

CITY OF CENTENNIAL, COLORADO

CITY COUNCIL POLICY NO. 2004-CCP-02

CITY COUNCIL PROCEDURES AND RULES OF ORDER

DATE OF POLICY/REVISION:	August 2, 2004
PURPOSE AND INTENT:	<p>To specify the rules and procedures under which the City Council will conduct business, establish agendas, and maintain decorum and order during public meetings.</p> <p>To implement the authority, powers, and duties granted to municipal corporations by the laws of the State of Colorado and, in particular, Titles 29 and 31, C.R.S., and the Colorado Open Meetings Law, C.R.S. § 24-6-402, as interpreted by the Colorado appellate courts.</p>
SCHEDULED REVIEW AND REVISION:	As deemed necessary or desired by the City Council or upon recommendation of the City Manager or City Attorney.
ATTACHMENT(S):	None
REFERENCE(S):	Titles 29 and 31, C.R.S., and the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 through 24-6-402.

**CITY COUNCIL POLICY
CONCERNING PROCEDURES AND RULES OF ORDER**

I. Legislative Body, Officers, and Customs Observed.

1.1 City Council

The City Council is the legislative and governing body of the City. Each member shall be addressed as Mr./Ms. (last name) or Councilmember (last name).

1.2 Mayor – Presiding Officer

The Mayor shall be the Presiding Officer at meetings of the Council and shall be addressed as Mr./Ms. Mayor or Mayor (last name). The Mayor is a member of the City Council.

1.3 Mayor Pro Tem

The Council shall elect one of its members to serve as Mayor Pro Tem. Nomination, election, and length of term of the Mayor Pro Tem shall be determined by the Council as established by Resolution No. 2001-02.

1.4 Temporary Chair

a. In the event of the absence or disability of both the Mayor and Mayor Pro Tem that would prevent them from attending any meeting of the Council, the City Clerk shall call such meeting to order and shall call the roll. The Council shall then proceed to elect, by a majority vote of those present, a Temporary Chairman of the meeting.

b. The Temporary Chair shall serve as Presiding Officer until the arrival of the Mayor or Mayor Pro Tem at which time the Temporary Chair shall relinquish the chair upon conclusion of the agenda item or other business then before the Council.

1.5 Addressing Others

When addressing and referring to administrative staff, speakers, and members of the general public, all persons shall be addressed as Mr./Ms. (last name) or by other title demonstrating a respect for the individual.

II. Council Meetings.

2.1 Regular Meetings

- a. The City Council shall conduct a regular meeting the first and third Monday of every month at 7:00 p.m. or at such other time of day as may be set by the City Council for a particular regular meeting. When a regular meeting date falls on a holiday or on a day of special observance that is officially recognized by the City, such regular meeting shall be cancelled and the City Council may, at the Council's discretion, reschedule the regular meeting for another date and time.
- b. When a regular meeting must be cancelled due to unforeseen or unanticipated circumstances, such as but not limited to emergency, absence of quorum, or failure of required public notice, the Mayor is authorized to instruct staff to cancel the regular meeting and the Mayor may reschedule the meeting to another date and time. The City Clerk shall prepare notice of the rescheduled meeting and shall cause the notice to be delivered by e-mail or phone and posted as provided by Resolution 2001-06.

2.2 Special Meetings

- a. Special meetings or the Council shall be called by the Mayor and any three (3) Members of the Council by notice to each Councilmember personally served or left at his or her usual place of residence. Such advance written notice shall set forth the date, hour, place, and purpose of such meeting. The City Clerk shall prepare notice and shall cause the notice to be delivered by e-mail or phone and posted as provided by Resolution 2001-06.
- b. A special meeting may also be called and notice thereof given by the Mayor or by the Council at any regular meeting of the Council subject to the time and notice requirements set forth in 2.2a hereinabove; provided, however, that further written notice of such special meeting will not be necessary for those Councilmembers present.
- c. No business shall be conducted at a special meeting of the Council unless the same has been stated in the notice of such meeting; except that any business which may lawfully come before a regular meeting of the Council may be transacted at a special meeting if all members of the Council present consent thereto and all the members absent file their written consent.

