

An Ordinance Amending City Council Meeting Rules and Procedures

**Mayor and Council
January 5, 2026**





City Council Request

- **Members of the Body requested an update to its rules of procedures**
- **Requested simple, easy to follow, and direct procedures**
- **Follow Roberts Rules of Order**



Expected Outcomes Of Amended Rules

- **Efficient meetings**
- **Equal participation by all members of the body**
- **Clear direction to staff**
- **Completed meetings before 10 p.m.**
- **Enhanced community engagement**



Agenda Items Modifications At The Meeting

- Removal of Meeting Agenda Items - requires support from six members of body
- Placing Items on Future Agendas - requires support of at least four members of the body
- Removal Of Consent Agenda Items For Discussion - At the request of any member of the body
- Old / New Business Items – requires support of at least six members of the body to adopt any motion under old and new business items



Rotating Order

- For both the questions and the deliberation period, to ensure equitable access to the floor, the presiding officer shall recognize Councilmembers in a rotating order, beginning with a different member each time a specific agenda item is taken up.
- The rotation shall continue sequentially from Councilmember to Councilmember across agenda items so that no Councilmember is consistently first or last



Questions By The Body

- **Questions by the body after staff reports will be rotated amongst members of the body, with the presiding officer asking questions last consistent with Robert's Rules of Order.**
- **Individual members of the body may ask up to three questions per round of questions**
- **Comments, observations, and opinions regarding agenda items will occur only after the body asks staff questions**



Mayor and Council Deliberation

- After questions of staff each Councilmember has an opportunity to offer comments, observations, or opinions on the agenda item
- The presiding officer shall offer comments, observations, or opinions on the agenda item only after each Councilmember has been recognized and given an opportunity to provide their comments
- All members must confine their comments, discussions or opinions to the agenda item under consideration
- If there is no desired deliberation by the body, or after the deliberation has ended, the presiding officer shall invite a motion from a Councilmember regarding the agenda item.



Recommendation

- **Staff recommends approval of the updated rules of procedure**



Questions?