CITY COUNCIL
RULES OF PROCEDURE
(2019)

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 .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, 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. First Regular Meeting of a New Council. At the first regular city council meeting each calendar year immediately following a calendar year in which a regular city election was held, the city council shall adopt rules of procedure and designate the specific means by which public notice will be given when required by law; 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 ~~forty-eight~~ 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 and the city council member attending by other means to see and hear each other contemporaneously. 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 and the city council member attending by other means to hear each other contemporaneously.

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d. Agenda and Deadlines. The city clerk or the city clerk's designee shall prepare thea written agenda for each regular 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, in which case the agenda will state the mayor's reason for the exception; and the city council by appropriate action and majority vote may disallow the exception.¶
¶
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, the city clerk or the city clerk's designee shall grant an exception to this ... [1]

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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, in which case the agenda will state the mayor's reason for the exception; and the city council by majority vote present may disallow the exception;

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 five 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 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

Deleted: on a day other than the 2nd or 4t" Monday of the month for consideration of or action upon particular business. The purpose of such special meeting and the nature of the business to be considered or acted upon shall be stated in the motion for special meeting. Upon the call of order of a special meeting by the mayor, the clerk shall call the roll, and if a quorum is present, the council may officially conduct a meeting. The reading of minutes shall be considered at a subsequent regular meeting and there acted upon. The council may dispense with the consideration of claims and limit the receiving of communications, petitions, or remonstrances to those pertinent to the subject of the meeting or purpose adjournment. Upon approving the agenda for the meeting, the council shall proceed in accordance therewith and the order of business established therein.¶

Notice of the time and place of special meetings shall be given to the news media in accordance with the requirements of Chapter 21 of the Iowa Code.d. Called Special Meetings. All calls shall be made by the clerk by giving personal notice of the time of such meeting, or by leaving written notice of the time of such meeting, or by leaving written notice of the time of such meeting at the residence or business office of all members. The clerk shall record such notice of service in the minute book and each member shall subscribe his/her signature to an acknowledgement of such notice if received. Inability of the clerk to give notice to any member as herein required shall not invalidate the call or any action taken at such called meeting.¶

When a special meeting of the city council shall be called, the purpose or object of the meeting shall be named in the call, and no other business except that specified therein shall be transacted at such special meeting except by unanimous consent. Notice of the time and place of called meetings shall be given to the news media in accordance with the requirements of Chapter 21 of the Iowa Code. When an emergency prevents the giving of such notice, the nature of the emergency shall be stated in the minutes of that meeting.¶

e. First Regular. At the first regular council meeting in January of each year, the council shall (1) designate an official newspaper, and (2) review the Rules of Procedure of the City Council and make necessary changes if such changes are desired.¶

f. All Meetings to be Open. All meetings shall be held in the Council Chambers of the Council Bluffs City Hall building, unless there is a published or posted notice designating another location.¶

Informal meetings of the council where no official action will be taken are called council study sessions. They shall be held at 3:45 p.m. on the day of each regular meeting as established by council resolution.¶

All meetings shall be open to the public, unless the council by a two-thirds affirmative vote of council members present determines that closed session consideration of some particular topic would be in the public interest. Only those topics identified in Cha ... [2]

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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; and,

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 by title ("Council Member <last name>") 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.

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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. Any vote involving a city council member attending a meeting per Rule 1g requires a vote by roll call.

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;

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If a council member determines that he or she must abstain on an issue, that council member shall notify the rest of the council of said determination, either in writing or in an open council meeting. Said notice shall state in a general nature the reason for the need to abstain. So as to avoid any appearance of impropriety, once a council member has determined that he or she must abstain on an issue, said council member shall refrain from any further public comment on the issue at the council meeting.¶

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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 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 if that city council member 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.

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.