2.3 Study Sessions

- a. The Council may conduct a special meeting to be known as a "study session." A study session shall *customarily* be limited to the presentation of information to the Council and to Council's discussion of such information. General public comment upon matters under study or the consideration of unscheduled matters shall not be generally entertained except upon concurrence of a majority of a

quorum present. Council may offer and accept reports, direct City administrative staff, and provide general guidance concerning public business under discussion. Nothing shall prevent the City Council from convening an executive session at a study session or taking other official action, so long as it involves a proper subject and proper notice is given as required by law.

- b. On the first, second, and third Mondays of every month, a study session shall be convened at 6:00 p.m. where there is sufficient business to warrant such study session.
- c. Such sessions may also be called and notice thereof given by the Mayor or by the Council at any regular Council meeting, in which event, further notice will not be necessary for those Councilmembers present.
- d. Study sessions of the Council shall be called in the same manner as a Special Meeting.

2.4 Quorum

A majority of the members of the Council in office shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later date or time. In the absence of all members, the City Clerk may adjourn the meeting for not longer than two weeks. In the event any meeting is adjourned to a later date, the Clerk shall prepare and cause to be delivered to each member of Council timely notice setting forth the date and hour to which such meeting has been adjourned.

2.5 Meetings to be Public

All regular meetings, study sessions, or special meetings of the Council shall be open to the public as required by the Colorado Open Meetings Law, and the public shall have a reasonable opportunity to be heard as provided by these *Procedures and Rules of Order*.

2.6 City Attorney

The City Attorney or the City Attorney's designated representative shall attend all regular or special meetings of the Council and shall attend such other meetings and sessions of the Council as the Council may request.

2.7 City Clerk, Minutes

- a. The City Clerk, or the Clerk's designated representatives, shall attend and shall keep the minutes of each regular or special meeting of the Council.

- b. The minutes of each such meeting shall record in full all motions, resolutions, and ordinances. The minutes of meetings shall record what was done rather than what was said.
- c. A Councilmember shall have the privilege of having his or her statement on any subject then under consideration by the Council entered into the minutes. Such request must be made before the Presiding Officer puts the question to a vote and must be accompanied by the statement, "For the Record," to alert the Clerk of the need to include such remarks in the minutes.
- d. Minutes will not be read provided each member of Council has been provided a copy of the minutes of the previous meeting in advance of the meeting at which the minutes are to be approved. Approval of minutes will be conferred by motion and approval may be made part of a consent agenda. Accordingly, the minutes will then be approved "as previously submitted by the City Clerk," or approved "as corrected."
- e. At any time prior to the City Clerk's certification of the minutes as approved by the Council, the Clerk may change the minutes to correct spelling or typographical errors, provided that such change does not alter the substance or meaning of the minutes.
- f. The Clerk of the meeting at which the minutes are approved shall sign the minutes.

2.8 Attendance and Absences

- A. All Council members and all elected municipal officials of the City are expected to attend all regular, special, and study session meetings. More than two (2) unexcused absences by a Councilmember in any one calendar year shall be considered by the City Council as unacceptable and shall constitute grounds for possible censure or sanction.
- B. In the event any member of Council is unable to attend any meeting of the Council, such member shall advise the Mayor or Deputy City Clerk in advance of the meeting.
- C. The Presiding Officer shall excuse an absence of any member where:
 - (1) the Council person contacted the Mayor, City Manager, or Deputy City Clerk in advance of the meeting regarding the reason for the absence;
and
 - (2) the reason for the absence is due to circumstances that were unforeseeable or unavoidable, such as but not limited to, emergency, illness, vacations scheduled well in advance of a meeting, or last-minute familial obligations. An excuse shall not be granted where the member's

absence is due to the member's desire to attend other meetings or functions unless such member's attendance at such meeting or function was requested by the City Council.

2.9 Agenda, Order of Business

- a. A regular meeting of the Council will have an established order of business generally along the following guidelines:

Following is the usual order of business:

1. Meeting called to order
 2. Roll call; pledge of allegiance
 3. Recognitions, proclamations, and appointments
 4. Public comment
 5. Consent agenda (handling of routine business)
 - a) Ordinances on First Reading
 - b) Resolutions
 - c) Approval of Council Minutes
 - d) Acceptance of Minutes of Boards and Commissions
 6. Ordinances on Second and Final Reading and Public Hearing
 7. General Business
 8. Reports
 9. Adjournment
- b. In order to expedite matters of general importance or for the convenience of the public, the Presiding Officer may, by general consent, vary from the established order of business at any regular meeting if other members of Council do not object. If any such objection is made, a majority vote of those Councilmembers present will be necessary to change the order of business.
- c. New business that is not listed on the printed Agenda must be in compliance with Resolution 2001-08.

