

MEMORANDUM

TO: Mayor and Council Members
FROM: Debbie Renner, City Clerk
DATE: September 30, 2008
SUBJECT: COUNCIL RULES & PROCEDURES

PURPOSE

To review the City Council's Rules & Procedures for areas needing revision.

BACKGROUND

Since the election, several issues have arisen which could be addressed in the Rules & Procedures to promote an orderly process for conducting City business. The current Rules & Procedures document has not been updated since 2004. A discussion item was placed on the September 23rd agenda regarding the Rules & Procedures and it was your direction that a workshop be scheduled for October 7th to conduct a review of this document.

Listed below are some of the areas that have been submitted by you for review:

1. Clarification to the agenda process (i.e., placing/removing items from the agenda)
2. Do any of the current procedures conflict with *Roberts Rules of Order*?
3. Statutory requirements vs. parliamentary requirements
4. Procedure for addressing absences
5. Safeguards to minimize negative impacts to the City and Council Members resulting from electronic transmissions
6. Citizen Comments (Process/time limit/responding to...)
7. Develop a policy on unsubstantiated allegations of charter, ethical, or legal violations made by Council Members or the public speaking during Citizen Comments. The person making the charge will make a statement of the alleged violations which would be submitted to the City Attorney for review and an opinion. The City Attorney would make a determination as to the merit of any allegation prior to consideration by the Council.
8. Procedure for Council to request information from City staff with emphasis on the following areas: (a) Define "giving direction" to staff (b) time limits on preparing responses (c) Manager's right and responsibility to limit staff time (d) requests made to multiple staff members for the same information.

Items from Charter review meetings:

During the Charter Review meetings, several issues surfaced which were recommended to be addressed in the Council's Rules & Procedures rather than in the Charter. These included:

- (a) Detailed process for filling a vacancy on the Council
- (b) Detailed process for having items placed on the agenda
- (c) Providing for access to public records electronically and/or via the website