

City Council Meeting Rules of Conduct

Agenda

The City Council will hold an Agenda Meeting at 9:30 AM on the Monday morning prior to the next Council Meeting. If the Council can not meet on Monday due to a holiday or for other acceptable reasons, the Agenda Meeting will be held on the following Tuesday morning.

The purposes of the Agenda Meeting include the following:

- Clarify and confirm actions being proposed.
- Insure that adequate information will be submitted to the Council members for review prior to the Council meeting.
- 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.
- Agenda items will be accompanied by descriptive terms such as discussion, discussion and vote, presentation, announcement, etc.

Guidelines for Public Comment during Council Meeting

- Members of the public shall be allowed to speak only during public comment portion of the meeting or at any other time that the Council shall allow.
- Speakers shall step to the microphone and give their name and address before speaking.
- Speakers shall be recognized by the chairperson.
- Speakers shall limit their remarks to 2 minutes.
- Speakers may not yield their time to other speakers and shall have only opportunity to speak unless the Council agrees to allow additional comments.
- Fifteen minutes shall be allotted at the beginning of each Council meeting for public comment. Additional time can be allotted at the discretion of the chairperson.
- Speakers shall observe commonly accepted rules of courtesy, decorum and good taste.
- No one other than the chairperson shall interrupt speakers during their remarks.

- At the conclusion of the Public Comment portion of the meeting, any Council member shall have the opportunity to respond to comments made during that meeting. Council members shall follow accepted rules of courtesy, decorum and good taste.

General Rules of Procedure

- The Mayor shall serve as chairperson during Council meetings. If the Mayor is absent, the chairperson shall be the Council member designated to preside as prescribed by the City Charter.
- Before making motions or speaking, the Council members must be recognized by the chairperson.
- Council members and Supervisors shall address each other by proper title.
- Once recognized, Council members shall not be interrupted unless to be called to order by the chair.
- Motions to close or limit debate shall require a 4/5 Council vote.
- Debate comments shall be limited to the motion on the table or the agenda item being discussed.
- The Council member making a motion shall have the first opportunity to speak on that action.
- Items may be added to the agenda during a Council meeting with the approval of a majority of Council members.

Conduct

- Council Members. While Council is in session, the members shall preserve order and decorum. Members shall neither delay nor interrupt the proceedings. Members shall observe the orders of the chairperson.
- Public. All persons addressing the City Council are encouraged to do so in a civil manner. All individuals attending Council meetings are expected to abide by these Rules of Conduct. Behavior that causes disruption of the proceedings may result in removal from the meeting room as directed by the chairperson.