2.10 Requesting Future Agenda Items

Any Councilmember, the City Manager, or City Attorney may request that the Council formally consider any City business or other matter of public interest by raising the request with the Council during any regular meeting. Upon confirmation by a consensus of the Council that the Council desires to entertain consideration or review of the business or matter, the Presiding Officer shall instruct the City staff to set the matter on the next available agenda or on the agenda of a specific meeting.

2.11 Adjournment of Meetings by 11:00 p.m.

Unless otherwise approved by a majority of the quorum present, all meetings of the Council shall be adjourned upon the conclusion of the agenda item or business matter pending before the Council at 11:00 p.m. When the Council's agenda items or business matters will extend beyond 11:00 p.m., the Council may, by motion approved by a majority of the quorum present, continue any unconsidered agenda item(s) or business matters to a future date and time and may consider any remaining agenda item(s) of business matters as the Council deems appropriate and an efficient use of time.

III. Parliamentary Procedure

3.1 Parliamentary Authority

These *Procedures and Rules of Order* and *Roberts Rules of Order, Revised* shall be the parliamentary authority for all meetings of the Council. In the event of any conflict between these *Procedures and Rules of Order* and *Roberts Rules of Order, Revised*, these *Procedures and Rules of Order* shall govern and control.

3.2 Mayor – Presiding Officer

The Presiding Officer shall be responsible for conducting the meetings of the Council in an orderly and democratic manner, shall announce the decisions of the Council on all subjects, and shall decide all questions of order subject to appeal by Council.

3.3 Right to the Floor

- a. Councilmembers who wish to speak and obtain the floor shall indicate their wish by raising their hand. Such procedure shall be addressed to the Presiding Officer and shall constitute a Councilmember's request to be assigned the floor. City administrative staff shall likewise indicate their wish to address the Council by raising their hand although the right of recognition and the duration of any address shall be subject to the Presiding Officer's discretion.
- b. To assign the floor, the Presiding Officer shall recognize the Councilmember by stating the member's name, e.g., "Mr./Ms. (last name)." The Presiding Officer will recognize the Councilmember who first requests the floor after it has been relinquished although the Presiding Officer may recognize Councilmembers out

of order to ensure that members are provided a balanced and equal opportunity to the floor.

- c. A Councilmember shall not speak while another member has the floor, except as may be permitted by *Robert's Rules of Order, Revised*.

3.4 Right to Appeal

Any Councilmember may appeal to the Council from a ruling of the Presiding Officer. If the appeal is seconded, the member making the appeal may briefly state his or her reason for same, and the Presiding Officer may briefly explain his ruling but there shall be no debate on the appeal. The Presiding Officer shall then put the Question, "Shall the decision of the Chair be sustained?" If a majority of the Councilmembers present vote "Yes," the ruling of the Chair is sustained; otherwise, it is overruled.

3.5 Motions

- a. Defined. A motion refers to a formal proposal by a Councilmember upon which Council may take action. Motions are generally introduced by voice. However, long or involved motions should be in writing. Any two members of Council may ask that a motion be put into writing.
- b. Classes
 - 1. MAIN motions introduce items of business before Council. A main motion can be made only when no other motion is pending, and it ranks lowest in the order of precedence of motions.
 - 2. SUBSIDIARY motions are secondary or supplemental to the main motion and must be dealt with before the main motion can be voted on.
 - 3. PRIVILEGED motions are those of a more administrative function and do not relate directly to the pending question.
 - 4. INCIDENTAL motions have no connection with the main motion, but are important enough for immediate consideration and temporarily set aside the main motion.
 - 5. MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY may be made, like main motions, while no other business is pending.
- c. Presentation and Disposition.

