

## RULES OF CONDUCT

### I. Agenda

1. Council will hold agenda meetings at 9:00am the Monday prior to Council meetings.
2. Purpose of Agenda Meeting:
  1. Clarify and confirm actions being proposed.
  2. Insure that adequate information will be submitted to the Council for review prior to Tuesday Council meeting.
  3. Standardize basic steps needed prior to action e.g. review by city attorney, risk manager, labor attorney, etc. as well as provide information on cost, timing, budget impact, etc.
  4. Agenda items shall be accompanied by descriptive words, i.e. "vote," "discussion," "presentation," etc.

### II. Guidelines for Public Comment Period:

1. Public shall be allowed to speak only during the public comment period of the meeting or at such time as a majority of the Council shall allow.
2. Speakers must step to the microphone and must give their name and address.
3. Speakers must be recognized by the Mayor or presiding officer.
4. Speakers must limit their remarks to 2 minutes.
5. Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per meeting to speak.
6. A total of 15 minutes shall be allotted at the beginning of each Council meeting for public comment period. If more time is needed, time will be provided to those still wishing to speak at the end of the Council meeting.
7. All remarks shall be addressed to the Council as a body, not solely to any member thereof.
8. Speakers shall observe the commonly accepted rules of courtesy, decorum, and good taste.
9. No Council member, other than the Mayor or presiding officer, shall interrupt the speaker during their remarks.
10. At the conclusion of the Public Comment Period, Council members shall have the opportunity to respond to comments but shall limit their comments to the topics discussed during the Public Comment Period and shall follow the commonly accepted rules of courtesy, decorum and good taste.

### III. General Rules of Procedure

1. The Mayor shall preside at Council meetings. If the Mayor is not present, the acting chairperson shall preside as determined by the city charter.
2. Before making motions and speaking, the Council members must be recognized by the chairperson.
3. Members of the Council shall address one another by the proper title, either Commissioner, Mayor, or Supervisor.
4. A Council member, once recognized, shall not be interrupted, when speaking unless to be called to order. If a member, while speaking, is called to order they shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.
5. Motions to close or limit debate may be entertained but shall require a 4/5 vote of the Council.
6. Debate comments shall be limited to the motion on the table or the agenda item being discussed.
7. The maker of the motion shall have the first opportunity to speak in debate of the motion.

### IV. Conduct

1. **Council Members:** While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking, or refuse to obey the orders of the Council or its presiding officer.
2. **By Persons:** Any person making personal, impertinent or slanderous remarks or who shall be come boisterous while addressing the Council, or while any other person is addressing the Council or while the Council meeting is in session, shall be forthwith, by the presiding officer, barred from further audience before the City Council.

Adopted Per Council Approval: February 3, 2004