

# **CITY OF LARAMIE**

## **RULES OF PROCEDURE AND CODE OF CONDUCT OF CITY COUNCIL**

**Revised 2019**

# TABLE OF CONTENTS

ARTICLE 1: Rules of Procedure.....	1
Rule 1. Meetings .....	1
Rule 2. Presiding Officer .....	1
Rule 3. Remarks and Debate.....	2
Rule 4. Order of Business .....	3
Rule 5. Motions.....	3
Rule 6. Suspension of Rules .....	5
Rule 7. Ordinances and Resolutions .....	5
Rule 8. Robert’s Rules of Order .....	5
Rule 9. Amending these Rules.....	5
ARTICLE 2: Code of Conduct .....	6
CHAPTER 1. Roles and Responsibilities.....	6
1.01. Whole Council .....	6
1.02. Mayor & Vice Mayor.....	6
1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum .....	6
CHAPTER 2. Internal Council Conduct.....	8
2.02. Addressing One Another.....	8
2.03. Recording and Broadcasting Meetings .....	8
2.04. Council Updates.....	9
2.07. Placing Items on the Business Meeting Agenda.....	9
2.08. Requesting Work Session Topics .....	10
2.09. Time Length of Regular Council Meetings .....	10
2.10. Telephonic Attendance at Meetings.....	10
2.11. Travel Policy & Expenditure Guidelines .....	11
CHAPTER 3. Council Conduct with City Staff .....	16
3.01. Direction to Staff for Projects .....	16
3.02. Requests for Information on Non-Agenda Items.....	16
3.03. Interaction with Staff .....	16
CHAPTER 4. Council Conduct with the Public.....	17
4.01. Public Meetings .....	17
4.02. Public Comments .....	17
4.03. Disruption of Public Meetings .....	18

4.04. Written Public Comment .....	18
4.05. Unofficial Settings .....	18
APPENDIX A.....	20
APPENDIX B.....	22
APPENDIX C.....	26

## **ARTICLE 1: Rules of Procedure**

### **Rule 1. Meetings**

- A. **Regular Meeting.** Regular meetings of the city council shall be held at 6:30 p.m. on the first and third Tuesday of every month in the city council chambers unless otherwise noticed. If the first or third Tuesday falls on a city holiday or Christmas Eve or New Year's Eve, the regular meeting shall be held at 6:30 p.m. on the next business day.
- B. **Work Session.** Work sessions may be scheduled by the city council as needed.
- C. **Special Meetings.** A special meeting, or any change in the time or location of a regular meeting, shall be called by the city clerk who shall notify each member of the council and notice the meeting pursuant to state and municipal law. Any person or entity requesting that a special meeting be called shall pay to the city an administrative fee in the amount of the city council salaries for council members in attendance at the meeting. This section shall not apply to requests for special meetings from city council members or staff members of the city council.
- D. **Quorum.** Five council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by telephone in accordance with Rule 1.E shall count towards a quorum.
- E. **Telephonic Attendance at Meetings.** Any member of council may attend a meeting telephonically subject to the following conditions.
  - 1. The telephonic 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 member must have equipment available for the contact to effect the communication, both for audio 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 (5) times annually during which telephonic attendance may be utilized.

### **Rule 2. Presiding Officer**

- A. **Conduct of Meeting.** The presiding officer at all meetings of the council shall be the mayor, and, in the mayor's absence, the vice mayor, who shall conduct the business and deliberations of the council under these rules. Specifically the mayor shall:
  - 1. Preserve order and decorum in the council chambers;
  - 2. Observe and enforce all rules adopted by the council for its government;
  - 3. Decide all questions on order, in accordance with these rules;

4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.
  5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.
- B. Election of Mayor and Vice Mayor. The mayor shall be elected by the whole of the city council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. The vice mayor is elected in the same manner as the mayor.
- C. Duties of the Mayor and Vice Mayor. The mayor serves as the presiding officer of the city council and as the liaison to the city manager, city attorney and city judge. The mayor also regularly attends the agenda meeting to assist city staff in preparing for an upcoming meeting and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The vice mayor may also attend the council agenda meeting and is the presiding officer in the absence of the mayor, or at the mayor's request.
- D. Absence of Mayor and Vice Mayor. In the absence of the mayor and vice mayor the council shall, by motion, appoint one of its members to serve as presiding officer of the council until the return of the mayor or vice mayor.

