

**CITY COUNCIL RULES  
CITY OF RIVERSIDE, IOWA**

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## PART I. GENERAL

### 1. ***AUTHORITY***

Iowa Code Section 372.13 provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended or new rules adopted.

### 2. ***GENERAL RULES***

- A. Public Meetings.** All official meetings of the Council shall be open to the public except those that are specifically designated as closed session. Regular Council meetings shall be held in a building or room that is accessible to persons with disabilities, which is usually the Riverside City Council Chamber. For Council meetings held in part or in whole at other locations for any purpose, that meeting space shall be accessible to persons with disabilities to the maximum extent possible.
- B. Quorum.** A majority of the members of Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may elect to discuss items but not take official action except to adjourn to a later date.
- C. Minutes.** An action set of minutes of all proceedings of the Council shall be kept by the City Clerk or designee and shall be entered in the official record of the Council. Minutes of the proceedings shall be open to public inspection except those of closed sessions. Minutes shall be published in a newspaper of general circulation within fifteen (15) days of the Council meeting, as required by the Code of Iowa. These shall show the headings and actual votes. The records, including video recordings, will be available for public use upon request, except the sealed recordings and minutes of closed sessions. Records of Council meetings will be retained in the City Clerk's Office for at least five (5) years after the meeting. Closed session recordings are retained as required by State law and for purposes of preserving evidence when litigation is pending.
- D. Right of Floor.** Any Council member desiring to speak shall be first recognized by the Mayor, unless making or seconding a motion. Each member should attempt to confine his or her remarks to the subject under consideration.
- E. City Administrator.** The City Administrator or designee shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and take part in discussions but shall have no vote.
- F. City Attorney.** The City Attorney or designee shall attend meetings of the Council as requested by the Mayor or the City Administrator and shall, upon request, give an opinion, either written or oral, on any question of law.

- G. City Clerk.** The City Clerk or designee shall attend all meetings of the Council unless excused by the Mayor or the City Administrator and shall keep the official minutes and perform such other duties at the meeting as may be requested by the Council.
- H. City Employees.** Department heads or other designated employees of the City, when there is pertinent business from their departments on the Council agenda, shall attend the Council meetings upon request of the Mayor or City Administrator.
- I. Cell Phones.** **The Mayor and City Council will refrain from using their cell phones to respond to comments other than being made in the public meeting. The public will be asked to put their cell phones on vibrate or silent to not distract the city council meeting.**

**3. TYPES OF MEETINGS.** *Notice of all Council meetings shall be given in compliance with the requirements of Iowa Code Section 21.4. A tentative agenda of each Council meeting will be delivered to the Council members electronically, personally or at the usual place of residence or place of employment of each member of the City Council, as requested by each member, by Wednesday at the close of business preceding the city council meeting.*

- A. Regular Meeting.** The City Council shall meet in the Council Chambers for regular Council meetings. The regular Council meetings will be held the first and third Mondays of every month unless otherwise designated by the Council. There will be no Council meeting on holidays that fall on a Monday, unless so designated by the Council. Meetings will commence at 6:00 p.m. unless the Council directs otherwise.
- B. Work Sessions.** The Council may meet informally as needed in work sessions which are open to the public. Starting times will be dependent on the number of items scheduled for discussion. The purposes for work sessions are varied, including but not limited to budget sessions, joint meeting, reviewing upcoming programs, receiving progress reports on current programs, receiving information from the City Administrator, or discussing other matters of concern as expressed by the Council. Discussions and conclusions will be considered informal and shall require formal action to be taken at a regular Council meeting. No item will be included on the work session agenda unless approved by the Mayor or City Administrator.
- C. Special Meetings.** Special meetings may be called by the Mayor or by a majority of the members of the Council.
- D. Closed Sessions.** Iowa Code Sections 20.17, 21.5 and 21.9 permit closed sessions for certain specified reasons. A vote to go into a closed session requires an affirmative vote of either two-thirds of the Council members or all of the members present at the meeting. Any formal action shall be taken by motion or resolution adopted in open session.

#### **4. MEDIA COVERAGE OF COUNCIL MEETINGS**

**A. Open Meetings.** All official meetings of the City Council shall be open to the public and the media. All meetings shall be subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

**B. Agendas.** Any media so requesting will receive agendas at least twenty-four (24) hours prior to Council meetings.

#### **5. MAYOR'S DUTIES**

**A. Presiding Officer.** The Mayor, if present, shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside as the presiding officer. In the absence of both the Mayor and the Mayor Pro-Tem, the Council shall select a council member to run the meeting. .

