

MEMORANDUM

TO: Mayor Jerry Munson
City Council Members

FROM: Adam Altman
City Attorney

DATE: January 24, 2002

RE: Alternate Rules of Procedure

As you directed, I have amended Robert's Rules to allow for items tabled at committee to be brought forward to the full Council. This involved both an ordinance change and a resolution which has been completed. Given this recent directive, it presents itself as a means of improving upon communication and efficiency of the action taken by the Council and Mayor during public meetings.

As a part of that approach, the Council has previously discussed appointing the City Attorney as the official parliamentarian. While this is one method to bring improved communications and efficiency to meetings, this memo provides another approach for your consideration.

To that end, included on the Legal and Finance agenda is a brief outline of meeting rules designed specifically for local governments. These rules have replaced Robert's Rules in other governmental bodies. It is based on the guidelines as presented in Suggested Rules of Procedure for Small Governing Boards and also presented at the annual conference of the International Municipal Lawyer's Association. Essentially, there are only 27 rules, many of which are not used for day-to-day business. It is adopted by governing bodies as a means of simplifying cumbersome Robert's Rules, yet it preserves the necessary method for governments to meet their rule making responsibilities. The proposed system could be implemented through an orientation session during Legal and Finance and would be more user-friendly for upcoming newly-elected members.

Further information outlining the 27 rules can be made available to the Council and Mayor should there be an interest in pursuing them. If so, those can be presented to the entire Committee membership at the next meeting.

I look forward to your discussion and feedback at the Legal/Finance meeting.

AA/map

SUGGESTED RULES OF PROCEDURE

- Rule 1. Regular Meetings
- Rule 2. Special, Emergency, and Recessed (or Adjourned) Meetings
 - (a) Special Meetings
 - (b) Emergency Meetings
 - (c) Recessed (or Adjourned) Meetings
- Rule 3. Organizational Meeting
- Rule 4. Agenda
 - (a) Proposed Agenda
 - (b) Adoption of the Agenda
 - (c) Open Meetings Requirements
- Rule 5. Public Address to the Board
- Rule 6. Order of Business
- Rule 7. Presiding Officer
- Rule 8. Action by the Board
- Rule 9. Second Not Required
- Rule 10. One Motion at a Time
- Rule 11. Substantive Motions
- Rule 12. Adoption by Majority Vote
- Rule 13. Voting by Written Ballot
- Rule 14. Debate
- Rule 15. Ratification of Actions
- Rule 16. Procedural Motions
 - (a) Certain Motions Allowed
 - (b) Order of Priority of Motions
 - Motion 1. To Appeal a Procedural Ruling of the Presiding Officer
 - Motion 2. To Adjourn
 - Motion 3. To Take a Brief Recess
 - Motion 4. Call to Follow the Agenda
 - Motion 5. To Suspend the Rules
 - Motion 6. To Go into Closed Session

- Motion 7. To Leave Closed Session
- Motion 8. To Divide a Complex Motion and Consider It by Paragraph
- Motion 9. To Defer Consideration
- Motion 10. Motion for the Previous Question
- Motion 11. To Postpone to a Certain Time or Day
- Motion 12. To Refer a Motion to a Committee
- Motion 13. To Amend
- Motion 14. To Revive Consideration
- Motion 15. To Reconsider
- Motion 16. To Rescind or Repeal
- Motion 17. To Prevent Reintroduction for (Six) Months

- Rule 17. Renewal of Motion
- Rule 18. Withdrawal of Motion
- Rule 19. Duty to Vote
- Rule 20. Special Rules of Procedure
- Rule 21. Closed Sessions
- Rule 22. Quorum
- Rule 23. Public Hearings
- Rule 24. Minutes
- Rule 25. Appointments
- Rule 26. Committees and Boards
- Rule 27. Amendment of the Rules
- Rule 28. Reference to *Robert's Rules of Order*