### **Rule 3. Remarks and Debate**

- A. Speaking to the Motion. No member of the council shall speak more than twice on the same motion except by consent of the majority of the council members present at the time the motion is before the council. Council member remarks are limited to four minutes each time the member speaks for a total of eight minutes. Council members may forfeit their time to speak to another council member, this can be done without a vote.
- B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.
- C. Courtesy. Members of the council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.
- D. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.

- E. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
- F. City Staff. The city manager and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city manager or designee.
- G. Work session courtesy. During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

#### **Rule 4. Order of Business**

- A. Order of Business. The order of business shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment on Non-Agenda Items
5. Order of Agenda
6. Proclamations/Notifications
7. Consent Agenda
8. Regular Agenda
9. Public Comment
10. Adjournment

- B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. The following items may be placed on the consent agenda:

1. Approval of license applications and bonds;
2. Resolutions;
3. Approval of payments of contracts under \$100,000;
4. Bid and contract awards under \$100,000;
5. Third readings of ordinances;

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

#### **Rule 5. Motions**

- A. Making a Motion. For an item to be brought to the floor a councilor shall make a motion. Items shall be brought to the floor in the order of the agenda.
- B. Seconding a Motion. All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a

second is made, the mayor will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.

- C. Amending a Motion. Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first.
- D. Postpone to a Certain Date. This motion is used to delay consideration of an item until a specified date.
- E. Postpone Indefinitely. This motion is used to delay consideration of an item until an unspecified date.
- F. Point of Order. Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the mayor's ruling to the council, which may affirm or overrule the mayor's ruling by a majority vote of the council members present. A point of order directed to the mayor or council does not require a second and is not subject to amendment.
- G. Reconsideration. A council member who voted in the majority may move to reconsider an item that council has voted on during the same or next business meeting.
- H. Discussion on the Motion. Council may discuss a pending motion only after the motion has been moved and seconded.
- I. Voting on the Motion. After discussion, the mayor or any council member may call a vote on the motion (Calling the "Previous Question"). After voting concludes the mayor will announce the results.
- J. Approval or Denial. If a motion is made to approve any application, and the council does not approve the motion, one of the councilors voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.

#### Precedence of Motions

- A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:
  - 1. To adjourn. (Not debatable.)
  - 2. To remove an item from the agenda.
  - 3. To lay on the table. (Not debatable).
  - 4. To call the question. If a councilor calls the question, the chair shall allow the councilors that have not spoken to the motion one chance to speak. The chair shall then allow the public to comment, after which a roll call vote shall take place. (Requires a two-thirds vote).
  - 5. To postpone to a date certain.
  - 6. To amend.
  - 7. To substitute.
  - 8. To postpone indefinitely.
  - 9. Main motion.

10. Motion to reconsider. No motion to reconsider a vote shall be in order except by a councilor who voted on the prevailing side. Any member of the council shall have the right to change their vote at any time before final action is taken.

#### **Rule 6. Suspension of Rules**

No rule shall be suspended except by a two thirds vote of the council members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

#### **Rule 7. Ordinances and Resolutions**

Reading of ordinances and resolutions shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or purpose of the resolution. Reading the motion shall satisfy this requirement. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

#### **Rule 8. Robert's Rules of Order**

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

#### **Rule 9. Amending these Rules**

Amendments to these rules shall be made by a resolution and shall require a majority vote by the council members present.



## **ARTICLE 2: Code of Conduct**

### **CHAPTER 1. Roles and Responsibilities**

#### **1.01. Whole Council**

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those serving as mayor and vice mayor, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

#### **1.02. Mayor & Vice Mayor**

**1.02(A).** The Mayor serves as the administrative head of the council, addressing a variety of issues that may arise including, but not limited to, conduct among council members, communicating with the media, emergencies, and authorizing by signature a number of documents for the city. Generally, the mayor should not make decisions other than administrative decisions on behalf of the whole council, and should instead work to differentiate which matters need comments from the council and which matters are purely administrative in nature. Matters which concern policy direction should be brought before the council as a whole.