**B. Call to Order.** The meetings of the Council shall be called to order by the Mayor. In the absence of both the Mayor and Mayor Pro-Tem, the meeting shall be called to order by the City Administrator, whereupon the Council shall elect a temporary council member to preside at the meeting.

**C. Preservation of Order.** The Mayor shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

**D. Points of Order.** The Mayor shall determine all points of order, subject to the right of any member to appeal to the City Attorney.

**E. Action by Motion.** Action items are subject to a vote by the Council if one Council member makes a motion and another Council member seconds the motion. Before calling for a vote, the Mayor shall ensure any motion before the Council is clear to the Council, staff and the public.

**F. Substitution for Mayor.** The Mayor will call on the Mayor Pro- Tem or, if unavailable, any other member to temporarily chair the meeting if the item in question presents a conflict of interest or in the Mayor's temporary absence from the meeting. The substitution shall not continue beyond adjournment.

## **6. ORDER OF BUSINESS AND AGENDA**

- A. Agenda.** The order of business of each meeting shall be as contained in the agenda as prepared by the City Administrator, subject to approval of the Mayor. The agenda shall include a descriptive listing by topic of subjects to be considered by the Council and shall be delivered to members of the Council by Wednesday at the close of business preceding the meeting to which it pertains. If delivery of the agenda is delayed for any reason, notice will be given to alert the mayor and city council of the delay. A copy of the agenda will also be posted for the public notice at least twenty-four (24) hours in advance, made available on the City's website, and provided to the local media. The city must provide the agenda to the media when the media has filed a request for the notice.

(Iowa Code 21.4(1)(b))

- B. Order of Business at Council Meetings.** The order of business may be changed through a consensus of the City Council. The general rule as to the order of business in regular meetings shall be as follows:

- (1) Call to order.
- (2) Approval of the agenda.
- (3) Consent agenda. A single motion to approve all items on the consent agenda (motions that do not require a public hearing or discussion) will be made. Any council member may request a separate vote on any item on the consent agenda. No vote on such a request is required.
- (4) Public comment. Citizens may appear personally before the Council to raise issues.
- (5) Reports.
- (6) Public hearings for ordinances and resolutions. After all citizen input has been received, the Mayor can choose to close the hearing, and then the Council may either vote on the item or defer consideration to a future meeting. If the Council expects or desires future input, the public hearing can be continued.
- (7) Approval of ordinances and resolutions not requiring a public hearing.
- (8) Discussion items.

- (9) Closing Comments
- (10) Adjournment.

**C. Adding Items to the Agenda.** During a meeting neither Council nor staff will add items to the agenda unless there is an emergency. Non-emergency items shall be deferred until a subsequent Council meeting. If the matter requires immediate Council attention, the Council may:

- (1) Entertain a motion by any Council member to waive the rules and to allow consideration of a specific, additional agenda item. Both waiving the rules and voting on the item can be done as a single motion. If fewer than three members agree to waive the rules, the item will not be added and will have to be considered at a later Council meeting.
- (2) Give administrative direction to staff to handle the matter.

## **7. *ORDINANCES, RESOLUTIONS, AND MOTIONS***

**A. Form of Paperwork.** Ordinances and resolutions will be presented to the Council in written or electronic form. If the original ordinance or resolution is changed the approved ordinance or resolution will be provided to the mayor and city council.

**B. Expenditures.** For any expenditure of City funds, the exact source of the funds to be expended will be identified by the City Administrator.

**C. City Attorney to Approve.** All ordinances are subject to approval as to form and legality by the City Attorney. All resolutions are subject to approval as to form and legality by the City Attorney, as requested by any Council member, the Mayor or the City Administrator.

**D. City Administrator to Review.** The City Administrator will review all proposed ordinances and resolutions prior to their being submitted to the Council and will provide a recommendation concerning each ordinance and resolution.

**E. Approval of Ordinances.** Ordinances require three separate considerations of the City Council at three separate meetings. However, a motion can be made to waive the separate readings requirement and allow the second and third considerations of the ordinance at the same meeting as the first consideration if included on the agenda. . Then a vote will be taken on the motion to waive the rules and allow the second and third considerations. If that motion is approved by at least four members of the Council, then the subsequent readings will be considered separately. Upon being introduced, each proposed ordinance shall be read by title only, unless any member

of the Council requests a full reading of the ordinance.

