

Council Policy #CP-16
Adopted 8/31/09 by Resolution 2009-31
Changes adopted 9/16/19 by Resolution 2019-103
Revised 4/19/21 by Resolution 2021-29
Revised 8/16/21 by Resolution 2021-59
Revised [] by Resolution []

SUBJECT: Council Meeting Procedures (Also refer to #CP-2, Section I; #CP-20)

POLICY STATEMENT: This policy is intended to provide guidelines for the procedures to be followed for the conduct of Council meetings.

A. COUNCIL PROCEDURES

1. Order of Business. The order of business at all meetings of Council, as reflected by the printed agenda which shall be presented by the City Manager or his designee, shall be transacted in the order of the printed agenda unless City Council, by a vote of a majority of the members present, shall change the order.

2. Debate and Speaking.

- a. Councilmembers must be recognized before speaking except to raise a procedural objection or point of order. Councilmembers should use the software function to request recognition but may speak or use other means to get the Mayor's attention.
- b. Councilmembers should ensure their microphone is unmuted and speak clearly and audibly.
- c. Councilmembers should ask the Mayor to request the speakers to repeat themselves if the speaker is not clearly heard.
- d. Councilmembers may speak multiple times (unless debate is limited) but must wait until everyone who wishes to speak has done so.

3. Procedural Issues. Councilmembers and the City Attorney and City Clerk should be attentive to procedural issues, including the outcome of votes and clarification of the pending question. Councilmembers should address issues promptly by seeking recognition or, if necessary, speaking to get the Mayor's attention before business proceeds. Councilmembers should wait to be recognized before discussing the issue. For example, a Councilmember should immediately raise an issue if:

- a. They do not know what the current vote is about or do not believe a motion is accurately stated by the Mayor;
- b. They cannot hear a speaker; or
- c. They do not agree with the stated outcome of a vote or want to request a roll call vote.

4. Agenda. The order of business on the agenda generally shall be as follows except the City Manager, or his designee, may change the order at his/her discretion when the agenda is prepared if circumstances for a particular meeting justify a change in the order of business for the agenda. Unless the agenda is amended, Council should wait until administrative council business to make motions in response to Public Comment. Furthermore, the City Council, at a duly-convened meeting, may change the order of business.

- a. Call to order
- b. Roll call
- c. Pledge of Allegiance
- d. Presentations giving recognition and proclamations
- e. Public Comment (See #CP 20 for rules governing Public Comment) (but it will not occur before the estimated time stated in the agenda unless approved by Council)
- f. Noticed Council Business
- g. Information gathering presentations
- h. Consent agenda (includes non-controversial ordinances on second reading, resolutions not requiring discussion, and actions on administrative issues not requiring discussion, including approval of minutes)
- i. Public hearings not associated with a pending ordinance or resolution (e.g., land use cases; metropolitan districts; fact-finding)
- j. Resolutions requiring discussion
- k. Ordinances on first reading
- l. Ordinances on second reading other than consent agenda ordinances
- m. Review of subcommittee recommendations
- n. Administrative Business (generally for topics involving questions by Council, items requiring Council action, other than for items otherwise placed on the agenda)
- o. City Manager and City Attorney reports
- p. Council reports (limited to reports by Council members regarding meetings and activities related to City Council business since the previous Council meeting and limited to five (5) minutes each unless extended by Council)
- q. Mayor's report
- r. Adjournment

5. Public Conduct during Meetings. The following conduct by members of the public will not be tolerated during meetings:

- a. Interrupting (including making any noise to prevent or muffle another person's speech) any speaker (including members of the public while they are speaking at the podium) without the leave of the presiding officer.

- b. Except in cases where necessary for items on the agenda and only when approved in advance of a meeting by the City Clerk, no structures may be erected by members of the public in City Council chambers or in any alternative location where such meetings may be held.
- c. No objects may be posted on any of the surfaces in City Council chambers or in any alternative location where meetings may be held, unless used during a presentation to Council and while at the podium.
- d. Under no circumstances may any signs or objects block the view of any member of the public of the dais or of any screens displaying materials or presentations during meetings. No objects or signs may block the aisles or any areas of egress or ingress to and from the meeting location.
- e. Physically moving past the podium or onto the dais without invitation from the chair.