Unless otherwise required, the following steps shall be taken for the presentation and disposition of motions:

1. A Councilmember addresses the Presiding Officer;
 2. The member is recognized by the Presiding Officer;
 3. The member proposes a motion;
 4. Another member seconds the motion;
 5. The Presiding Officer restates the motion to the entire membership when the Presiding Officer believes that the motion requires restating for accuracy and understanding;
 6. The Council debates or discusses the motion [while debate on a main motion is under way, amendments and subsidiary, privileged and incidental motions may be introduced (if they are in order), debated (if they are debatable), and disposed of];
 7. Provided that such request is in order (e.g., that no member has the floor or has called the question), the Presiding Officer shall request whether any member requests the privilege of having his or her statement on any subject then under consideration by the Council entered into the minutes. Such request, if in order, must be made before the Presiding Officer puts the question to a vote and must be accompanied by the statement, "For the Record," to alert the Clerk of the need to include such remarks in the minutes;
 8. The Presiding Officer or the City Clerk, as appropriate, takes the vote on the motion; and
 9. The Presiding Officer or the City Clerk, as appropriate, announces the results of the vote.
- d. The Mayor may not veto a Council decision regarding a motion.

3.6 Debate – Decorum

- a. When recognized by the Presiding Officer, a Councilmember shall confine his or her remarks to the question then under discussion and shall avoid personalities.
- b. Debate on each subject or debatable motion shall not exceed ten minutes by any one member of Council, unless such member is given consent by the Council.
- c. Unless deemed necessary by the Presiding Officer to ensure an accurate understanding of a Councilmember's motion, comment, or position, a Councilmember shall speak only once on the question until all other members of Council who wish to speak have had the opportunity to do so.

- d. A Councilmember may speak more than twice to the same question on the same day, unless an objection is raised by another Councilmember and such objection is affirmed by a majority of the quorum of the Council in attendance.

3.7 Voting

- a. Aye or Nay Vote Required. The ayes and nays shall be taken upon the passage of all ordinances, resolutions, and motions and entered upon the journal of the Council proceedings. Every member, when present, must vote aye or nay (or yes or no) unless:
 - (1) excused by the Presiding Officer due to the Councilmember's declaration at the introduction of the agenda item or immediately upon discovery of a legally recognized conflict of interest; or
 - (2) excused by the Presiding Officer because the member is without sufficient information upon which to justify a vote due to an absence at a prior meeting, e.g., the member did not attend the meeting for which meeting minutes are moved for approval.

An unexcused member's vote to "abstain" or other similar declaration other than aye or nay shall be recorded as a nay vote on the pending ordinance, resolution, motion, or proposition.

- b. Voting Methods. A vote by voice shall generally be used, and a show of hands may be requested by the Presiding Officer or the Council for verification.
- c. Appropriations and Contracts. For approving an appropriation of money or entering into a contract, the ayes and nays shall be called and recorded, and an affirmative vote on the appropriation or contract of a majority of the City Council shall be required.
- d. Roll Call Vote. The adoption or rejection of all ordinances must be decided by a roll call vote. A roll call vote may be requested by any member of the Council on any resolution or motion.
- e. Explanation of Vote. Members shall not explain their vote except during discussion and deliberation prior to the calling of the question, and any attempt to do so will be out of order.
- f. Tie Vote. In the case of a tie in votes on any affirmative motion or affirmative proposition (e.g., a motion to approve or to adopt), the proposed action shall be declared by the Presiding Officer as denied, defeated, or rejected. However, a tie in votes upon a negative motion or negative proposition (e.g., a motion to deny, defeat, or reject) shall not be construed to constitute approval and, in such circumstance, an affirmative motion would be in order to resolve the matter.

- g. Recording of Vote. The minutes shall record how each Councilmember voted on each question, except that where the vote was unanimous it shall only be necessary for the minutes to so state.
- h. Manner of Role Call. All roll call votes shall be taken in alphabetical order in a rotating manner, as follows: on the first roll call vote, the Clerk will begin with the first name on the list; on the second vote, the Clerk will begin with the second name on the list and end with the first name on the list, and continue to rotate the order in this manner. Such rotation will continue without interruption from meeting to meeting.
- i. Changing Vote. A Councilmember may change his or her vote only by permission of the Council, which can be given by general consent, or by the adoption of a motion to grant permission, which motion is not debatable.

3.8 Conflicts of Interest

Upon determining that a Councilmember has a personal or private interest, potential conflict, or appearance of conflict, in a matter proposed or pending before the Council, the member shall request to speak when the agenda item with which the member has a conflict is called, and either;

- a. Disclose that there may be a personal or private interest, potential conflict, or appearance of conflict in the matter and declare that the member will not participate in the discussion or decision; or
- b. Request legal advice from the City Attorney.