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Deleted: Any person desiring to address the Council shall first secure the permission of the presiding officer.¶ Each person addressing the Council shall give his/her name and address in an audible tone for the record and, unless further time is granted by the presiding officer, shall limit his/her address to five (5) minutes, except at a public hearing when the limit shall be ten (10) minutes. All remarks should be addressed to the council as a body, and not to any particular council member, any staff member, or any other member of the public. No person other than the council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a council member or of any member of the administrative staff except through the presiding officer.¶
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The presiding officer may, with the acquiescence of a majority of the council, require any member of the ... [9]

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RULE 12. ADJOURNMENT¶ ... [11]

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d. Agenda and Deadlines. The city clerk or the city clerk's designee shall prepare thea written agenda for each regular 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, in which case the agenda will state the mayor's reason for the exception; and the city council by appropriate action and majority vote may disallow the exception.

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, the city clerk or the city clerk's designee shall grant an exception to this deadline if sought by the mayor, ~~in which case the agenda item will state the mayor's reason for the exception.~~[JQ1][NW2]

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 5pm[NW3] on the date that is five 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, the city clerk or the city clerk's designee shall grant an exception to this deadline, in which case the agenda item will state the council member's reason for the exception.

An applicant for an in the order established in Rule 4, Order of Business.
initial or renewal aApplications for a permits or and 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. In extraordinary circumstances, 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.

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;
s, or the renewal thereof, shall be filed with the clerk ten (10) days in advance of the council meeting at which said applications or renewals are to be acted upon.
All other matters to be included in the agenda for submission to the council shall be filed with the clerk not later than 5:00 p.m. on the Friday ten (10) days prior to the council

meeting at which consideration is desired. In unusual circumstances, an item may be accepted after the deadline upon the approval of the mayor.
Except for minor matters, no item of business shall be considered for action by the council which does not appear on the agenda for the meeting, except for ministerial matters, or matters of urgent business which requires immediate action and is so determined by a majority of the council may be considered by the council whether or not there is a full membership present. The council will hear all reasonable citizen petitions, requests, and statements; however, such items which do not specifically appear on the agenda may be deferred to a future meeting for careful consideration and study if the council action, other than filing, is required or requested.

The mayor and each council member shall be provided with a copy of the agenda, minutes of the previous meeting, and any other reports and information pertinent to the agenda at least 48 hours prior to each regular meeting.No matter may be submitted for council action by an administrative official, department head, or employee unless it has first been presented to the mayor for inclusion on the agenda.

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on a day other than the 2nd or 4t" Monday of the month for consideration of or action upon particular business. The purpose of such special meeting and the nature of the business to be considered or acted upon shall be stated in the motion for special meeting. Upon the call of order of a special meeting by the mayor, the clerk shall call the roll, and if a quorum is present, the council may officially conduct a meeting. The reading of minutes shall be considered at a subsequent regular meeting and there acted upon. The council may dispense with the consideration of claims and limit the receiving of communications, petitions, or remonstrances to those pertinent to the subject of the meeting or purpose adjournment. Upon approving the agenda for the meeting, the council shall proceed in accordance therewith and the order of business established therein.
Notice of the time and place of special meetings shall be given to the news media in accordance with the requirements of Chapter 21 of the Iowa Code.d. Called Special Meetings. All calls shall be made by the clerk by giving personal notice of the time of such meeting, or by leaving written notice of the time of such meeting, or by leaving written notice of the time of such meeting at the residence or business office of all members. The clerk shall record such notice of service in the minute book and each member shall subscribe his/her signature to an acknowledgement of such notice if received. Inability of the clerk to give notice to any member as herein required shall not invalidate the call or any action taken at such called meeting.
When a special meeting of the city council shall be called, the purpose or object of the meeting shall be named in the call, and no other business except that specified therein shall be transacted at such special meeting except by unanimous consent. Notice of the time and place of called meetings shall be given to the news media in accordance with the requirements of Chapter 21 of the Iowa Code. When an emergency prevents the giving of such notice, the nature of the emergency shall be stated in the minutes of that meeting.
e. First Regular. At the first regular council meeting in January of each year, the council shall (1) designate an official newspaper, and (2) review the Rules of Procedure of the City Council and make necessary changes if such changes are desired.

f. All Meetings to be Open. All meetings shall be held in the Council Chambers of the Council Bluffs City Hall building, unless there is a published or posted notice designating another location.
Informal meetings of the council where no official action will be taken are called council study sessions. They shall be held at 3:45 p.m. on the day of each regular meeting as established by council resolution.
All meetings shall be open to the public, unless the council by a two-thirds affirmative vote of council members present determines that closed session consideration of some particular topic would be in the public interest. Only those topics identified in Chapter 21 of the Iowa Code, Official Meetings Open to Public, Section 21.5, shall be considered in closed session. The council shall go into closed session only upon motion identifying the general nature of the topic to be considered in closed session. The clerk shall tape record all closed session meetings of the city council and shall preserve such recordings for at least one year, together with the minutes thereof. Tape recordings of closed sessions dealing with pending litigation shall be preserved by the clerk until such litigation has been resolved.

