



CITY OF ESTHERVILLE

CITY COUNCIL RULES OF PROCEDURE

PART 1: GENERAL PROVISIONS

Rule 1: Scope

These rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2: Rules of Order

Rules of order not specified within this document or, otherwise, by State Statute, City ordinance or resolution shall be governed by the generally accepted rules of procedure found in Robert's Rules of Order, Newly revised, and shall govern City Council meetings unless a change from those rules is approved by the Council for a specific reason. (City Code 130.304(6))

Rule 3: Matters not Covered

Any matter of order or procedure not covered by these rules shall be decided by the Presiding Officer, with the assistance and advice of the City Attorney.

Rule 4: Interpretation

These rules are intended to supplement, and shall be interpreted to conform with, the Statutes of the State of Iowa, an ordinance or resolution of the City of Estherville.

PART II: TIME AND PLACE OF MEETINGS

Rule 5: Regular Meetings

Regular meetings of the City Council are held every first and third Monday of the month at 5:00 p.m. in the Council Chambers of the City Hall located at 2 North 7th Street, Estherville, IA. With the exception of President's Day, if such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day at the same time unless a different day or time is determined by the Council. Council may continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting. (City Code 130.304(1))

Rule 6: Special Meetings

The Mayor or a majority of the Council Members may call a special meeting. Except in the case of an emergency, notice of such special meeting shall be given 24 hours in advance in accordance with the State Statutes. The call for a special meeting shall specify the place, day, hour and agenda for the meeting. (City Code 130.102(3), 130.304(3))

PART III: CONDUCT OF MEETINGS

Rule 7: Call to Order

The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary Presiding Officer shall then be selected, in accordance with Rule 8.

Rule 8: 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 council members present will select the Presiding Officer by vote.

Rule 9: Control of Discussion

The Presiding Officer shall facilitate discussions of the council on agenda items to promote equitable participation in accordance with these rules.

Rule 10: Discussion

A council member shall speak with professional decorum and shall not be interrupted, except by the Presiding Officer, in the event it is necessary to enforce these rules.

Rule 11: Limit on Remarks

Each council member shall limit his/her remarks to a reasonable length and confine said remarks to the merits of the pending question.

Rule 12: Presiding Officer's Right to Enter into General Discussion

The Mayor, or other Presiding Officer as a member of the Council, may enter into general discussion and shall confine his/her remarks to the merits of the pending question.

Rule 13: Presiding Officer's Right to Close Debate

The Presiding Officer has the right to close debate where there is no motion pending, unless a majority of the council members present vote to continue the discussion. In all cases where there is a motion pending, the proponent of the motion has the right to make closing remarks on the motion.

PART IV: CITIZEN PARTICIPATION

Rule 14: Citizen's Right to Address Council

Persons other than the Mayor or a council member shall be permitted to address the council during the public forum or public hearing portions of the agenda or at other times as determined by the Mayor or City Council.

Rule 15: Manner of Addressing Council

Persons wishing to speak may notify the Presiding Officer prior to commencement of the council meeting that they wish to speak on a specific item. However, should they determine that they wish to speak during the meeting they should stand or raise their hand to indicate their request to be recognized by the Presiding Officer.

- 1. Public Forum - Non-Agenda Items.** Member of the public in attendance at the council meeting who desire to address matters not on the current agenda may request time to address the Council during the Public Forum portion of the agenda, when provided. The person desiring to address the Council shall stand up and upon being recognized by the Presiding Officer shall approach the podium and state their name, city or county of residence and general subject of their comments. If speaking on behalf of a group or organization it should be so stated. The Presiding Officer may then allow the comments subject to such time limitations as the officer deems reasonable and appropriate, generally three (3) minutes. Following the citizen comments, the Presiding Officer may place the matter on a future agenda, refer the matter to the City Administrator for further investigation and report or may make no further comment or disposition of the matter.
- 2. Current Agenda Items.** After a pending agenda item has been moved and seconded, and after council discussion and deliberation, the Presiding Officer may recognize citizens who wish to speak on a pending agenda measure. All verbal presentations shall be made at the podium. The speaker shall begin by first stating their name, city or county of residence and the general subject of their presentation. The Presiding Officer shall rule on the relevance and appropriateness of the proposed public comments. The Presiding Officer may change the order of speakers so that comments are heard in a logical format, e.g., proponents, opponents, adjacent property owners, vested interests, etc. The Presiding Officer may allow the comments subject to such time limitations as the Officer deems necessary, generally three (3) minutes per speaker.
- 3. Public Hearing Agenda Items.** Members of the public in attendance at the council meeting may speak about an action with regards to an agenda item noted as a public hearing before any item has been moved and seconded by the Council. The speaker shall use the podium and begin by first stating their name, city or county of residence and purpose for addressing the council. Their comments should be subject to the stated time limits, generally three (3) minutes per speaker.

Rule 16: Time Limit on Citizen's Remarks

An individual citizen shall be limited to three (3) minutes speaking on any subject covered under Rule 14 or Rule 15, unless additional time is granted by the Presiding Officer. Total citizen input on any subject under council consideration may be limited to a fixed period by the Presiding Officer.

Rule 17: Remarks of Citizens to be Germane

Citizen comments must be directed to the subject under consideration. The Presiding Officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the Presiding Officer from further comment before the City Council during that meeting.

Rule 18: Citizen Request to be placed on Agenda

A citizen may request to have an item placed on an agenda by submitting a written request on the attached form.

PART V: AMENDMENT OF PROCEDURAL RULES

Rule 19: Suspending Procedural Rules

These rules may be suspended by the City Council for duration of the current meeting following a majority vote of the Council Members present.

Rule 20: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such a change by a majority vote of the entire Council.

Adopted by the City Council on January 7, 2019

CITY COUNCIL AGENDA REQUEST

Date: _____

Name: _____

Address: _____

Phone No.: _____

Email: _____

Date of Meeting to Attend: _____

Brief Description of Item to be Addressed:

Council member Seylar introduced the following resolution and moved its adoption. Council member Clark seconded the motion to adopt. The mayor called for a vote with the following results:

Ayes: Seylar, Carlin, Haukoos, Clark, Goebel, Guge--6
Nays: None--0
Abstain: None--0
Absent: Hood--1

WHEREUPON, the mayor declared the resolution duly adopted as follows:


RESOLUTION NO. 2156
**RESOLUTION APPROVING COUNCIL
RULES OF PROCEDURE**

WHEREAS, Iowa Code Chapter 372.13(5) states that the Council shall determine its own rules; and

WHEREAS, Estherville City Code 130.304(6) states the Council shall determine the rules of its own proceedings by resolution and shall keep such rules on file for public inspection. In all cases wherein the rules of the council are not applicable, the rules thereof shall follow Robert's Rules of Order.

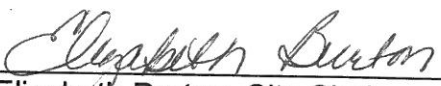
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Council Rules of Procedure attached hereto shall be approved and the City Clerk is authorized and directed to keep such rules on file for public inspection.

PASSED, ADOPTED, AND APPROVED this 7th day of January, 2019.



Kenny Billings, Mayor

ATTEST:



Elizabeth Burton, City Clerk