NOTE: Whenever possible, the Councilmember should discuss the potential conflict before the meeting with the City Attorney.

3.9 Votes Required for Passage of Ordinances, Resolutions, and Motions

- a. With the exception of ordinances authorizing contracts, appropriations and special elections, emergency ordinances, and exceptions provided by statute or ordinance, all ordinances, resolutions and motions shall require the affirmative vote of the majority of the City Council present at a meeting at which a quorum exists.
- b. Ordinances, resolutions and orders authorizing the appropriations of money or entering into a contract shall be approved by a majority of a quorum of the City Council present and voting.
- c. Emergency ordinances and ordinances calling for a special election shall be approved by three-fourths of the entire membership of the City Council (e.g., 7 members of a 9 person Council).

3.10 Reconsideration

A resolution, once finally adopted, can only be repealed or reconsidered by a resolution. An ordinance, once finally adopted, can only be repealed or reconsidered by an ordinance.

3.11 Excusal During Meeting

No member of Council, after roll call, may leave the Council Chambers during a regular or special meeting of the Council without permission of the Presiding Officer.

3.12 Recess During Meeting

The Presiding Officer may, at any point in the Agenda, declare a recess for a specified time. Generally, a fifteen-minute recess break will be declared at approximately 9:00 p.m. during regular meetings of the Council.

3.13 Adjourning to a Later Date

Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall extend beyond the next regular meeting date. The first order of business at an adjourned meeting shall be the business not concluded at the preceding session of that adjourned meeting. Such adjournment from a regular meeting to a later date shall be by general consent or otherwise by a majority vote of the Councilmembers present.

IV. Ordinances and Resolutions

4.1 Ordinances

- a. An ordinance is considered the most authoritative form of action the Council can take. An adopted ordinance becomes an established rule or law of the City and remains in effect until otherwise rescinded or amended by the Council.
- b. An ordinance shall be introduced in written or printed form and shall carry a title stating the subject of the ordinance.
- c. Every proposed ordinance must be submitted to, reviewed, and signed by the City Attorney as "Approved as to Form."
- d. Ordinances shall be numbered in the order in which they were introduced on first reading.

4.2 Resolutions

- a. Resolutions are acts of a relatively permanent nature and remain in effect until rescinded or amended by Council.

- b. Generally, resolutions implement or carry out the terms of an ordinance, provide a statement of policy, or express Council's opinion on a public matter.
- c. Whenever practicable, a proposed resolution should be submitted to, reviewed, and signed by the City Attorney as "Approved as to Form."
- d. Resolutions shall be introduced in written form and may be adopted by a majority of a quorum of the Council upon a single reading. Resolutions need not be published, but shall be kept on public file.
- e. A resolution shall refer to only one subject and shall carry a title stating the subject.
- f. Resolutions shall be numbered chronologically in the order introduced within each calendar year.

4.3 Reading of Resolutions and Ordinances

Every resolution or ordinance shall be read at the Council meeting at which it is considered. The reading may be by title only if the entire text of the proposed resolution or ordinance is submitted in writing to the City Council before adoption.

V. Public Hearings – Procedures

Public hearings required by law shall be conducted in general accordance with the following procedures. Deviations from these procedures that do not substantially affect the fairness and outcome of the hearing shall be permitted.

- 1. City Clerk reads the title of the item into the record.
- 2. The Presiding Officer, in the order indicated, will:
 - a. Declare the public hearing open;
 - b. Announce the public hearing procedures (if such procedures were not previously explained to the audience in a prior hearing during the same meeting);
 - c. Establish, when determined to be necessary, reasonable time limits for the hearing and reasonable time allocations to be established therein, with consent of the Council which consent may be implied from lack of opposition to the time limit declared. As a general proposition, a 3 minute time limit shall be the customary and appropriate limit for individuals and a 5 minute time limit shall be the customary and appropriate time limit for persons representing groups or organizations. An applicant, permittee, or petitioner whose property and other legal rights are the subject of determination during the public hearing shall not be subject to time limitations provided that the applicant, permittee, or petitioner avoids redundant and duplicative testimony or presentation of evidence;

