

Council Code of Conduct Proposed Amendments 10-22-19

1. Rule 1.A. Regular Meetings - Proposed change to regular meeting start time from 6:30 p.m. to 6:00 p.m.
2. Rule 1.D. Quorum – Proposed change to add additional wording to include web conferencing.
3. Rule 1.E. Telephonic – Proposed change to add additional wording to include web conferencing.
4. Rule 1.E.6. Telephonic – Proposed a change to “Each council member shall be limited to not more than five times annually during which telephonic attendance may be utilized.”, change would allow eight (8) times annually and “or via web conferencing”.
5. Rule 3.A. Speaking to a motion. Proposed removing the wording restricting a member from speaking no more than twice on the same motion since it is not upheld now. Proposed a change to three minutes each time the member speaks a total of nine minutes.
6. Rule 4.A. Order of Business. Struck out the newly proposed public comment at the beginning of the meeting.
7. Rule 4.B.3. Consent Agenda. – Approval of payments of contracts under \$100,000; (Proposed change to \$250,000)
8. Rule 4.B.4. Consent Agenda. – Bid and contract awards under \$100,000; (Proposed change to \$250,000)
9. Chapter 2. Internal Council Conduct 2.03(B)- Proposed change to “In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, **a web conferencing link will also be made available and** an audio recording of each meeting is made...”
10. Chapter 2. Internal Council Conduct. 2.03(B)(i). Regular Business Meetings and Special Business Meetings. Proposed change adds to “The broadcast/web conferencing recording will follow the same time frame of recording.
11. Chapter 2. Internal Council Conduct. 2.03(B)(ii) – Emergency Meetings. Proposed change would add “Audio **and web conferencing** recording of special meetings”.
12. Chapter 2. Internal Council Conduct. 2.03(B)(iv). – Proposed change “Regular business meetings and work sessions will be available to the public via video streaming, **web conferencing**, or audio recording.
13. Chapter 2.10. Telephonic **or via Web Conferencing** Attendance at Meetings- Proposed changes added web conferencing.

2.10. Telephonic or Web Conferencing Attendance at Meetings

2.10(A). It is recognized that there may be circumstances when a council member intends to attend a meeting, but is prevented from attending in person and wishes to participate telephonically or via web conferencing. In order for that attendance to occur telephonically or via web conferencing, there are a number of conditions that must be fulfilled to achieve that attendance. Those conditions include the following, together with such unanticipated circumstances as may arise during the interim:

1. The telephonic or web conferencing attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to insure that the necessary equipment is available for use.
2. The council member must provide the contact information to the city clerk's office so that contact can be made.
3. The council person must have equipment available for the contact to effect the communication, both for audio and web conferencing and the ability to receive documents in electronic format.
4. The council person must have the agenda packet available to read.
5. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
6. Each council member shall be limited to not more than five eight (5 8) times annually during which telephonic attendance may be utilized.

2.10(B). A council member who attends the entire meeting telephonically or via web conferencing shall be paid for that meeting. Attendance at only a portion of the meeting, regardless of whether the council member participates in one or more votes, does not entitle the member to be paid for the meeting.

14. Chapter 2.11 Travel Policy & Expenditure Guidelines- Proposed change to include under 2.11(A) 6. Or to other events deemed necessary by the majority of council.

Additional Proposals for change:

15. Proclamations.

Current Process: (reviewed by City Clerk, Mayor, and City Manager)

This is designed to give you step- by- step procedures on how to request a proclamation at a regular City Council meeting. Requests need to be made 14 days prior to the date of the council meeting you are requesting the presentation. Proclamations should remain non-partisan for civic causes.

1. Give the proclamation a title. Please submit the proclamation, with a title, two Fridays before the date of the Council Meeting. Email the City Clerk the title and date of the Regular Council Meeting you want the proclamation read.
2. Type up the proclamation using a one page legal size format following the example given and email the City Clerk the document in Word.
3. Provide the names of the person/people that will be in attendance at the meeting to accept this proclamation.
4. Come to City Council Meeting.

Review Discussion Topics:

1. Executive Session

2. Preference on Roll Call

a. Alphabetical

b. Random

3. Withdrawing a Motion