

## **PREPARED FOR CITY COUNCIL STUDY SESSION DISCUSSION**

September 16, 2025

### **OVERVIEW**

The current draft City Council Rules of Procedure establishes procedures for Council meetings, agenda management, decorum, public participation, and the conduct of Council members and staff. The rules are intended to promote orderly, transparent, and effective meetings consistent with the City Charter and state law.

### **Meetings**

- **Regular Meetings** are scheduled for the first and third Tuesdays of each month, usually including a study session and regular meeting at City Hall.
- **Special Meetings** and **Workshops** can be called by the Mayor, City Manager, or three (3) Council members with appropriate notice and posting.
- **Executive Sessions** must be legally justified, with participation limited primarily to Council, City Manager, and City Attorney; others may be admitted as needed.
- Any meeting can be recessed to a later time, but not beyond the next regular meeting.
- A **quorum** is four Council members (including the Mayor).

### **Agendas**

- The City Manager and Mayor primarily set agendas, with detailed procedures for Council members to sponsor items individually or as a group.
- Agenda items may only be added if proper written requests and sponsorships are provided before relevant deadlines.
- Once posted, agenda items may not be changed or removed except under specific procedures.
- The agenda packet must be delivered four business days before the meeting.

### **Parliamentary and Meeting Procedures**

- The Council follows these rules as a general guide; Robert's Rules supplements on matters not addressed here.
- Motions require a second before voting, and no discussion occurs after a motion and second, except for limited discussion concerning amendments.
- Voting is required for all Council members except the Mayor (who votes only when provided by law).
- Discussion protocols ensure all members have a fair opportunity to speak, with the Mayor managing order.
- **Appendix A** lists and describes common motions (e.g., approve, amend, table, point of order, call the question, reconsideration) and their procedures.

### **Public Participation**

- Public comment is allowed during designated portions of the meeting or during public hearings, subject to time limits and rules of decorum enforced by the Mayor.

- Detailed procedures address sign-ups, presentation of materials, prohibited conduct, and a graduated response for violations.

### **Council Conduct and Staff Relations**

- Council members are bound by the City's Code of Ethics and conflict-of-interest rules; abstention procedures are specified for conflicts.
- Procedures clarify proper channels for questions to staff and the City Attorney, as well as guidance on communications and use of electronics.
- Establishes protocol for resolving conflicts between Council members or between Council and staff.

### **Rule Suspension and Amendment**

- Rules not governed by Charter or state law may be suspended by a majority vote.
- Amendments require a Council majority or, where needed for legal compliance, may be made by the City Secretary with prompt notice to the Council.

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### **NEXT STEPS / COUNCIL DIRECTION:**

- Provide any additional feedback or direction on the current draft
- Provide direction to bring forward a Resolution approving the final draft