#### **1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum**

**1.03(A).** The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall first, elect the mayor and the vice-mayor and select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

**1.03(B).** The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be made by a game of chance selected by the mayor. Council members previously appointed to an ad hoc committee by resolution may continue to serve on the ad hoc committee.

**1.03(C).** The seating of council members at the rostrum shall be by rotation of council members beginning with those council members with the most years of consecutive service as a council member.

**1.03(D).** A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

**1.03(E).** Guidelines for interviewing and appointing board or commission members as outlined in Appendix A, shall be followed.

## **CHAPTER 2. Internal Council Conduct**

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

### **2.02. Addressing One Another**

**2.02(A).** During a regular meeting, council members shall address one another in a more formal manner as “Councilor \_\_\_\_\_ (last name)” or “Council Member \_\_\_\_\_ (last name).” Council members should also address all responses through the chair, for example: “Mr./Madame/Honorable Mayor, I disagree with the comment made by the previous Council Member or Councilor Smith...” Formality helps to maintain civility during contentious issues. In all instances, council members shall remember that as representatives of the community it is important to keep discussions civil, whether in or out of chambers. Personal attacks will not be tolerated and may subject the councilor to being called by another council member for a breach of order or potential penalty by a majority of the council, such as an apology or a withdrawal of objectionable statement(s) or remark(s).

**2.02(B).** During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair’s discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

### **2.03. Recording and Broadcasting Meetings**

**2.03(A).** All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Wyoming Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

**2.03(B).** 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, an audio recording of each meeting is made available to the public through the city’s internet website at [www.cityoflaramie.org](http://www.cityoflaramie.org). Each entire meeting is recorded as hereinafter specified.

**2.03(B)(i).** Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

**2.03(B)(ii).** Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

**2.03(B)(iii).** Executive Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

**2.03(B)(iv).** Regular business meetings and work sessions will be available to the public via video streaming or audio recording.

## **2.04. Council Updates**

Each work session shall include time for council updates and council comments. Council updates shall be an opportunity for council members to report or discuss issues with the whole council that may have arisen from boards or commissions or other meetings. Council comments shall provide an opportunity to raise matters which are of concern to the council member or members of the public. It may also be a time for city staff to update the council on items council might find relevant, or to request direction on pressing issues.

## **2.07. Placing Items on the Business Meeting Agenda**

**2.07(A).** Generally, the business agenda for each meeting will be generated by the city manager, with the items being suggested by staff or members of council. The proposed agenda may be reviewed with the mayor at the agenda meeting and subsequently may be submitted to council at a meeting for adoption, with such amendments as may be determined by council.

**2.07(B).** A council member may request an item be considered on a future agenda by making a written request to the city manager. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten (10) day period all written material for submission to council.

**2.07 (C).** A member of the public may request a council member sponsor an item on a future agenda by submitting the request in writing to the council member, or to the city clerk's

office. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The member of the public shall submit to the clerk within the ten (10) day period all written material for submission to council. Once the issue has been placed on the agenda, the city clerk will notify the requester so that he or she may plan to attend the meeting.

## **2.08. Requesting Work Session Topics**

A council member may suggest an item or topic be presented in a regular work session to acquire information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

## **2.09. Time Length of Regular Council Meetings**

It is the intent of the city council that no additional agenda item will be introduced at a regular business meeting or special business meeting after the hour of 9:30 p.m. unless the city council members present vote to extend the meeting by suspending the rules with a 2/3 vote of the members present and continue the meeting until 10:00 p.m. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council shall adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. City council shall reserve time at the end of each regular meeting for public comments regardless of the hour. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda. The intent and purpose of this policy is to encourage a reasonable hour in which the city council business is discussed and to protect against fatigue in discussing and deciding important city issues.

## **2.10. Telephonic 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. In order for that attendance to occur telephonically, 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 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 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 (5) times annually during which telephonic attendance may be utilized.

**2.10(B).** A council member who attends the entire meeting telephonically 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.

## **2.11. Travel Policy & Expenditure Guidelines**

Council members shall be subject to the following travel policy and shall follow the expenditure guidelines where such are applicable.

