

MAPLETON CITY COUNCIL  
RULES OF PROCEDURE

Meeting Times

The city council shall meet at 6pm on the second Wednesday of each month in the Mapleton City Council Chambers.

Special Meetings

The Mayor, or in the Mayor's absence, the mayor pro tem, may call a meeting at any time for the transaction of the business as specified. In addition, a special meeting shall be called upon petition of a majority of council members. Written notice of a special meeting shall be given each member of the council at least 24 hours in advance of the meeting.

Executive Sessions

Executive sessions may be held during regular or special meetings, so long as appropriate statutory requirements are met. Executive sessions may also be held during work sessions but must also meet appropriate statutory requirements. Prior to council consideration of holding an executive session, an opinion from the city attorney shall be obtained as to the appropriateness of the contemplated executive session.

Presiding Officer

The mayor, or in the mayor's absence or incapacity, the mayor pro tem, shall be the presiding officer at all council meetings. If both the mayor and mayor pro tem are absent, the most senior council member in terms of continuous service on the council shall be presiding officer. In the event of a tie, the older council member shall be presiding officer.

The presiding officer shall control the meeting in accordance with these rules.

Rules of Parliamentary Procedure

Except as specifically provided in these rules, shall serve as the rules of parliamentary procedure.

Quorum

The presiding officer shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the city clerk shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

Agenda

The Clerk shall prepare an agenda of the business to be presented at a regular council meeting. No item of business shall be added to an agenda after 5:00 p.m. on the day preceding the council meeting for which the agenda has been prepared, except under emergency circumstances pursuant to state law and as determined by the city attorney. At the meeting, the council shall consider only matters that appear on the agenda for that meeting. Council members and the mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. If two or more council members request that an item be included on the agenda, the item should be placed on the

agenda at the next regular council meeting when the full council shall vote on whether to introduce the item on the agenda for a subsequent council meeting.

#### Order of Business

The order of business at council meetings shall be as set forth on the agenda. With the consent of the council, any agenda item may be considered out of order at the request of a council member or mayor.

#### Public Hearings

Prior to each public hearing, the presiding officer shall announce the nature of the matter to be heard. The presiding officer shall then declare the hearing to be open and invite any member of the audience to come forward to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward, with those speaking in opposition coming after. The presiding officer may, with the approval of council, limit the time allotted to speakers at each public hearing. The presiding officer shall announce the restriction prior to the commencement of the hearing.

#### Closing Debate

Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the council.

#### Call for Vote

At the conclusion of debate, the presiding officer shall call for a vote. However, a majority of the council may require a vote at any time, in accordance with the rules of parliamentary procedure.

#### Voting Generally

1. The vote on every motion shall be taken by voice vote or roll call and entered in full upon the record.
2. A roll call vote shall be used for all ordinances and resolutions. Members shall not explain their vote during roll call. Any member may change his or her vote prior to the next order of business.

#### Duty to Vote

When a question is taken, every member shall vote, but no member shall be permitted to vote on a subject in which he or she has a conflict-of-interest.

#### Waiver of Ordinance Readings

A council member may move suspension of the rules and call for final passage of an ordinance, with waiver of first or second consideration, or both, consistent with applicable state law. Such a motion requires  $\frac{3}{4}$  vote of all council members, whether present or absent and including vacant positions, for passage.

#### Reconsideration of Actions Taken

A member who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the council.

### General Speaking by Council Members

Every council member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine the remarks to the question under debate.

### Public Members Addressing the Council

1. The agenda for each regular meeting of the city council may include a time in which members of the audience may address the council on an agenda item.

2. An audience member desiring to address the council shall stand and wait to be recognized by the presiding officer. After recognition, the person shall state his/her name and address for the record. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. No person shall enter into discussion without being recognized by the mayor.

3. No public member shall be allowed to speak more than once on any one subject until every other public member choosing to speak has spoken.

4. After a motion has been made or after a public hearing has been closed, no audience or staff member shall address the council without first securing permission from the presiding officer.

5. The Mayor may set time limits for public comment.

### Order and Decorum

1. Any of the following shall be sufficient cause for the presiding officer to remove any person from the council chambers or meeting hall for the duration of the meeting:

a. Unreasonably loud or disruptive language, noise or conduct which obstructs the work or the conducting of the business of the council.

b. Willful injury of furnishings or of the interior of the council chambers or meeting hall.

c. Refusal to obey the rules of conduct, including the limitations on occupancy and seating capacity.

d. Refusal to obey an order of the presiding officer or an order approved by a majority of the council present.

2. Before the mayor directs removal of any person from the meeting hall, the mayor shall give that person a warning to cease his or her conduct.

3. If a meeting is disrupted by members of the audience, the mayor or the presiding officer or a majority of the council present may order that the council chambers or other meeting hall be cleared.

### Seating Capacity and Safety Requirements

1. The safe occupancy and seating capacity of the council chambers as determined by the fire marshal shall be posted within the council chambers. The limitations on occupancy and seating capacity shall be complied with at all times.

2. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers.

### Flags, Signs and Posters

No flag, posters, placards, or signs, unless authorized by the presiding officer, may be carried or placed within the council chambers, any meeting hall in which the council is officially meeting, or any meeting hall in which a public hearing is being held. This restriction shall not apply to

armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

News Media

The provisions of this ordinance shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.