Page 3: [3] Deleted **Nate Watson** **22-Feb-19 11:20:00**

a. The mayor may take part in the discussions of the city council and may recommend to the council such measures as he/she may deem necessary for the welfare of the people and efficient administration of the affairs of the city. He/She shall have all the rights, powers, and duties prescribed by Iowa statutes in regard thereto. It is recognized that the city council is the policy-making body for the city, and the mayor shall confine his/her discussions at council meetings to statements of fact, recommendations based on his/her knowledge and experience, and explanations of the reasons for the same, and any matters pertaining to administration.

Page 3: [4] Deleted **Nate Watson** **22-Feb-19 07:08:00**

The mayor, or in the absence of the mayor, the mayor pro tern, shall preside. In the absence of both, the council shall appoint a temporary chairperson who shall preside. The presiding officer shall preserve strict order and decorum at all meetings of the council, shall state every question coming before the council, shall announce the decision of the council on all subjects, and shall decide all questions of order, subject, however, to an appeal of the council, in which event a majority vote of the council shall govern and conclusively determine such questions of order, the presiding officer other than a mayor may vote on all questions.

RULE 3. ORDER OF BUSINESS

At the hour appointed for meeting, the members shall be called to order by the mayor, or in the absence of the mayor, the mayor pro tern, or in the absence of both, by the clerk. The clerk shall call the roll, note the absentees and announce whether a quorum is present. Upon the appearance of the quorum, the council shall proceed to business which shall be conducted in the order following below.

1. Call to Order
2. Roll Call
3. Approval of Minutes and Agenda
4. Consent Agenda
5. Public Hearings

6. Ordinances for Council Consideration
7. Resolutions for Council Consideration
8. Mayor's Appointments
9. Receive and File Items
10. Applications for Permits and Cancellations
11. Citizen Letters and Requests to be Heard
12. Other Presentations:
a. by council members - new and old business
b. by the public - new and old business
13. Adjournmen

RULE 4. AGENDA FOR REGULAR MEETING

The clerk shall prepare a written agenda for each regular meeting in the order established in Rule 4, Order of Business.
Applications for permits and licenses, or the renewal thereof, shall be filed with the clerk ten (10) days in advance of the council meeting at which said applications or renewals are to be acted upon.
All other matters to be included in the agenda for submission to the council shall be filed with the clerk not later than 5:00 p.m. on the Friday ten (10) days prior to the council meeting at which consideration is desired. In unusual circumstances, an item may be accepted after the deadline upon the approval of the mayor.
Except for minor matters, no item of business shall be considered for action by the council which does not appear on the agenda for the meeting, except for ministerial matters, or matters of urgent business which requires immediate action and is so determined by a majority of the council may be considered by the council whether or not there is a full membership present. The council will hear all reasonable citizen petitions, requests, and statements; however, such items which do not specifically appear on the agenda may be deferred to a future meeting for careful consideration and study if the council action, other than filing, is required or requested.

The mayor and each council member shall be provided with a copy of the agenda, minutes of the previous meeting, and any other reports and information pertinent to the agenda at least 48 hours prior to each regular meeting.
No matter may be submitted for council action by an administrative official, department head, or employee unless it has first been presented to the mayor for inclusion on the agenda.

RULE 5. MINUTES

a. The city clerk shall keep a record of all council meetings, including study sessions.

b. Unless a reading of the minutes of a council meeting is requested by a member of the council, such minutes may be approved without reading if each member has previously been provided a copy.

c. The council may, by motion carried by a majority vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

Page 3: [5] Deleted **Nate Watson** **22-Feb-19 08:49:00**

Every member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

c. A member, once recognized, shall not be interrupted when speaking, unless it is to call him/her to order or to vote on a motion to close a debate, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined and, if in order, he/she shall be permitted to proceed.