- d. Ask for an introductory presentation by the City Administration, if appropriate;
 - e. Ask for the applicant's, permittee's, or petitioner's presentation, if appropriate;
 - f. Provide opportunity for public presentation by those who are in favor of the matter;
 - g. Provide opportunity for public presentation by those who are opposed to the matter or who may have general questions regarding the pending matter.
3. Each side of an issue will be given an opportunity to be heard and to present its case.
 4. Any person speaking or presenting any information at the hearing may be questioned by the City Council and/or, with consent of the Presiding Officer, by the City Administration.
 5. The Presiding Officer will ask if any member of Council has any questions of, or desires any additional information from, anyone who has spoken or has presented information during the hearing. If such is the case, a member of Council may direct the question and/or request through the Presiding Officer to such individual and the response will be limited to the answer of the question, as stated.
 6. Following questions from Council, the Presiding Officer will declare the public hearing closed and the matter will be remanded to the Council for consideration.
 7. Upon the closure of the public hearing, the Council will avoid additional questioning of any hearing participant except as may be found necessary by the Presiding Officer to quickly clarify a factual question or resolve a factual matter of dispute between members of the Council. No additional unsolicited testimony shall be entertained or accepted by the Council. The public hearing may only be reopened for good cause shown by a majority vote of the quorum present and only for the sole purpose of receiving specifically identified and focused testimony. In the event a public hearing is reopened, all persons in attendance shall be provided an opportunity to provide testimony regarding the specifically identified matter for which the hearing was reopened.
 8. The Council may, with leave of the Presiding Officer, request legal advice or direction from the City Attorney at any time.

VI. Addressing the Council

6.1 Recognition

At any regular or special meeting of the Council, any member of the public desiring to address the Council shall first secure the permission of and be recognized by the Presiding Officer.

6.2 Place on Agenda – Scheduled Appearances

Any member of the public who decides to appear before and address the City Council may be scheduled to appear by advising, in writing, the Mayor or the City Manager's office of such request not later than 5:00 p.m. on the tenth day preceding a regular Council meeting. The request shall be in writing, shall outline the subject matter desired to be presented, shall be signed, dated and shall show the address of the person submitting the request.

6.3 Citizen's Comments

Members of the public may address the Council at any regular meeting, by written or oral communications, on any matter concerning the City's business or any matter over which the Council may have control and may do so under the Public Comments section of the Agenda.

6.4 Delegations

When delegations attend Council meetings, such delegations shall designate to the Presiding Officer, which persons are to speak for them.

6.5 Anonymous Communications

Unsigned communications will not be introduced to Council.

6.6 Manner of Addressing – Time Limit

- a. Each person addressing the Council shall give his or her name and address for the record, shall state the subject he or she wishes to address, and shall limit the address to a reasonable time. All comments shall be addressed to the Presiding Officer and to the Council as a body and not to any particular member thereof or to other members of the audience.
- b. In consideration of the number of business items that normally come before Council meetings, the Presiding Officer may specifically set the allotted time for and limit any and all addresses with the general consent of the Council.

VII. Nominations and Elections

7.1 Nominations for Mayor Pro Tem, to Fill a Vacancy on the Council

Nominations for Mayor Pro Tem and for an appointment to fill a vacancy on the Council may be made "from the floor" by any Councilmember who wishes to propose a name for such position. (Any person so nominated can, at this time, withdraw his or her name from nomination.)

7.2 To Fill a Vacancy on Council

- a. Elections to fill a vacancy on the Council will be done by voice vote. If any of the nominees receives a vote of the majority of the remaining Councilmembers in office on the first vote, he or she shall be declared elected. If none of the nominees receives such a majority vote at the end of the first vote, the candidate receiving the fewest number of votes will be dropped as a candidate unless the elimination of such name (or names in cases of a tie vote) would leave only one candidate for the office. This process will continue until one candidate receives the majority vote of the remaining Councilmembers in office.
- b. The term of the successor so elected ends upon the commencement of the term of office of a successor elected at the next regular election.

7.3 Election for Mayor Pro Tem

Elections to fill the position of Mayor Pro Tem will be conducted in the same manner as elections to fill a Council vacancy as provided by Section 7.2 hereinabove.

7.4 When Voting Unnecessary

If nominations are closed with no more candidates being nominated than there are positions to be filled, the candidate(s) so nominated shall thereby be appointed and no voting shall be required.