**2.11(A).** All travel by council members for which reimbursement is sought from the city must be directly related to City business and, with the following exceptions, must be pre-approved by the council:

1. Travel to the National League of Cities annual conferences.
2. Travel to the National League of Cities committee meetings when the council member is an appointed member of the committee.
3. Travel to the Wyoming Association of Municipalities (WAM) annual meetings and the committee meetings of which the council member is a member, or other requested WAM activities.
4. Travel to attend the Wyoming legislature, or the committee meetings thereof, to promote the city's position.
5. Council retreats.

**2.11(A)(i).** In the event that a council member does not file for re-election, or is defeated in an election contest, all travel requested by that member after the date of the decision at any of the three (3) points in time, filing of the petition for candidacy, the primary election or the general election, shall be submitted to the council for approval prior to exercising such travel.

### **2.11(B). Requests for Pre-Travel Approval**

1. Requests for pre-travel approval shall be made by council member on the travel request form located in the city clerk's office.
2. The completed travel request form shall be submitted to the city clerk for inclusion on the consent agenda of the following regular business meeting.

3. The following information must be submitted by the council member on the travel request form:
  - a. Estimated costs of travel, including airline tickets, mileage reimbursement, meals, lodging, taxi service and any associated costs.
  - b. The proposed dates of travel, the method of travel and the proposed destination.
  - c. The purpose of the trip.
4. The request will be placed on the consent agenda for concurrence of the majority of the council, if the request is for other than the approved travel of the council member.

### **2.11(C). Travel Reports and Reimbursement Procedure**

1. Travel arrangements for council members shall be coordinated through the city clerk, who may make arrangements of the following for council members using the city issued credit card at the request of the council member:
  - a. Airline tickets.
  - b. Registration.
  - c. Lodging reservations.
2. Following the approved travel, each council member shall follow the procedure set forth below to complete the travel procedure.
  - a. Submit a completed travel and reimbursement form to the city clerk, together with the receipts for items that have been paid with the city credit card, such as:
    - i. Airline tickets.
    - ii. Lodging.
    - iii. Rental vehicles.
    - iv. Taxi or bus fare.
    - v. Parking fees.
    - vi. Baggage fees.
    - vii. Registration, training and attendance costs.
  - b. Sign the completed travel form certifying attendance at the scheduled event, incurring the expenses on behalf of the city and conforming to the provisions of this policy to the best of the knowledge of the council member.

3. Each council member shall follow the procedure set forth below to obtain reimbursement for the incurred expenses which have been paid by the council member not using the city credit card:
  - a. Submit a completed reimbursement request form to the city clerk, including the receipts for such items as:
    - i. Meals.
    - ii. Private vehicle mileage.
    - iii. Other expenses incurred on behalf of the City business.
  - b. Sign the completed reimbursement request form certifying that such expenses were incurred on behalf of the city and such are conforming to the provisions of this policy to the best of the knowledge of the council member.
  - c. Submit the completed form to the city clerk, who will process the request with the finance department.
4. Council Travel Reports. Following travel to out-of-state conferences each Councilor may submit a written report of the significant activities of the conference to the council via the city clerk for inclusion in the agenda packet prepared for council.

#### **2.11(D). City Issued Credit Card Procedures**

1. Each council member may, at the option of the council person, be issued a city owned credit card for use by that council member while engaged in the furtherance of city business, but not otherwise.
2. The city issued credit card may be used for the following expenses incurred by that council member, but not otherwise:
  - a. Airline tickets and baggage fees.
  - b. Lodging at the lowest rate available to the council member, but excluding any and all upgrades in accommodations or service.
  - c. Rental vehicles at the lowest rate available, but excluding any and all upgrades in vehicle or service.
  - d. Parking fees.
  - e. Fuel for city owned vehicles operated by the council member.
  - f. Registration, training and attendance fees.
3. The following uses of the city issued credit card are prohibited:
  - a. Meals.
  - b. Alcoholic beverages.
  - c. Upgrades in lodging accommodations or services or rental vehicles.
  - d. Personal expenses.



