CITY COUNCIL
RULES OF PROCEDURE
~~2022~~ 2024

RULE 1. MEETINGS

a. *Regular Meetings*. During the last quarter of each calendar year, the city council shall pass a resolution establishing regular meeting dates for the following calendar year. Regular meetings start at 7pm and generally occur on the second and fourth Mondays of each month, except that December generally has only one meeting that occurs on the third Monday of that month. In its resolution establishing regular meeting dates, the city council may deviate from this default schedule;

b. *Special Meetings*. The mayor may call a special meeting of the city council. At the request of a majority of the city council, the mayor shall call a special meeting of the city council;

c. *Study Sessions*. Informal meetings of the city council at which no official action is taken are generally held at 3:45pm on the same day as each regular meeting;

d. *Executive Sessions*. Closed meetings of the city council at which matters required or permitted by law to be discussed in private are generally held immediately following study sessions. Council shall take action at following regular council meeting on all executive session matters, as needed;

e. *Public Notice*. The city clerk shall provide public notice of the date, time, place, and agenda for each meeting of the city council, according to law. Each meeting of the city council is open to the public, except as otherwise required or allowed by law. The city clerk shall keep a record of all meetings of the city council, which is open to the public except as otherwise required or allowed by law;

f. *Review of Council Rules*. At regular city council meeting in July each calendar year immediately following a calendar year in which a regular city election was held, the city council shall review rules of procedure and designate the specific means by which public notice will be given when required by law, if other than the Daily Nonpareil; and,

g. *Attendance by Other Means*. When technologically possible, a city council member may attend any regular or special meeting or study or executive session other than in person. To attend a meeting or session other than in person, a city council member shall give the city clerk at least seventy-two hours' notice, emergencies excepted. To attend a regular meeting other than in person, a city council member shall attend by means that permit those persons attending the regular meeting in person or by other means and the city council member attending by other means to see and hear each other contemporaneously. If Councilmember attends remotely, they will make every effort to ensure their camera remains on at all times. To attend a special meeting or study or executive session other than in person, a city council member shall attend by means that permit those persons attending the special meeting or study or executive session in person or by other means and the city council member attending by other means to hear each other contemporaneously.

RULE 2. AGENDA AND DEADLINES

a. *City* Clerk. The city clerk or the city clerk's designee shall prepare the agenda for each meeting of the city council. The city clerk or the city clerk's designee shall provide a copy of the agenda for any meeting of the city council, minutes of the previous meeting, and any other relevant reports or information to the mayor and the city council members at least ninety-six hours prior to the start of the meeting. The city clerk or the city clerk's designee shall also post by electronic or other suitable means a copy of these items at least ninety-six hours prior to the start of the meeting. To the extent allowed by law, in extraordinary circumstances the city clerk or the city clerk's designee shall grant an exception to this deadline if sought by the mayor.

b. *Mayor*. The mayor or the mayor's designee may place an item onto the agenda. The deadline for the mayor or the mayor's designee to submit an agenda item to the city clerk's office is 5pm on the date that is ten days prior to the council meeting at which the item is to be considered by the city council. The agenda item will contain all relevant and up-to-date information. In extraordinary circumstances and subject to Rule 2a, the city clerk or the city clerk's designee shall grant an exception to this deadline if sought by the mayor;

c. *City Council*. A city council member may place an item onto the agenda if another council member consents. The deadline for a city council member to submit an agenda item to the city clerk's office is noon on the date that is seven days prior to the council meeting at which the item is to be considered by the city council. The agenda item will contain all relevant and up-to-date information. In extraordinary circumstances and to the extent allowed by law, the city clerk or the city clerk's designee shall grant an exception to this deadline if consented to by two other city council members; and,

d. *Applications*. An applicant for an initial or renewal application for a permit or license shall file the application with the city clerk's office at least ten calendar days prior to a regular council meeting for the application to be included on the agenda for that regular council meeting. Any application filed after this deadline will be included on the agenda for the following regular council meeting or a special meeting if one is called for this purpose pursuant to Rule 1b. In extraordinary circumstances and to the extent allowed by law, the city clerk or the city clerk's designee shall grant an exception to this deadline if sought by the mayor or two city council members, in which case the agenda item will state the mayor's or council members' reason for the exception.