**F. Recording of Votes.** Affirmative and negative votes shall be recorded upon action on all ordinances and resolutions and entered upon the official record of the Council. The outcome of a vote on a motion shall be announced by the Mayor and recorded by the Clerk.

**G. Majority Vote Required.** An affirmative vote of at least three Council members shall be necessary to pass an ordinance or resolution. When any vote is called, each Council member shall respond as follows: "yes (aye)," "no (nay)," or "abstain." The "abstain" vote of a Council member shall have the effect of a negative vote unless the Council member states he or she has a conflict of interest. In the case of a conflict of interest, the number of votes to approve any action is recalculated. For example, if two Council members had a conflict of interest, an item could pass on a two to one vote. Abstain means you are voting with the majority. If you have a conflict of interest that causes you to abstain you should not participate in any way.

**H. Votes Required When Two Council Members Are Absent.** If two Council members are absent, Council has the following options:

- (1) Approve all ordinances and resolutions on the agenda by all three members voting aye.
- (2) Two members can choose to table an item until such time as all members are present. This would be a majority of the quorum.
- (3) If only one or two members vote aye and the rest nay, the item will be considered to have failed if as resolution or an ordinance
- (4) Motions can be decided by a majority of the members present.
- (5) All to be reviewed by attorney. -answers in red

**I. Votes by Absent Council Members.** An absent Council member may not participate in any City Council meeting that is attended by a majority of other Council members unless the absent Council member cannot reasonably be expected to be in actual attendance. Further, any member participating by electronic means should be able to fully participate in any public hearing and Council discussion if that member intends to cast a vote on a particular matter. Nothing contained herein shall be construed to prohibit participation by electronic means by any Council member at a Council meeting where a majority of the Council membership is not present.

**J. Numbering of Ordinances, Resolutions, and Motions.** A number shall be assigned to each ordinance and resolution by the City Administrator or City Clerk.

**K. Ordinance and Resolution Passage Procedure.** When passed by the Council, an

ordinance or resolution shall be signed by the Mayor conducting the meeting and be attested by the City Administrator or City Clerk. It shall be immediately filed and thereafter preserved in the office of the City Clerk.

**L. Request for Ordinances or Legal Opinions.** A quorum of the City Council is required to place an item on the agenda of the next scheduled Council meeting an ordinance, resolution, or motion on a matter within the Council's policy-making or oversight duties, unless the action is subject to the rules regarding reconsideration

**M. Agenda Requests.** Items requested to be included on the agenda must be filed with the City Administrator by noon on the Tuesday preceding the Council meeting. The Mayor, after considering any requests for agenda items and after consulting with the City Administrator, shall approve the tentative agenda. If three or more Council members request that an item be included on the agenda, the item should be on the agenda for at least discussion at one of the next two regularly scheduled meetings.

**N. Publications.** All minutes, ordinances, and notices will be published as required by the State law.

## **8. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS**

**A. Committees, Boards, and Commissions.** The Mayor and the Council may create committees, boards, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify if consistent with the Code of Iowa and the City's Code of Ordinances.

**B. Membership and Selections.** Membership and selection of members shall be as provided by the Mayor and the Council if not specified by the Code of Iowa or the Code of Ordinances. No committee so appointed shall have powers other than advisory to the Council or the City Administrator, except as otherwise specified by the Code of Ordinances or the Code of Iowa.

**C. Removal of Members of Boards and Commissions.** If the Mayor or the Council wishes to remove an appointee, they shall follow the procedures required by State law.

**D. Abolishment of a Board or Commission.** The abolishment or modification of a board or commission shall be done in accordance with applicable State law.

## **9. SUSPENSION AND AMENDMENT OF THESE RULES**

**A. Suspension of These Rules.** Any provision of these rules not governed by the Code of Iowa may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.



- B. Inconsistent Actions.** If the Council takes an action inconsistent with these rules but in compliance with the applicable section(s) of the Iowa Code and if the action is taken without objection by any Council member, the action taken shall be deemed a lawful and an official action of the City Council.
- C. Amendment of These Rules.** These rules may be amended or new rules adopted, by majority vote of all members of the Council and should, at a minimum, be reviewed every two (2) years.

