contracting  
authority.*

**Attest:**

**Brenda L. Martinez, City Clerk**

*Contract*



LETTER OF AGREEMENT

Between

**KEVIN R. CONNELLY, PRP, CP**  
 and the  
**CITY OF BLACK DIAMOND**

This agreement sets forth the understanding between Kevin R. Connelly, PRP, CP, and the City of Black Diamond (“the City”) regarding Kevin R. Connelly’s serving the Black Diamond City Council (“the City Council”) as parliamentarian for its meetings and other possible business events. The following are known requirements for that service:

- Service as the parliamentarian at the meetings of the City Council, regularly held on the first and third Thursdays of each month, as well as at any special meetings held.
- Training and instructing the City Council members and other city employees in the use of parliamentary procedure.
- Consultation with the Mayor, Council members, and employees of the City of Black Diamond.

The City agrees to pay Kevin R. Connelly the sum of one hundred fifty dollars (\$150.00) per hour for the services provided at each Council meeting or other business event attended, with a minimum of two hours for each meeting/event.

Payment: Invoice will be submitted to City of Black Diamond after completion of services at each meeting/event.

The City agrees to furnish Kevin R. Connelly with the following documents, when available, for review and preparation of service:

- Governing Documents, including but not limited to Articles of Incorporation, Constitution and/or Bylaws, and Special Rules of Procedure.
- Minutes of the previous meetings.
- Resolutions and propositions to be considered at the City Council meetings.
- Tentative agenda for the City Council meetings.
- Any other materials or business necessary for the parliamentarian to review.

\_\_\_\_\_  
 Kevin R. Connelly, PRP, CP  
 Professional Registered Parliamentarian

\_\_\_\_\_  
 City of Black Diamond

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

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