

# **CITY COUNCIL POLICY AND PROCEDURES**

## **REGULAR AND SPECIAL MEETINGS**

### **1. Regular Meetings**

Regular meetings of the City Council shall be held at least once per month at the usual place of holding meetings of the City Council, at 7:00 p.m.

### **2. Special Meetings of City Council**

Special meetings shall be called on written request of the Mayor, the City Manager or any three (3) Council Members. At least six (6) hours written notice shall be given to each Councilmember. Such notice shall contain a statement of the purpose of such meeting; such notice shall be delivered to each Councilmember personally. If this is not possible, then it shall be delivered to some responsible person at his or her residence. If this is not possible, then it must be left at his or her residence in some conspicuous place. Any special meeting shall be a legal meeting for all purposes without such notice, provided that all Council Members are present thereat or have waived notice thereof in writing, as to the purpose of said meeting not included in the notice thereof.

### **3. Posting requirements for Regular and Special Meetings**

By law within 10 days of the first meeting of the Council in each calendar or fiscal year a posting of the Regular Council Meetings including dates, times and places will be posted on the bulletin board at City Hall, the back door of the Senior Center and on our website.

Special Meeting postings will be posted at least 18 hours before meetings on the bulletin board at City Hall, the back door of the Senior Center and the City's website.

As a courtesy Agenda's for Regular Meetings will be posted on the City Hall bulletin board and the City's website for each month's meeting the Friday before the Regular Council Meetings and emailed to the media. Special meeting agenda's will be posted on the back door of the Senior Center as well as City Hall and the City's website 18 hours before the meeting and emailed to the media.

### **4. Publishing of Notices and Proceedings.**

A summary of the proceedings of every meeting of the Council shall be published in a newspaper to be designated by the Council (Action Shopper). Any special publication of ordinances or notices requiring City-wide attention shall be published in such manner as the Council shall arrange (Mining Journal).

## **5. Minutes of Regular and Special Meetings**

The Deputy Clerk/City Clerk shall attend the Council Meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act and keep a Journal of same. It is required that the minutes of the preceding regular meeting and any special meetings held in the interim shall be reviewed, corrected, if necessary, and approved at the next succeeding regular meeting.

## **CONDUCT OF MEETINGS**

### **1. Meetings to be Public**

All regular and special meetings of the Council shall be open to the public. There shall be no standing committees of the Council. Citizens shall have a reasonable opportunity to be heard in accordance with the Public Comment Policy posted at the podium of every Regular and Special Meeting.

### **2. Agenda Preparation**

The City Manager shall prepare an agenda for each Regular City Council meeting. The agenda deadline is noon on the Wednesday one week before the meeting.

The Order of Business shall be as follows:

Call To Order  
Pledge to Flag  
Roll Call  
Approval of Agenda  
Public Comment (5 minutes)  
Unfinished Business  
New Business  
Consent Agenda  
Council Comments  
City Manager Comments  
City Attorney Comments  
Adjournment

### **3. Consent Agenda**

A consent agenda shall be used to allow the Council to act on numerous administrative and noncontroversial items at one time. Included on this agenda shall be approval of minutes, claims and accounts (payment of bills), revenue/expenditure trial balance reports, approval of resolutions, contract approvals, recurring business etc. Upon request by any member of the Council, an item shall be removed from the consent agenda and placed on the regular agenda

for discussion or action. The Consent Agenda is approved with a motion and a second with no discussion.

#### **4. Agenda Distribution**

Agendas along with appropriate support information will be provided to the City Council no later than the Friday prior to the meeting. A Supplemental packet will be provided the Tuesday prior to the Council meeting. The Council Packets will be delivered by the City Police Department.

As a professional courtesy to staff, Council Members shall make every effort to ask questions regarding the Agenda, Bills etc before the meeting so that staff can provide accurate information.

### **COUNCIL MEMBERS**

#### **5. Presiding Officer**

The presiding officer shall be the Mayor and responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor Pro Tem shall preside in the absence of the Mayor.

#### **6. Quorum**

A majority of the Council shall be a quorum for the transaction of business.

#### **7. Attendance at Council Meetings**

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the City. Attendance at Council meetings is critical to fulfilling this responsibility.

#### **8. Disorderly Conduct**

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order. If the person so engaged in presentation is called out of order, he or she shall be removed by the sergeant at arms. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. A designated Police Officer shall serve as the sergeant at arms.

## **C. Closed Session Meetings**

### **1. Purpose**

Closed Session Meetings may be held only for the reasons authorized in the Open Meetings Act.

### **2. Calling Closed Meetings**

At a Regular or Special Meeting Council Members by a two-thirds roll call vote may call a Closed Session under the conditions outlined in the Open Meetings Act. The roll call vote and purpose of the meeting shall be entered into the minutes of the Regular Minutes at which the vote was taken.

### **3. Closed Session Minutes**

A separate set of minutes shall be taken by the secretary of the Council. By approving the Regular Minutes at which the Closed Session was held the Closed Session minute are automatically approved.

## **D. DISCUSSION AND VOTING**

### **1. Parliamentary Procedure**

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order or an alternative source of procedural rules shall govern the Council in all cases to which they are applicable provided that they are not in conflict with these rules, City Ordinances or applicable state statutes.

### **2. Ordinances and Resolutions**

On all votes which are not unanimous, the yea or nay vote of each member shall be recorded by roll call, but where the vote is unanimous, it shall be necessary to so state. (Charter 5.4)

### **3. Roll Call**

In all roll votes, the Secretary shall rotate the roll call with the presiding officer voting last.

### **4. Duty to Vote**

Election to a deliberative body carried with it the obligation to vote. Council members present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Council Member who is present and abstains or

does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or telephone is not permitted.

## **MISCELLANEOUS**

### **1. Adoption and Amendment of Rules of Procedure**

These Rules of Procedure of the Council will usually be placed on the agenda at the first meeting of the Commission following the seating of the newly-elected Council members for review and adoption.

### **2. Committees**

There shall be no standing committees of the Council.

The Council may create an Ad Hoc Committee of up to three members to examine a specific subject for a specific period of time.

### **3. Electronic Devices During Meetings**

In the spirit of the Open Meeting Act and in furtherance of the City Council's commitment to conducting government business with as much order and transparency as possible, electronic devices belonging to a Councilor shall be turned off or set on airplane mode during City Council meetings. Use of electronic devices by City Council members for talking, texting, email or otherwise during City Council meetings is, except for emergency communications, prohibited. It is the City Council's intent to prohibit electronic communications between members of the Council and other persons during City Council meetings. Prohibiting communications of this type enables the Council to operate with maximum transparency and allows the Council to avoid any appearance or perception of engaging in discussions or deliberations not open to the public during City Council meetings.