## **PART II. PUBLIC PARTICIPATION IN MEETINGS**

- 1. GENERAL.** One of the goals of the City Council Rules is to create an atmosphere where the Council members and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is the responsibility of the Mayor, the Council members, City staff, and members of the public to maintain common courtesy and decorum throughout any meeting.
  - A.** Members of the public have the right to attend City Council meetings, subject to certain conditions and limitations.
  - B.** The Council meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all Council discussions and votes.
  - C.** The Mayor, Council members, City staff and members of the public should speak one at a time in a civil and courteous manner so as to be heard by all persons in attendance. Members of the Public may be recognized by the Mayor and must speak from the lectern provided. Prior to speaking members of the Public shall state their first and last name and spell their last name.
  - D.** All cell phones or other communication devices should be silenced during Council meetings. No one should take a voice phone call during a Council meeting without first leaving the chambers and closing the chamber doors behind him or her.
  - E.** Conversation during the city council meeting is limited to city council members and the mayor. Mayor, City Council and staff should refrain from using their cell phone during the open meeting. This also includes text messages that may be received by the mayor or council during the meeting to not violate the State of Iowa open meetings laws.
  - F.** Public in attendance who have been asked to refrain from conversations or comments who fail to do so may be asked to leave the meeting.
- 2. ROLE OF THE MAYOR.** The Mayor should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question. The Mayor should also keep in mind that:

- A. Debate on policy is healthy; debate on personalities is not. The Mayor has the right to cut off discussion that is too personal, too loud, inappropriate, or repetitive.
  - B. It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Mayor before proceeding to speak.
3. **PUBLIC PARTICIPATION.** All those attending are asked to observe the following when speaking:
- A. Only persons recognized by the Mayor will be allowed to speak.
  - B. A person recognized to speak should approach the microphone, state his or her name and spell their last name, and make his or her statement or question, preferably as briefly as is possible but taking no more than three (3) minutes.
  - C. All remarks shall be addressed to the Council as a body and not to any member specifically.
  - D. A person recognized to speak should maintain a courteous and polite demeanor.
  - E. Persons may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has jurisdiction. When anyone appears before the Council stating he or she has a petition, the Mayor will accept the petition and the minutes will reflect that action.
  - F. A person should not address the Council about issues that are known to be within the responsibility of other City staff/officials and have not been previously presented to that responsible party.
  - G. Persons should not engage other members of the public while addressing the Council or engage individual Council members in a discussion, except as permitted by the Mayor.
  - H. Individual Council members will ask questions of or engage in conversations with the public audience only when recognized by the Mayor. However, Council members may, in their individual discretion, make themselves available to persons attending the meeting before or after the Council meeting.
4. **HANDLING REQUESTS DURING MEETINGS.** If the Council chooses to take action on a citizen's request, the Mayor or the Council can:
- A. Give administrative direction to the City Administrator to resolve the matter.
  - B. Defer official action to the next regularly scheduled Council meeting.
  - C. Waive the rules and add an item to the agenda for official Council action, but this method should not be used unless Council deems the matter to be an emergency.

- 5. PUBLIC HEARINGS.** Public hearings are held when included on the agenda. When recognized, members of the public may address the Council, in the manner described above, on the particular subject of the public hearing before the Council.

### **PART III. PROCEDURE**

#### **1. MOTIONS IN GENERAL.**

- A. Motions are the vehicles for decision-making. It is usually best to have a motion before the Council prior to discussing an agenda item in order to help the members focus on the issue before them. Motions are made in a simple two-step process. First, the Mayor recognizes the member. Second, the member makes a motion by preceding his or her desired approach with the words: "I move ...." A typical motion might be: "I move that we give ten days' notice in the future for all our meetings."*
- B. Any motion made by a member must be seconded by another member. Otherwise the motion fails.*
- C. The Mayor may initiate the motion by:*
- (1) Inviting the members to make a motion: "A motion at this time would be in order."*
  - (2) Suggesting a motion to the members: "A motion would be in order that we give ten days' notice in the future for all our meetings."*

#### **2. THE FOUR BASIC MOTIONS.**

- A. Common Motions.** Four motions are the most common:

- (1) The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan the annual fundraiser."
- (2) The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a ten-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.
- (3) The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."
- (4) The motion to table. The motion may contain a specific time at which the item can

come back to the body: “I move we table this item until our regular meeting in October.” Or the motion may contain no specific time for the return of the item, in which case a motion to bring the item back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

- B. Motions to amend and substitute motions are often confused. A motion to amend seeks to retain the basic motion on the floor but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a motion to amend or a substitute motion is left to the Mayor. If a member makes what that member calls a motion to amend, but the Mayor determines it is really a substitute motion, the Mayor’s designation governs.