Page 3: [6] Deleted **Nate Watson** **22-Feb-19 08:53:00**

motion to reconsider any action taken by the council must be made at the meeting at which such action was taken or at the next regular meeting of the council, and must be made by a member of the council who voted with the prevailing side or who was not present at the time of the vote, provided that if such motion to reconsider is passed, then the parties entitled to notice on the original action shall be notified, and the reconsideration of the action shall be taken at the original meeting or regular meeting following passage of the motion to reconsider.

e. A council member may request through the presiding officer the privilege of having an abstract of his/her statement on any subject under consideration by the council, or the reason for his/her dissent from or support of any action of the council, entered in the minutes. Such a request may be made at the time of said action or consideration or at the time of the adoption of said minutes. Unless the council, by motion, objects such statements shall be entered in the minutes.

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all cell phones and/or other electronic communication devices prior to the start of any council meeting. No member of the city council, the mayor, or city staff will utilize such devices while attending a city council meeting. An exception to this general rule is that city public safety personnel may utilize such devices to the extent necessary to perform their duties.

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Any person desiring to address the Council shall first secure the permission of the presiding officer.
Each person addressing the Council shall give his/her name and address in an audible tone for the record and, unless further time is granted by the presiding officer, shall limit

his/her address to five (5) minutes, except at a public hearing when the limit shall be ten (10) minutes. All remarks should be addressed to the council as a body, and not to any particular council member, any staff member, or any other member of the public. No person other than the council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a council member or of any member of the administrative staff except through the presiding officer.

The presiding officer may, with the acquiescence of a majority of the council, require any member of the public to yield the floor, to discontinue his/her remarks, or to cease given activity, if in the judgment of the council that person's actions or remarks may unduly disrupt the decorum of the proceedings, or create the risk of public disturbance. If any such person refuses to obey the presiding officer's directive, the presiding officer may order the person to leave the council meeting.
At study sessions, staff and members or the public may only take part in the discussion at the request of the mayor or council, and their input shall be limited to direct responses to questions of a council member or mayor.

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RULE 9. ORDINANES, RESOLUTIONS, MOTIONS AND REPORTS

a. Ordinances, resolutions and other matters or subjects requiring action by the council shall be introduced by the city clerk, a member of the council, mayor, or city attorney.

b. Every ordinance and resolution shall be presented in writing. Upon the vote on ordinances, resolutions and motions, the ayes and nays shall be recorded. Upon the request of any member of the council, the vote shall be by roll call of all members of the council as provided under Rule 2 "Presiding Officer". A majority vote of the total number of members of the council shall be required for the passage of all ordinances, motions, resolutions, cancellations of permits and licenses.

c. Readings and Amendment of Ordinances. All proposed ordinances shall have a separate consideration on three different days unless there is a motion to dispense with the second and/or third consideration and a three-fourths majority of the council shall so approve. Actual reading of the ordinance shall not be required if written copies are available or unless two or more members request it. An ordinance may be amended after first or second consideration and before voting thereon. After voting for placing the ordinance on third and final consideration or for dispensing with the second and/or third consideration, the ordinance may not be amended, but shall be voted on for final passage unless tabled, postponed, or referred to a committee. Any proposed ordinance not voted on for final passage must be returned to a second consideration status if it is to be amended. However, if it is determined that an amendment to an ordinance will lessen its impact on the citizen, an ordinance may be so amended and passed into law.

d. All ordinances and resolutions shall be filed with the city clerk and made a part of the minutes. Reports, petitions, and correspondence shall be filed with the city clerk and made a part of the minutes by reference.

RULE 10. CONDUCT OF CITY EMPLOYEES

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b. The city attorney may not take part in the discussions of the city council except to answer questions directed to him/her, comment on matters involving legal powers or procedures of the city, and to present factual material to the counc

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RULE 12. ADJOURNMENT

A motion to adjourn shall always be in order, shall be considered only after a second, and shall be decided by majority