



## **STANDING RULES FOR CONDUCTING CITY COUNCIL MEETINGS**

### **Introduction:**

The Saint Anthony Village City Council is committed to governing with a servant leadership mindset. Based on ten core competencies, a servant leadership mindset ensures the Council will lead with values, adhere to its vision, and act on decisions to achieve equitable outcomes. Each Council member strives to ensure our behaviors meet high ethical standards, our interactions with our constituents are respectful, our engagement seeks to listen to diverse perspectives, our processes and decisions are transparent, and our policymaking utilizes an equity lens.

It is our belief that the best decisions are made by the best-informed decision makers and that public decisions are best served when the public has every opportunity to present views, open discussion by all interested parties should be an essential part of the decision-making process. The following rules are established to govern regular and special Council meetings as well as formal public hearings.

### **Membership:**

The formal Council membership consists of four Councilmembers and the Mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the Mayor, or in the absence of the Mayor, the Mayor Pro Tem will be considered the Chairperson. A quorum is required to do official business and a quorum of the Council consists of three members.

### **Meetings:**

Meetings of the Council shall be held on the second and fourth Tuesday of each month. Council work sessions will begin at 5:30 pm. Community feedback sessions, or receptions to honor guests who will be recognized at the 7:00 p.m. meeting, will be held at 6:30 p.m. Council meetings will begin at 7:00 p.m.

### **Order of Business:**

The following shall be the order of business of the Council:

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF MEETING AGENDA**

It is our belief that the best decisions are made by the best informed decision makers and that public decisions are best served when the public has every opportunity to present their views, open discussion by all interested parties should be an essential part of the decision making process. Members of the public are welcome to share their perspectives on agenda items listed under public hearing and commission and staff reports. Later in our meeting, during community forum, individuals may address the City Council about any City business item that is not included on the regular agenda.

**PROCLAMATIONS AND RECOGNITIONS**

**CONSENT AGENDA**

These items are considered routine and will be enacted by one motion. There won't be separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda. Donations to the city will be handled in the same accordance as long as it follows the City of Saint Anthony Village Donation Policy.

Significant revisions requested of minutes should be emailed ahead of the meeting to the City Manager or Commission Staff Liaison.

**PUBLIC HEARING**

**COMMISSIONS AND STAFF REPORTS**

**GENERAL BUSINESS**

**REPORTS FROM COUNCILMEMBERS AND CITY MANAGER**

**COMMUNITY FORUM**

Individuals may address the City Council about any City business item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the secretary's records, and limit their remarks

to five minutes. Generally, the City Council will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

## **INFORMATION AND ANNOUNCEMENTS**

### **ADJOURNMENT**

#### **Agenda:**

To be considered, an item must be on the agenda and the agenda must be distributed to all the Councilmembers and any other persons having responsibility for an item, at least three working days prior to the meeting. An agenda can be modified with addendum by a majority vote but this should be used only for minor items or items with extreme time constraints.

An item can be moved from the consent agenda to the action agenda at the request of the Mayor or Councilmember.

The Mayor will give a brief explanation of each item as it is addressed on the agenda to provide background to individuals who are attending the meeting in-person, viewing online, the live broadcast, or recording on NineNorth.

The order of items on the agenda need not be followed absolutely. The Mayor may adjust the order in the interest of:

- Filling in time before a scheduled item, i.e. a public hearing.
- Grouping several items to best make use of consultant time.
- Accommodating individuals who attend the meeting specifically to provide input on an item.

#### **Process – Regular and Special Council Meetings:**

For these proceedings the Council will use the “open discussion” procedure. discussion is open to any member before or after a motion is made. The privilege is also extended to the City Manager, and any of the consultants who may have an interest in or can contribute to the item at hand.

The Mayor can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the Mayor are likely to be unanimously approved can be introduced for approval with the statement: “If there are no objections, stands approved (or denied).” If any Councilmember has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e., resolutions or for approval of the consent agenda.

The standard motion procedure is that each motion requires a second. This also applies to amendments. Any motion, by any member, shall be reduced to writing upon request of any member. No motion shall be put to a vote until it has been stated by the maker at the request of any member of the Council.

To eliminate confusion, only one amendment will be considered at a time and that amendment must be relevant to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

The general mode of voting will be voiced with enough clarity that individual votes can be recorded in the minutes. If in doubt, any member can request clarification. Each individual's vote will be entered in the minutes.

Any member may abstain from voting or disqualify themselves. The reason for disqualification or abstention must be stated by the member and entered into the minutes. If a member chooses to disqualify, they may leave the dais while the issue is being considered.

Roberts' Rules of Order (revised) shall govern the City Council procedures not covered by the Standing Rules of the City Council.

The meeting will be recorded, and the recording will be retained for at least four (4) years following approval of the minutes of the meeting. The standard retention can be extended if in the judgment of the Mayor, City Clerk or any other Councilmember, such action is warranted.

If the Council action is the result of a resident request and that request is denied in whole or in part, the reasons of fact supporting the denial will be made part of the public record.

### **Process – Public Hearing:**

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the Mayor will introduce the hearing with an explanation of the issues. The Mayor will give this explanation, or a person designated by the Mayor, before opening the public hearing.

Following the explanation, input from the public will be taken. Prior to accepting input though, the Mayor will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other procedural rules deemed

appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

All individuals wishing to speak must speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The Council may take up to 15 minutes to review written statements presented at the meeting. If the Council decides not to act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day not later than one week before the next meeting where a deciding vote is planned.

All speakers are to address the council in a respectful and civil manner. The Council has authority to preserve order at its meetings and anyone not abiding by these rules will be considered out of order:

- Everyone who wishes, will have a chance to address the Council, citizens must address all questions and comments to the Mayor, who will then determine who will answer them. Questions will be answered when all persons have had a chance to speak. Only one person may speak at a time. Citizens are urged to be polite and quiet as comments are made to the Council. Applauding or other displays of approval or disapproval are inappropriate during City Council proceedings.
- No one will be given an opportunity to speak a second time until everyone has had an opportunity to speak initially. Please limit the second presentation to new information and not rebuttals.
- The Council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up.

Once the public testimony phase is complete, the Mayor will announce the public hearing to be closed and the Council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the Council.

It shall be the intent of the Council to vote on the issue at the same meeting as the public hearing or the meeting scheduled after the public hearing. Should it be necessary to defer voting until a later date, the procedure will be clearly explained to the audience.

If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.

If the public hearing is the result of a resident request and that request is denied in whole or in part, the reasons of fact supporting the denial will be made part of the public record.

If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the Council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality, and feasibility.

If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September to allow time to correct errors prior to certifying the rolls to the county.

**Mayor Pro Tem:**

The Mayor Pro Tem shall be appointed in January of each year. The first Mayor Pro Tem after adoption of this rule shall be the Councilmember with the most continuous time on the Council. The position shall be rotated among Councilmembers based on time of continuous service. If two or more members have identical seniority, the appointment shall be based on alphabetical order by last name. A Councilmember may not serve as Mayor Pro Tem twice until all other Councilmembers have been Mayor Pro Tem. A Councilmember must serve two years before being considered for Mayor Pro Tem.

A Councilmember may decline the appointment for good cause and maintain their place in the rotation for appointment the following year.

**Adoption/Modification/Suspension:**

These rules can be adopted, modified or suspended in whole or in part by a majority vote of the Council. If suspended they are automatically reinstated at the next meeting.

**Annual Review:**

These rules will be reviewed annually at the first meeting in January.

**Interpretation:**

The Mayor will interpret the rules. However, the Mayor's interpretation can be appealed by any Councilmember and can be overruled by a majority vote.