**3. *MULTIPLE MOTIONS.*** *Up to three motions may be on the floor simultaneously. The Mayor may reject a fourth motion until the three that are on the floor have been resolved.*

- A. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made. For example, assume the first motion is a basic motion to have a five-member committee to plan the annual fundraiser. During the discussion of this motion, a member might make a second motion to amend the main motion to have a ten-member committee, not a five-member committee, to plan the annual fundraiser. And perhaps, during that discussion, a member makes yet a third motion as a substitute motion that we not have an annual fundraiser this year.

- B. The proper procedure would be as follows.

- (1) The Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions.
- (2) If, however, the substitute motion (the third motion) failed, the Mayor would proceed to consideration of the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or ten members). If the motion to amend passed, the Mayor would then ask the Council to consider the amended motion. If the motion to amend failed, the Mayor would ask the Council to consider the main motion (the first motion) in its original format, not amended.
- (3) Finally, the Mayor would deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (ten-member committee), and the question on the floor for discussion and decision would be whether a committee should plan the annual fundraiser.

- 4. *DEBATE.*** *The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Mayor that it is time to move on and take action.*

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are not debatable, so when the following motions are made and seconded, the Mayor should immediately call for a vote of the Council without debate on the motion:

- A. *Motion to Adjourn.*** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- B. *Motion to Recess.*** This motion, if passed, requires the body to immediately take a recess. Normally, the Mayor determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.
- C. *Motion to Fix the Time to Adjourn.*** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.
- D. *Motion to Limit Debate.*** The most common form of this motion is to say: “I move the previous question,” or “I move the question,” or “I call for the question.” When a member of the body makes such a motion, the member is really saying, “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the Mayor should ask for a second to the motion. If a second is received, the Mayor should stop debate and the members should vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to fifteen minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

- 5. *MAJORITY AND SUPER-MAJORITY VOTES.*** *In addition to the specific rules for passage of motions, resolutions, and ordinances as set by State law, there are procedural exceptions to the rule of passage by a simple majority. The exceptions occur when the Council is taking an action that effectively cuts off the ability of a minority opinion to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:*

- A. *Motion to Limit Debate.*** Whether a member says, “I move the previous question,” “I move the question,” “I call for the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-

thirds vote to pass.

**B. Motion to Object to the Consideration of a Question.** Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of the Council do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**6. MOTION TO SUSPEND THE RULES.** This motion is debatable but requires a two-thirds vote to pass. This motion allows the Council to suspend its own rules for a particular purpose.

**7. MOTION TO RECONSIDER.** *There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made. A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.*

**A.** First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider at the same meeting can be made at any time before adjournment. A motion to reconsider made at a later time is untimely.

**B.** Second, a motion to reconsider may be made only by certain members of the Council. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the Council again and again, which would defeat the purpose of finality.

**C.** If the motion to reconsider passes, then the original matter is back before the Council, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

**D.** Once a matter has been duly reconsidered, no further motion to reconsider the issue can or shall be made without the unanimous consent of the council.

## **8. LIMITING DEBATE AND DISCUSSION.**

**A.** Debate and discussion should be focused, but free and open. At the same time, the Mayor may limit the time allotted to speakers, including members of the Council, in the interest of efficiently and effectively using time.

**B.** Generally, a Council member will not be interrupted by other council members but may be

under the following circumstances:

- (1) Privilege. The proper interruption would be: “Point of privilege.” The Mayor would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.
- (2) Order. The proper interruption would be, “Point of order.” Again, the Mayor would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting, for example, if the Mayor moved to a vote on a motion that permits debate without allowing that discussion or debate.
- (3) Appeal. If the Mayor makes a ruling with which a member of the Council disagrees, that member may appeal the ruling of the Mayor to the parliamentarian.
- (4) Call for Orders of the Day. This is simply another way of saying, “Let’s return to the agenda.” If a member believes that the Council has drifted from the agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the Council to return to the agenda item properly before them.
- (5) Withdraw a Motion. During debate and discussion of a motion, the maker of the motion on the floor may, at any time, interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Mayor may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

We the undersigned Mayor and Council Member have reviewed and adopted the contents of this handbook. We accept that it is our responsibility to act in the best behalf of all citizens of our community and will not engage in behaviors that would tarnish the image of our city.