

**Council Policy #CP-16**  
**Adopted 8/31/09 by Resolution 2009-31**  
*Amended \_\_\_\_ by Resolution \_\_\_\_*

SUBJECT: Council ~~M~~meeting ~~P~~rocedures (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. REGULAR MEETINGS – CITY CHARTER SECTION 4.21**

The Council shall provide, by ordinance, for the time, place and number of regular Council meetings each month, provided the Council may, by motion or resolution, change the time and place of any particular regular or special meeting.

**B. SPECIAL MEETINGS – CITY CHARTER SECTION 4.22**

Special meetings of the Council shall be called by the Clerk on the written request of the Mayor, or by any three (3) members of the Council on at least twenty-four (24) hours written notice to each member of the Council, served personally or left at his usual place of residence or place of business, but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

**C. BUSINESS AT SPECIAL MEETINGS – CITY CHARTER SECTION 4.23**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the council present consent thereto and all the members absent file their written consent.

**D. MEETINGS TO BE PUBLIC – EXCEPTION – CITY CHARTER SECTION 4.24**

1. All regular and special meetings of the Council shall be open to the public and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe, *including, but not limited to, #CP 20.*

2. The Council may include study session items in the agenda for regular meetings and may hold such study sessions in addition to regular meetings as the Mayor or any three (3) members of Council may call.

3. Study session items may be included with regular meeting agendas.

4. Council may conduct executive sessions in compliance with the Colorado Open Meetings Law.

5. Notice for all meetings shall be given as required by the Colorado Open Meetings Law.

**E. QUORUM – ADJOURNMENT OF MEETING – CITY CHARTER SECTION 4.25**

A majority of the Council members in office at the time shall be a quorum for the transaction of business at all Council meetings, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time or date, and in the absence of all members, the Clerk may adjourn any meeting for not longer than one (1) week.

**F. 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. 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 Citizen Communication.* 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. Introduction of audience (*unless dispensed by the Mayor*)
- e. Presentations giving recognition and proclamations
- f. Citizen communication (*See #CP 20 for rules governing Citizen communication*)~~limited to three minutes of presentation~~  
~~per citizen except for City Council questions~~
- g. Amendments to agenda not requiring posting in advance under  
~~Colorado Open Meetings Law~~ (*agenda may be amended at any time*)
- ~~h. Approval of minutes~~
- i. 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*)

- j. Public hearings not associated with a ~~an~~ *pending* ordinance or resolution (*e.g., land use cases; metropolitan districts; fact-finding*)
- k. Resolutions requiring discussion
- l. Ordinances on first reading
- m. Ordinances on second reading other than consent agenda ordinances
- n. Council Business (generally for topics involving questions by Council or for information gathering presentations to Council for 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*
- qr. Adjournment

3. *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 ~~Clerk's office~~ 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.*

~~Citizen Communication. Each citizen communication shall be limited to issues or topics with a public purpose for which the City Council has~~

~~responsibility, control or jurisdiction as determined by the Mayor and, in his absence, by the person having responsibility for the conduct of the meeting.~~

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

5. 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. ~~The Mayor, or presiding officer, shall ask for additions Amendments and/or correction~~ to the minutes *may be offered by removing the minutes from the Consent Agenda and shall then call for a vote on the amendment(s) prior to calling for a vote for approval of the minutes and voting on such amendments before voting on the approval of the minutes.*

6. Delivery of agenda.

a. On the ~~Wednesday~~ *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.

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

8. Copies of agenda for public. ~~The Friday~~ *At least twenty-four (24) hours* before the meeting, the City Clerk will make available, ~~at the Civic Center~~ *on the City's website*, a copy of the agenda for that meeting and a copy of all agenda materials.