VIII. Ad Hoc Council Committees

8.1 Ad Hoc Committees Definition

Ad Hoc Committees are committees designated for a specific purpose and such committees shall be dissolved automatically upon completion of the specific task assigned to them.

8.2 Ad Hoc Committees of the Council

- a. The Mayor may appoint such Ad Hoc Committees comprised of members of the Council as he may determine to be necessary, or as may be desired by the Council, to expedite the handling of the business of the City.
- b. The composition and function of each such Ad Hoc Committee shall be delineated by the Mayor at the time such Committee is established.
- c. The Mayor shall appoint the members of Council to serve on each such Committee and may designate one of the members to serve as chair and may authorize members of the public to serve on the committees.

8.3 Reports of Committees

Ad Hoc Council Committees will report on proceedings at regular meetings of the Council, or at special meetings, or study sessions if advised in advance. Whenever possible, or upon request of the Mayor or Council, Committee reports shall be in writing.

8.4 Relieving From Further Consideration

Upon motion, Council may, by a majority vote, relieve any Committee of further consideration of a matter referred to it, and order the same placed on the Agenda.

8.5 Documents

Documents referred by council to any Committee shall be returned to council when the Committee completes its assignment.

8.6 Committee Procedures

- a. Informal discussions may be held in Committee meetings.
- b. Committees shall make no formal and legally binding action unless legally delegated by the Council.
- c. The chair, at a Committee meeting, may adhere to these Procedures and Rules of Order to maintain an orderly meeting.

IX. Citizen Advisory Committees

9.1 Conditions

To achieve citizen input, the City Council may appoint a Citizen Advisory Committee (CAC) under the following conditions:

- a. When a specific City project, program or problem is unique in size, scope, or subject to the point that the City Council wishes to formalize citizen input.
- b. When it is determined by the Council that formal community and/or neighborhood meetings will not effectively communicate with citizens affected by a specific program and/or project.

9.2 Definition of Role

The City Council will determine the specific role of each CAC and define both the role and assignment of tasks to the CAC in writing concurrent to appointment action. Selection of persons to serve on a CAC will be based upon personal interest and affiliation with community groups and associations. Applicants for CAC's need not be interviewed.

9.3 Absence of CAC Member

Unexcused absence of a duly appointed member at more than three regularly called meetings of a CAC will constitute cause for the City Council to remove the member.

9.4 Appointment of Temporary Chairperson

The Mayor will appoint a temporary chairperson for each CAC and define the procedure for the membership to select its own leadership once the committee is active.

9.5 Dissolution of CAC

The City Council will establish a firm date for the CAC to be dissolved. The expiration date may be extended only after City Council review and approval.

9.6 Desired Method of Communication

The City Council shall define the method desired for communication of CAC activities and recommendations. The City Council will be consulted prior to all CAC public communication, which will assure the public right to know. The CAC will establish general meeting rules and schedule.

9.7 Assessment of Professional Assistance

The City Council will assess the need for professional and clerical assistance for each CAC.

9.8 Assessment of Funding

The City Council will assess the need and approve or disapprove funding for any CAC activity.

X. Rules and Procedures for Standing Citizen Boards and Commissions

Standing commissions and advisory boards, comprised of citizens of the community, will be established by the Council. The Council shall be provided with copies of the minutes of all meetings of citizen boards and commissions.

XI. Adherence to and Suspension of Rules

11.1 Adherence to Procedures

These *Procedures and Rules of Order* are intended to govern the organization and meetings of the City Council, to govern the actions of the Council in the conduct of its business, and to serve as a reference in handling parliamentary questions. In handling

routine business the Council may, by general consent, use a more informal procedure than that set forth in these *Procedures and Rules of Order*.

11.2 Suspension of Rules

Any provision of these *Procedures and Rules of Order* may be temporarily suspended by general consent if a temporary suspension is presented by the Presiding Officer and if there are no objections from any member of Council.

XII. Amendments

The *Procedures and Rules of Order* may be amended by a majority vote of the Councilmembers present at a council meeting at which a quorum exists. Any proposed amendments shall be submitted in writing to each member of Council at least two weeks in advance of the Council meeting at which such amendments are to be considered.

AMENDED AND ADOPTED BY THE CITY COUNCIL THIS 2nd DAY OF AUGUST, 2004.