6. Consent agenda. Any Council member may choose to remove any item(s) from the consent agenda for individual consideration.

7. Minutes. Minutes shall be placed on the Consent Agenda for approval. Reading of the minutes of previous meetings shall be dispensed with unless requested by a Council member. Amendments to the minutes may be offered by removing the minutes from the Consent Agenda and voting on such amendments before voting on the approval of the minutes.

8. Delivery of agenda.

- a. On the Thursday before each regular Council meeting, or as soon thereafter as possible, the City Clerk shall give the agenda to each Council member.
- b. To the extent available at the time the agenda is published, the agenda material shall consist of (1) matters to be discussed or debated by the Council by title, description and/or synopsis, (2) a copy in its latest form or edition of each ordinance, resolution, order or other written or printed document to be presented at the meeting, (3) a written memorandum on each item appearing on the agenda, which provides background information and analysis, submitted by the City staff including recommendations to City Council when applicable.
- c. Any updates to the agenda will be specifically identified.

9. Posting of notice. At least 24 hours before each meeting, the City Clerk shall post a notice of the upcoming Council meeting in public places as determined by the

Council. Council expects that regular and special meetings will be advertised through social media.

10. Copies of agenda for public. At least twenty-four (24) hours before the meeting, the City Clerk will make available, on the City's website, a copy of the agenda for that meeting and a copy of all agenda materials. The agenda may be updated with specifically identified items.

11. Noticed Council business. Except for emergency or unforeseen items, matters arising from public comment, or at the request of the City Manager or City Attorney, it is recommended that Councilmembers submit administrative council business items for a regular meeting with the endorsement of another Councilmember. For example, this includes requests that would require more than an hour of staff time, study session requests, requests for ordinances or resolutions, and other similar matters. To be included as "Noticed Council Business," submissions must be received by the Tuesday preceding the meeting on a form provided by the City Manager along with any supplemental materials.

12. Supplemental Council materials. Councilmembers may submit supplemental materials for any existing agenda item other than a quasi-judicial hearing or action of the City Council. Such materials must be received in acceptable electronic form by the City Clerk at least 8 hours before the meeting and will be included in a republished agenda. Such materials shall not include any confidential, privileged, copyrighted, or trademarked material or the intellectual property of any other person. The Councilmember submitting the material is solely responsible for the content. Councilmembers are encouraged to use discretion and conscious of staff time when submitting additional materials. Without the unanimous consent of all Councilmembers present, Councilmembers will not display or cause staff to display any materials unless submitted in accordance with this section.

13. Procedural Rules. *Bob's Rules of Order for Colorado Local Governments* (2023) is adopted as the rules of order for Council meetings. In cases where the adopted edition of *Bob's Rules of Order* is inconsistent with the City Charter, City codes or Council policies, the City Charter, City codes and Council policies shall govern and control.

B. ELECTRONIC MEETINGS

1. Authorization. Where the City Council has authorized the conduct of electronic meetings, Council policies regarding the conduct of meetings shall apply to the extent consistent with this section and applicable ordinances and resolution. Ordinances authorizing electronic meetings shall control to the extent inconsistent with this section.

2. Public Comment. Public comment and testimony during electronic meetings is addressed in CP-20.

3. Council Conduct. Councilmembers are expected to treat electronic meetings with the same decorum as in-person meetings. Councilmembers should:

- a. Mute their microphones when not recognized to speak.

- b. Keep their video on at all times except during recesses or if the person leaves the meeting temporarily (**Councilmembers generally remain visible even when not speaking**);
- c. Request a recess if needed or announce that the Councilmember is leaving the meeting at any time;
- d. Ensure the appropriateness of their physical or virtual background;
- e. Participate from a private location free of distractions, if possible;
- f. Be conscious of facial expressions and body language;
- g. Avoid eating; and
- h. Dress in a respectful manner.

4. Screen Sharing. Without the unanimous consent of all Councilmembers present, Councilmembers will not share screens or otherwise display material unless submitted in accordance with this section. Screen sharing shall not be permitted during quasi-judicial hearings or while debating quasi-judicial matters, except to review unaltered record evidence.