

# CITY OF GRISWOLD

## General Policy/Procedure

### Council Procedures

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**ADOPTION DATE:** August 21, 2000; Amended: February 4, 2008; Amended: October 10, 2011

**RESOLUTION NUMBER:** 17-2000; Amended: 2-2008, Amended October 10, 2011 # 7-2012

**REVIEW PERIOD:** This policy is to be reviewed every three years or as needed.

#### **STATEMENT OF POLICY**

The City Council may set forth policies and procedures related to the conduct of meetings held by the body.

#### **APPLICABILITY**

This policy applies to the City Council of the City of Griswold.

#### **DEFINITIONS**

Presiding Officer- the presiding officer of a Council meeting shall be the Mayor or in the absence of the Mayor, the Mayor Pro Tem.

#### **POLICY AND PROCEDURE**

##### MEETING TIMES

The Council shall meet at 6:00 p.m. on the second Monday of each month in the Council chambers at Griswold City Hall. On holidays, the Council shall meet on the Monday following the holiday.

##### STUDY SESSIONS

Study sessions of the Council shall be held in accordance with state statutes when special circumstances require such a session, and either the Mayor or City Administrator or two Council Members shall call the session.

##### SPECIAL MEETINGS

The Mayor, or in the Mayor's absence, the Mayor Pro Tem, shall on petition of three Council Members, call a meeting at any time for the transaction of the business mentioned in the petition. Written notice of a special meeting shall be given each member of the Council at least 24 hours in advance of the meeting. The notice shall be served on each member personally, or if the Council Member is not found, left at his or her place of residence.

### CLOSED SESSIONS

Executive sessions may be held during regular or special meetings, so long as appropriate statutory limitations are met. Executive sessions held during study sessions must also meet appropriate statutory tests.

### COUNCIL RULES

The council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general.

### QUORUM

The Mayor, or in his absence the Mayor Pro Tem, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the City Clerk shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

### AGENDA

The City Clerk shall prepare an agenda of the business to be presented at a regular council meeting subject to the approval of the City Administrator. No item of business shall be added to an agenda after 3:00 p.m. on the Friday of the week preceding the week of the council meeting for which the agenda has been prepared. The Council shall consider at the meeting only matters that appear on the agenda for that meeting or are introduced by a Council Member or the Mayor. Council Members and Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

### CONSENT AGENDA

In order to make more efficient use of meeting time, the City Clerk shall place resolutions and requests for approval that are routine and non-controversial on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or a Council Member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda," which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all Council Members present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent agenda shall be voted upon separately in the usual manner.

### ORDER OF BUSINESS

The order of business at council meetings shall be as follows:

- 1) **Roll Call**
- 2) **Approval of Agenda**
- 3) **Consent Agenda**
- 4) **Public Hearings**
- 5) **Public Comments**
- 6) **Departmental Reports**
- 7) **Committee Reports**
- 8) **Ordinances**
- 9) **New Business**
- 10) **Old Business**

- 11) Remarks from the City Administrator**
- 12) Messages and Papers from the Mayor**
- 13) Propositions and Remarks from Council Members**
- 14) Adjournment**

PUBLIC HEARINGS

Prior to each public hearing, the presiding officer shall announce the nature of the matter to be heard. The presiding officer shall then declare the hearing to be open and invite any member of the audience to come forward to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter come forward, with those speaking in opposition coming after. The presiding officer may limit the time and number of speakers at each public hearing. The presiding officer shall announce the restriction prior to the commencement of the hearing. Members of the City Council may not provide comment on the matter to be heard during the public hearing. Council Members may present the proposal to the public but may not provide his or her opinion on the matter while comments are being received.

VOTING GENERALLY

The vote on every motion shall be taken by voice vote and entered upon the record. The vote on a resolutions and ordinances shall be taken by roll call and entered in full upon the record. Members shall not explain their vote during the voting process. Any member may change his or her vote prior to the next order of business.

DUTY TO VOTE

When a question is taken, every member of the Council shall vote unless a majority of the Council, for special reason, excuses the person, but no members shall be permitted to vote on a subject in which he or she has a conflict-of-interest. When abstaining, the member must state his or her reasons.

RECONSIDERATION OF ACTIONS TAKEN

A member who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council.

DESIGNATION FOR HEARINGS OFFICER TO CONDUCT SPECIAL PUBLIC HEARINGS

A hearings officer may be designated by the presiding officer to conduct special public hearings, when appropriate.

SERGEANT-AT-ARMS

The sergeant-at-arms shall be the Chief of Police or an appropriate designee. The sergeant-at-arms shall assist the presiding officer, as appropriate, to maintain order and decorum at all meetings.

GENERAL SPEAKING BY COUNCIL MEMBERS

Every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer shall confine the remarks to the question under debate.

QUESTIONING OF STAFF BY COUNCIL MEMBERS

Every Council Member desiring to question the administrative staff shall address the questions to the City Administrator, who shall be entitled to either answer the inquiry or designate a staff member to do so.

#### STAFF AND CITY EMPLOYEES ADDRESSING COUNCIL OR PUBLIC

Members of the city staff and other city employees desiring to address the Council or members of the public shall first be recognized by the presiding officer and shall address the remarks to the presiding officer. The staff may respond to questions or comments by the Council or members of the public with permission of the presiding officer, but shall always do so in a polite, tactful manner.

#### MEMBERS OF THE PUBLIC ADDRESSING THE COUNCIL

A member of the public may only address the Council during the designated times for public hearings or public comments. A member of the public desiring to address the Council shall raise his or her hand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual Council Member, staff member or other person. No person shall enter into discussion without being recognized by the presiding officer.

A member of the public addressing the Council shall be limited to three minutes unless the presiding officer grants further time. No member of the public shall be allowed to speak more than once on any one subject until every other member of the public choosing to speak has spoken.

The presiding officer, Council Members, and City staff shall refrain from responding to questions or comments during public hearings or public comments. If the presiding officer or Council Members wish to respond, these comments may be made during the times for "messages and papers from the Mayor" and/or "propositions and remarks from Council Members".

After a public hearing has been closed or no further public comments are to be received, no member of the public shall address the Council without first securing permission from the majority of the Council.

#### ORDER AND DECORUM

Any of the following shall be sufficient cause for the Sergeant-At-Arms, at the direction of the presiding officer, to remove any person from the Council Chambers, or meeting hall, for the duration of the meeting:

- Use of unreasonably loud or disruptive language.
- Making of loud or disruptive noise.
- Engaging in violent or distracting action.
- Willful injury of furnishings or of the interior of the Council Chambers or meeting hall.
- Refusal to obey the rules of conduct provided within this policy, including the limitations on occupancy and seating capacity.
- Refusal to obey an order of the presiding officer or an order issued by a Council Member which has been approved by the majority of the Council present.

Before the Sergeant-At-Arms is directed to remove any person from the meeting hall for conduct described above, that person shall be given a warning by the presiding officer to cease his or her conduct.

If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the Council Chambers or other meeting hall be cleared.

#### SEATING CAPACITY AND SAFETY REQUIREMENTS

The safe occupancy and seating capacity of the council chambers as determined by the fire marshal shall be posted within the Council Chambers. The limitations on occupancy and seating capacity shall be complied with at all times. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers.

#### FLAGS, SIGNS AND POSTERS

No flag, posters, placards or signs, unless authorized by the presiding officer, may be carried or placed within the Council Chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

#### NEWS MEDIA

The provisions of this policy shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.