## **2.11(E). Meal and Incidental Reimbursement**

For any event, each council member may choose either of two methods of reimbursement for the meals and incidentals authorized during travel on city business, with the below described procedures applicable.

1. Per Diem Reimbursement.
  - a. Meals will be reimbursed at the rate approved by the city manager for city employees, within the federal travel regulation guidelines.
  - b. Partial days of travel are addressed within that policy.
  - c. No receipts for meals are used in calculating the meal expense allowance under the per diem method, with the exception of meals consumed during a single day travel, when receipts must be submitted to the city clerk.
2. Actual Expense Reimbursement.
  - a. The council member must submit the receipts for the meals actually eaten, excluding any and all charges for alcoholic beverages.
  - b. Tips, not to exceed 20%, actually given are to be included and reimbursed.
3. No meals will be charged on the city issued credit card.

## **2.11(F). Lodging Expenses and Procedures**

1. Lodging will be paid by city, either directly or as reimbursement, in either of the following cases:
  - a. The federal per diem hotel guideline for the location actually used by the council member, without regard to the actual cost of the lodging.
  - b. The lowest rate available to the council member, with an attempt to secure the lowest government rate available for the actual lodging utilized by the council member, excluding any and all upgrades which have additional expense for the accommodations or the service.
2. Other lodging policies:
  - a. A council member may have the council member's spouse also stay in the room if there is no additional expense to the city, or if any

additional expense is paid by the council member and not paid on the city issued credit card.

- b. Lodging may be paid by the council member and the amount attributed to city business reimbursed by the city.
- c. All receipts for lodging must be submitted to the city, regardless of the payment method.
- d. Only lodging that is actually used by the council member may be paid on the city issued credit card, or reimbursed to the council member.
- e. Council members shall review the receipts for travel to insure that additional charges have not been entered on the account to be charged to the city.
- f. Council members shall make every reasonable attempt to arrange for travel and lodging at times which allow the council member to take advantage of the special lower rates for travel, lodging and registration, where available.

## **CHAPTER 3. Council Conduct with City Staff**

### **3.01. Direction to Staff for Projects**

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the city manager in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the manager, attorney, and judge), are under no obligation to pursue items for only one council person. If a council person wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

### **3.02. Requests for Information on Non-Agenda Items**

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a council member is asking for information from city staff that will require more than thirty (30) minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

**3.02 (A).** When a council member wishes to request staff to provide information, that request should be made in writing to the city manager. A response to the written request shall be made by staff in not more than five (5) business days.

### **3.03. Interaction with Staff**

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

## **CHAPTER 4. Council Conduct with the Public**

### **4.01. Public Meetings**

Making the public feel welcome is an important part of the democratic process. Handouts for the public on council meeting procedures, and guidelines for addressing city council, are outlined in Appendix B and C and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

### **4.02. Public Comments**

**4.02(A). Time for public comment during meetings.** There shall be public comments permitted when members of the public are recognized by the Mayor at the following times:

#### **Regular meetings:**

1. During any public hearing on the agenda.
2. Before any substantive action by Council on a regular agenda item, for comments on that agenda item.
3. For comments on matters not on the agenda, as a regular agenda item at or near the beginning, with an aggregate time limit of 30 minutes, and end of the meeting.

#### **Work sessions:**

1. As a regular agenda item, following the opening of the work session, for comments on matters not on the agenda.
2. Because work sessions are primarily for council and the public to hear information provided by City staff and other invited presenters, it is in the discretion of the Mayor whether to solicit public comments on each agenda item before closing that agenda item.

#### **Special Meetings:**

Special meetings may be called from time to time specifically to solicit public comments or for other purposes. The Mayor has the discretion to organize such special meetings to allow public comment and council discussion.

### **4.02(B) General rules**

General rules involving public comment include:

1. Members of council may not participate as members of the public in public comment periods.
2. Each member of the public may only speak once in any given public comment period, and is limited to three minutes for his/her public comment. In situations where unusually large numbers of people wish to speak, the Mayor has discretion

to limit public comments to less than three minutes to insure everyone has a chance to speak.

3. Council shall take care not to debate issues with members of the public but, if items need to be addressed, direction can be given to City staff to do so.

4. Council shall not personally attack the public, nor may any member of the public personally attack or insult councilors, City staff, or other members of the public.

