

Suggested Rule Updates for Council Session 2014-2015

IV. Council Meetings

A. Type and Frequency

- i. Regular Meetings –
- ii. Special Meetings – are for the purpose of deliberating and voting upon City business at times other than during a Regular Meeting. Such meetings are "special" because the Mayor, upon request of the City Manager, or five (5) Council Members, one of whom may or may not be the Mayor, by written request submitted to the Mayor, can call them on a minimum of 24 hours notice. Agendas will generally follow the order of business established in Section VII-C below limited to one or more items requiring Council action and shall include on the agenda an opportunity for citizen comment specifically related to the matter(s) included on the agenda.
 - a. Special Meetings may be scheduled for any day provided sufficient notice is afforded in accordance with provisions of State law.

- iii. Workshop Meetings – are for the purpose of the Council receiving information about City business in an informal setting during which no formal action can be taken. Workshops shall be scheduled upon the request of the Council or the City Manager. The workshop agenda format is intended to encourage in-depth presentations by City Boards, Commissions, Committees and/or staff (including consultants engaged for purposes of advising the Council), and detailed questioning and brainstorming by Council Members. The Council may discuss the material freely without following formal rules of parliamentary procedure, subject to the direction of the presiding officer. Although formal action may not be taken during Workshop Meetings, the presiding officer may poll Council Members during the meeting to determine the general consensus of the Council in order to bring matters back for consideration at future meetings. Agendas will generally follow the order of business established in Section VII-D below limited to one or more items for Council review and discussion and shall include on the agenda, ~~prior to the end of the meeting~~, an opportunity for citizen comment related to the matter(s) included on the agenda after each item is reviewed and discussed by the Council. The Decorum Guidelines still apply to the behavior of the Council and public during Workshop Meetings.
 - a. Workshop Meetings typically are to be scheduled on the first Wednesday of each month and may be scheduled more frequently should a need arise.

included on the agenda and at the end of the meeting

VI. Agenda Setting

- A. Agenda Items Initiated by Council Members – Any Council Member shall have the right and may initiate resolutions or ordinances to be placed on an agenda for Council consideration. Each resolution before the Council ~~should~~ could typically involve a two week vetting process occurring before the vote by the Council at a Regular or Special Meeting. The vetting process includes consultation with the City Manager, staff reviews, and placement on the agenda. Council Members should notify the Mayor of their intentions to bring forward a proposal and discuss the initiative with the City Manager to ensure a complete understanding of their proposed policy objective and administrative implications. X
- i. The City Manager is available to assist each Council Member with coordinating the drafting of a proposed resolution or ordinance to ensure it may be presented to the Council in a correct and complete form. The City Manager, if requested by a Council Member, shall review a draft of the proposal with the Council Member and seek the Council Member's approval prior to formally submitting the item for agenda setting.
 - ii. To ensure sufficient time for proper research, drafting and approval of proposed resolutions or ordinances to come before the Council, a Council Member ~~should~~ could notify the Mayor and request the assistance of the City Manager at least one week prior to the agenda submission deadline. X
- B. Agenda Items Requested by City Manager - Ordinances and resolutions involving routine and administrative matters may be introduced by the Mayor upon request of the City Manager.
- i. Resolutions or ordinances submitted on behalf of the City Manager shall be noted with the phrase "by request".
- C. Agenda Submission Deadline - Every ordinance, resolution, and document to come before the Council for consideration must be submitted for agenda setting, in compliance with guidelines established by the City Clerk, by noon on the Wednesday before the week on which the Council is scheduled to hold a Regular Meeting.
- i. In being submitted for agenda setting, each resolution and ordinance shall first be recorded and placed on the agenda ~~approved as to form~~ by the City Clerk, reviewed as to financing by the Finance Director, and as to legal compliance form by the General Legal Counsel. City → meet w/ counsel

VIII. Ordinances and Resolutions

- a. Ordinances - Any Ordinance to be considered by the Council other than those to be enacted for purposes of addressing emergency circumstances as specified in the City Charter shall be initiated and acted upon in accordance with the requirements established herein.
 - i. A proposed Ordinance shall appear on a meeting agenda for a first reading after which it may be referred to a Workshop Meeting, if deemed necessary, and/or a future Public Hearing date shall be set.
 - ii. After a Public Hearing relating to a proposed Ordinance has been held and testimony allowed in accordance with Rule VII B-vii, the proposed Ordinance shall be brought before the Council for a second reading during the same meeting, together with any and all recommendations for passage, rejection, referral to a workshop, or to a third reading.
 - iii. Any proposed Ordinance submitted for consideration by the Council, may be amended and/or enacted by a majority roll call vote in conjunction with the second and/or subsequent readings.
 - iv. If a proposed Ordinance is extensively amended following the first reading and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held for a third reading, on a simple majority vote of Council Members present.
 - v. Unless otherwise provided, each Ordinance approved by the Council shall become effective upon its passage, after it has been duly advertised within 7 business days of the Council meeting at which time the ordinance was adopted.
 - vi. The City Clerk shall certify that the amendments are incorporated into the original ordinance with the proper reference to the amended ordinance number and date.
- b. Resolutions - ~~Any Resolution to be considered by the Council shall typically be initiated and acted upon in accordance with Section VI above.~~ Resolutions subject to public hearings will also be subject to the following:
 - i. Proposed Resolutions requiring a public hearing will normally appear on a meeting agenda to be referred to a future meeting date for the public hearing and subsequent vote.
 - ii. After the proposed Resolution has been presented at the required public hearing in accordance with Rule VII B-vii, it shall then be brought before the Council at the same meeting, together with any and all recommendations, for passage, rejection, referral to a workshop or other meeting.

If a proposed Resolution requiring a public hearing is extensively amended following the public hearing and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held and

referred for action at a future meeting, on a simple majority vote of Council Members present.

Council Conduct with Boards and Commissions

- Concerns about an individual Board or Commission member should be pursued with tact.

If a Council Member has a concern with the effectiveness of a particular Board or Commission member, the Council Member should consult with the Mayor and/or Appointments Committee ~~Chair~~, who can bring the issue to the Council as appropriate.