RULE 3. PRESIDING OFFICER

a. *Meetings*. The mayor shall chair meetings of the city council. In the absence of the mayor, the mayor pro tem shall chair a meeting of the city council. In the absence of the mayor and the mayor pro tem, the city council shall designate one of its members to chair a meeting of the city council. During each meeting of the city council, the chair shall preserve good order and decorum, state each agenda item in due course, and announce the decision of the city council on each agenda item; and the chair shall also decide all questions of order, except that a majority of the city council present may overrule the chair. When speaking at a regular or special meeting, the chair shall address the city council as a whole or a specific city council member by title ("Council Member <last name>") or in the third person (she, he, or they), as the case may be;

b. *Mayor Pro Tem.* By the first regular city council meeting each calendar year immediately following a calendar year in which a regular city election was held for the office of mayor, the mayor shall inform the city council which city council member has been designated by the mayor as mayor pro tem;

c. *Roles*. The city council is the policy-making body for the city. The mayor has no vote on matters before the city council. The mayor may take part in the discussions of the city council and may recommend to the council those measures that the mayor may deem necessary for the welfare of the people and efficient administration of the affairs of the city.

RULE 4. RULES OF ORDER

a. *Default Rules*. Robert's Rules of Order, current edition, is adopted as the procedural rules that apply to meetings of the city council on issues not specifically covered in these rules of procedure and, in case of a conflict between these rules of procedure and Robert's Rules of Order, current edition, these rules of procedure govern;

b. *Decorum*. Subject to Rule 3a, when wanting to speak, a city council member shall try not to interrupt another city council member; and a city council member speaking shall reasonably yield to another city council member who indicates a desire to speak. When speaking, a city council member shall remain on the topic at issue and avoid personal attacks and inappropriate language. When speaking at a regular or special meeting, a city council member shall address the city council as a whole or a fellow city council member or the mayor by title ("Council Member <last name>" or "Mayor <last name>" or "the Mayor") or in the third person (she, he, or they), as the case may be;

c. *Reconsideration*. A city council member who voted with the prevailing side on any motion may move to reconsider that motion if the reconsideration motion is made at the same meeting or next regular meeting of the city council. An absent city council member is deemed not to have voted with the prevailing side;

d. *Electronic Devices*. Persons attending a city council meeting shall turn off or switch to silent mode any electronic devices. Subject to Rule 1g, neither the mayor nor the city council members shall use electronic devices during a meeting to communicate with any person present or not present at the meeting, emergencies excepted; and,

e. *City Charter*. These rules of procedure are to be read and applied in a manner consistent with the City Charter.

RULE 5. VOTING

a. *Options*. When a vote is taken at a regular or special meeting, a city council member has three options:

1. a vote in favor of what is being proposed;
2. a vote against what is being proposed; or,
3. abstention.

A city council member may abstain if the city council member determines that an actual or perceived conflict of interest exists. A city council member may seek the advice of the city attorney in making this determination. If a city council member decides to abstain on a particular vote, the city council member must announce this fact at the regular or special meeting at which the vote is to occur, and that city council member shall not participate in any substantive discussion regarding the matter; and

b. *Vote by Roll Call*. Any city council member may compel a vote by roll call. Any matter in which a city council member has announced an intention to abstain requires a vote by roll call. Votes involving a city council member attending a meeting per Rule 1g may require a vote by roll call, if needed.

RULE 6. ORDINANCES, RESOLUTIONS, AND MOTIONS

a. *Ordinances*. Ordinances on first reading are placed on the consent agenda. An ordinance may be amended on first or second reading and advance to the next reading. An ordinance amended on second or subsequent reading requires an additional reading to pass into law, except when the city council determines that the amendment does not increase the impact on persons or property affected by the amendment. The city council may waive on a four-fifths majority vote the third or subsequent reading of a proposed ordinance as long as that reading does not include an amendment that increases the impact on persons or property affected by the amendment;

b. *Resolutions*. Except as otherwise required by law or allowed by these rules of procedure, a resolution has only one reading;

c. *Motions*. Except as otherwise required by law or these rules of procedure, a majority vote of the total number of members of the city council is required for the passage of any motion; and,

d. *Public Notice*. Except as required or allowed by law, the city council shall not take action on any matter at any meeting if that item was not placed on the agenda for that meeting. The city council may address and vote on ministerial matters, whether placed on the agenda for that meeting or not, during the "other business" portion of that meeting.