#### **4.03. Disruption of Public Meetings**

Any member of the public will be allowed to appear and speak before the city council, unless he or she disrupts or otherwise impedes the orderly conduct of any council meeting, hearing, or other proceeding of the council such as using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If, after receiving a warning from the mayor or the presiding officer, a person persists in such conduct or otherwise disrupting the meeting, the mayor or the presiding officer, pursuant to the rules adopted by council, may expel and direct the member of the public to leave the meeting. Any council member may appeal the order of the mayor or the presiding officer and upon a majority vote of the council such order of the mayor or the presiding officer may be set aside. Such vote is undebatable. Such person may be readmitted at a future meeting as long as there are not further disturbances or disruptions by such person at that public meeting. Nothing herein shall limit or restrain negative, positive or neutral comment about the manner in which an individual employee, officer, official or council member carries out the council member's duties in public office or employment.

**4.03(A).** To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

#### **4.04. Written Public Comment**

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the council has control, or by addressing the city clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence at [council@cityoflaramie.org](mailto:council@cityoflaramie.org).

#### **4.05. Unofficial Settings**

It is also appropriate that council members recognize that as elected officials their conversations when out in public will be overheard. Members of the council should take care to be aware of what they say in public, and to differentiate between personal opinion and the opinion of council as a whole, whether in private or public conversations. This also pertains to any social media posts made by Council members.

These guidelines shall be modified and adopted by a majority of council as needed.



## APPENDIX A

### BOARDS AND COMMISSION PROCEDURES FOR VACANCIES

1. City staff liaisons to particular city boards or commissions should notify the City Manager or City Manger's designee ("Designee") when positions on boards and commissions become vacant.
2. Vacant positions of city boards or commissions should be advertised by the Designee for one (1) month unless otherwise specified by council as follows:

Website;  
Public Access Channel;  
Laramie Daily Boomerang;  
Posted at City Hall; and  
Other available electronic notification forms.

3. The Designee will notify standing members of city boards or commissions regarding the expiration date of their term at least one (1) month in advance of the expiration of their appointment and inform them of the period during which they may reapply for their position.
4. Applications should be made available to interested applicants from the Designee, or may be downloaded from the city's website, and should be submitted to the Designee.
5. The Designee will refer the names of the applicants to the city clerk to be placed on city council's agenda.
6. A minimum of three (3) members of council will interview applicants or incumbents for the Planning Commission or the Parks, Tree and Recreation Board, and a minimum of two (2) members of council will interview applicants or incumbents for the remaining boards and commissions, who will make recommendations to the full council at the next regular meeting. Normally, the interviewing members of council will include the liaison to the board or commission. Incumbents who are reapplying to a city board or commission will not be interviewed unless there are additional applicants for such city board or commission or upon the request of a council member for an interview to re-appoint the incumbent applicant. In such case, all applicants and the incumbent will be interviewed. The entire council will then vote at the regular meeting to select members for city boards or commissions from the list of applicants who have been interviewed.
7. Following appointment by the council, a list of appointees will be forwarded to the Designee who will contact new appointees notifying them of their appointment, meeting times and dates, and contact information for the board's/commission's staff liaison.
8. Positions of leadership on a given city board or commission will be decided within the city board or commission, unless otherwise specified by the city council.

9. During the formation of a city board or commission, council should give that body a written set of expectations and/or goals based upon requirements as outlined in the Laramie Municipal Code.



## **APPENDIX B**

### **CITY OF LARAMIE, WYOMING COUNCIL MEETING PROCEDURES**

#### **WELCOME TO A MEETING OF THE LARAMIE CITY COUNCIL**

The city council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on each side of the rostrum.

The council meets the first and third Tuesday of each month at 6:30 p.m. in the Council Chamber and holds public hearings or work sessions as needed, typically during the second and fourth Tuesday of each month at 6:00 p.m., as well as other meeting dates when required.

#### **AGENDA FOR COUNCIL MEETINGS**

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be picked up in the city clerk's office without charge or downloaded from the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org).

#### **COPIES OF AGENDA ITEMS**

Agenda items may be downloaded from the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org). Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

#### **PUBLIC PARTICIPATION**

The council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council. You may stand or raise your hand until recognized by the mayor or presiding officer. Please step to the lectern and microphone when addressing the council.

#### **IDENTITY OF SPEAKERS**

The chair will ask each speaker to write the speaker's name on a sign-up sheet so they are correctly recorded in the minutes. The chair will ask each speaker to state the speaker's name and whether the speaker resides in the city to introduce themselves before speaking.

#### **SPECIAL PRESENTATIONS**

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a council meeting. Arrangements must be made in advance with the city clerk at least one (1) week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special presentations during the course of a meeting will only be allowed with the prior approval of the council.

### WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for the official city records. If any person intends to appear before the council and provide it with written material, it should be delivered to the city clerk's office six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

If written material is provided to the council at the meeting, it may affect the council's consideration of the matter. Therefore, the council will determine whether or not to continue the matter to a later date in order that it will have time to consider the written material.

### DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city manager's office at least twenty-four (24) hours in advance of a meeting. The city manager's office may be reached at 721-5226. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable listening device by requesting one from the city clerk. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city clerk's office within seven (7) days prior to the date of the meeting.

### MICROPHONES

City council meetings are recorded and/or televised when held in the council chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

### TIME LIMIT

Each member of the audience speaking to the council shall limit their presentation to no more than three (3) minutes, unless the time is waived by the council on any specific item. A speaker may not defer the speaker's time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments.

### ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

### HEARINGS

Any member of the audience may speak on items scheduled for hearing at the time the mayor declares the hearing open to the audience. Council members will disclose any communications with any individual or party in which they were involved prior to any hearing that is quasi-judicial in nature.

## REGULAR AGENDA

All items listed under the regular agenda are in the order which require council action at this meeting. The items will be considered in the order set during the meeting. Any person may speak on items listed on the regular agenda if recognized by the chair.

## PUBLIC COMMENTS

A member of the general public may address the council at every meeting of the city council.

When specific topics have been scheduled for work session discussion, the mayor or presiding officer may specifically request or invite members of the public who may have a special interest, involvement, information or expertise of the topic to address the council.

At Business Meetings: Council reserves time for members of the public to address council on any matter under the agenda item denoted as “Public Comments” at the beginning, with an aggregate time limit of 30 minutes, and the end of each regular business meeting held on first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of the month.

Members of the public may also address council on specific topics scheduled for consideration. The chair will call for comments from the public at the appropriate time as per the established agenda for the meeting.

When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members should not engage in inter-council discussions. On its own initiative or in response to questions posed by such person, council members may ask questions for clarification, provide a reference to staff or other resources for factual information, or request staff to report back at a subsequent meeting.

## REPORTS AND COMMUNICATIONS

Staff reports and communication items are being provided to the council primarily for information. Accordingly, these matters will not be discussed unless a member of the council or general public requests such discussion. However, no action shall be taken on these matters unless the matter is included as an action item at a subsequent meeting and included on the posted agenda as such.

## EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

## TIME LIMIT OF MEETINGS

No additional agenda item will be introduced at a regular city council meeting after the hour of 9:30 p.m. unless the majority of the city council members present vote to extend the meeting. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council may adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. All items remaining on council’s regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council’s agenda.

## MINUTES

Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org).

## **APPENDIX C**

### **GUIDELINES FOR ADDRESSING THE COUNCIL**

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Presentations concerning agenda items will be heard only upon approval by the chair.
3. An individual wishing to address the council should approach the lectern; wait to be acknowledged by the chair to speak, and clearly state the speaker's name and whether the speaker resides in the city before making general remarks.
4. All remarks should be directed to the chair. The chair may wish to refer any questions to the proper council member or to city staff.
5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.
6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the three (3) minute time limit when speaking. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.
7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give comments should submit a completed card to the city clerk. The chair will call the person forward when it is the speaker's turn to speak. If a person does not want to speak, a written statement can be submitted on a comment card.
8. To maintain order, applause or other unnecessary disturbances are discouraged.
9. Petitions should be presented to the city clerk.
10. Members of the audience are encouraged to speak before the council but they cannot make motions or otherwise participate in the meeting.