RULE 7. PUBLIC PARTICIPATION

a. *Study Sessions*. At study sessions, city staff and members or the public may take part in the proceedings if expressly allowed by the mayor or a city council member. This participation is not a right and is limited to the permission allowed.
Study Session presentations shall be limited to 10 minutes, excluding staff, unless prior approval of Mayor or Council Member is given. If available presenters shall send their presentation (power point or handouts) to the City Clerk at least 4 days before the day of their presentation.

b. *Regular and Special Meetings.* At regular and special meetings, anyone may speak to the mayor and city council on any item on the agenda. Each person who would like to speak to the mayor and city council shall first obtain the chair's permission to speak and shall obey the following rules:

1) Must state name and address for the record
2) Must not be argumentative, repetitive or cumulative
3) Must follow time restrictions (10 minutes for Public Hearing Items, 5 Minutes for all other items)
   You May address the mayor or city council as a whole, and may engage in a discussion with a particular city council member or the mayor, they indicates a willingness to do so; any discussion counts towards the time limit.
4) No one other than a person allowed to speak (at the podium) shall speak or interrupt the meeting

~~and then shall say the person's name and address for the record. Each person has up to five minutes to speak about any agenda item, except that a person has up to ten minutes to speak about any agenda item at its public hearing. A person speaking shall address the mayor or city council as a whole, and may engage in a discussion with a particular city council member or the mayor if that city council member or the mayor, as the case may be, indicates a willingness to do so; and any discussion counts towards the time limit. A person speaking shall avoid disorder and repetitive argument. No member of the general public other than a person allowed to speak shall speak or interrupt the meeting. The chair, subject to being overruled by a majority of the city council present, may require the person speaking to cease speaking if the person is engaging in disorder or repetitive argument;~~

c. *City Employees*. A city employee on personal time may speak to the mayor and city council, as a member of the public, for or against some particular issue under discussion by the city council. If an employee's comments are directed to conditions of employment or administrative policies and procedures, the city council may direct the city employee to pursue the matter through the normal administrative process; and,

d. *General Public Comment at Regular Meetings*. At regular meetings, members of the public may present petitions, requests, or statements within the time period generally set aside towards the end of each regular meeting for general public comment. Each person is limited to five minutes.

e. Communication. All electronic communication (email) shall be done using the City issued email only. Personal email addresses should not be used when conducting official business.

RULE 8. POSTING POLICY

The city clerk shall make available a copy of these rules of procedure, including those rules regarding public participation, within the city council chambers and also by electronic or other suitable means, for members of the general public to be able to see them. The city clerk may also post an explanation or helpful examples to assist the general public in understanding these rules of procedure, including those rules relating to public participation.

RULE 9. WAIVER OR AMENDMENT

By a four-fifths majority vote of the city council present, to the fullest extent permitted by law any of these rules of procedure may be waived in a particular instance. Amendments to these rules of procedure may be made by a four-fifths majority vote of the city council.

RULE 10. TRAVEL

When City Council Members are required to travel with 3 or more members, the City Clerk must accompany the quorum of Council Members. Unless required, travel shall be limited to 2 Council Members at a time. All travel arrangements must be made by the City Clerk. Travel accommodations must follow the guidelines as set out in Policy 401.

RULE 11. RECLASSIFICATION OR COMPENSATION OF EMPLOYEE UNDER CITY COUNCIL

If employee under City Council wish to have a review of their classification or compensation, they must follow the process as defined below:

A. Provide to all City Council Members a statement, including the request and the reasoning behind the request, along with any background or documentation needed.
B. Once received, City Council shall direct the City Clerk to request an internal and external compensation analysis from the Human Resource Director or designee on behalf of City Council.
C. After receiving report form HR, City Council shall direct the City Clerk schedule a study session for discussion. At the employees request and as the law allows, this discussion may be done in a closed executive session. City Clerk shall request the attendance of the Human Resource Director or designee, to answer any questions the Council may have.
D. At the end of such meeting, City Council shall request a resolution be drafted by the City Attorney and added to the agenda for approval.