

CITY COUNCIL RULES

City of Durant, Iowa

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PART I. GENERAL

1. AUTHORITY

Iowa Code Section 372.13 provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the council until such time as they are amended or new rules adopted.

2. GENERAL RULES

- A. **Public Meetings:** All official public meetings of the council shall be open to the public except those that are specifically designated as closed session. Regular Council meetings shall be held at City Hall Council Chambers, 402 6th Street, Durant, Iowa. For Council meetings held in part or in whole at other locations for any purpose to ensure everyone in attendance have opportunity to speak, and hear council discussion, that meeting space shall be accessible to persons with disabilities to the maximum extent possible. In this case, the Durant Community Center shall be the meeting place, unless previously booked event will not allow such circumstances.
- B. **Quorum:** A majority of the members of Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may elect to discuss items but not take official action except to adjourn to a later date.
- C. **Minutes:** A set of minutes of all proceedings of the Council shall be kept by the City Clerk and shall be entered in the official record of the Council. Minutes of the proceedings shall be open to public inspection except those of closed sessions. Minutes shall be published in a newspaper of general circulation within fifteen (15) days of the actual votes.
- D. **Right of Floor:** Any Council member desiring to speak shall be first recognized by the Mayor, unless making or seconding a motion. Each member should attempt to confine his or her remarks to the subject under consideration.
- E. **City Staff:** The City Administrator, City Clerk, and department heads shall attend all council meetings unless otherwise excused by the Mayor.
- F. **City Attorney:** The City Attorney or designee shall attend meetings upon request of the Mayor or other designee.

- 3. **TYPES OF MEETINGS:** Notice of all Council meetings shall be given in compliance with the requirements of Iowa Code Section 21.4. A tentative agenda of each Council meeting will be delivered to the Council members electronically, personally or at the usual place of residence or place of employment of each member of the City Council, as requested by each member, a minimum of twenty-four (24) hours in advance of the meeting.

- A. **Regular Meeting.** The City Council shall meet in the Council Chambers for regular Council meetings. The regular Council meetings will be held the second and fourth Mondays of every month unless otherwise designated by the Council. There will be no Council meeting on holidays that fall on a Monday, unless so designated by the Council. Meetings that fall on a Holiday Monday will be moved to the very next day (Tuesday) at the same time, unless otherwise designated by Council. Meetings will commence at 6:00p.m., unless the Council directs otherwise.
- B. **Work Sessions.** The Council may meet informally as needed in work sessions which are open to the public. Starting times will be dependent upon the number of items scheduled for discussion. The purposes for work sessions are varied, including but not limited to budget sessions, joint meetings, reviewing upcoming programs, receiving progress reports on current programs, receiving information from the City Administrator or discussing matters of concern as expressed by the Council. Discussions and conclusions will be considered informal and shall require formal action to be taken at a regular Council meeting. No item will be included on the work session unless approved by the Mayor or City Operations Officer/Clerk.
- C. **Special Meeting.** Special meetings may be called by the Mayor or by a majority of the members of the Council.
- D. **Closed sessions.** Iowa Code Sections 20.17, 21.5, and 21.9 permit closed sessions for certain specified reasons. A vote to go into closed session requires an affirmative vote of either two-thirds of the Council members or all of the members present at the meeting. Any formal action shall be taken by motion or resolution adopted in open session.

4. MEDIA COVERAGE OF COUNCIL MEETINGS

- A. **Open Meetings.** All official meetings of the City Council shall be open to the public and the media. All meetings shall be subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- B. **Agendas.** Any media so requesting will receive agendas at least twenty-four (24) hours prior to Council meetings.

5. MAYOR'S DUTIES FOR MEETINGS

- A. **Chairperson.** The Mayor, if present, shall preside as chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside as chairperson. In the absence of both the Mayor and Mayor Pro-Tem, the Council shall elect a chairperson.
- B. **Call to order.** The meetings of the Council shall be called to order by the Mayor.

- C. **Preservation of Order.** The Mayor shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- D. **Action by Motion.** Action items are subject to a vote by the Council if one Council member makes a motion and another Council member seconds the motion. Before calling the vote, the Mayor shall ensure any motion before the Council is clear to the Council, the staff, and the public.
- E. **Side Bar Discussions.** Mayor shall not condone side bar discussions by Council members, and shall instruct Council members to keep side bar discussions out of the meeting.

6. **ORDER OF BUSINESS & AGENDA**

- A. **Agenda.** The order of business of each meeting shall be as contained in the agenda as prepared by the City Operations Officer/Clerk, subject to approval for the Mayor. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be delivered to members of the Council at least twenty-four (24) hours preceding the meeting to which it pertains. A copy of the agenda will also be posted for the public notice at least twenty four (24) hours in advance, made available on the City's website, and provided to the local media.
- B. **Order of Business at Council Meetings.** The order of business may be changed through a consensus of the City Council. The general rule as to the order of business in regular meetings shall be as follows:
 - (1) Call to Order
 - (2) Approval of the Agenda
 - (3) Consent Agenda. A single motion to approve all items on the consent agenda (motions that do not require a public hearing or discussion) will be made. Any council member may request a separate vote on any item on the consent agenda. No vote on such a request is required.
 - (4) Public Comment. Citizens may appear personally before Council to raise issues.
 - (5) Public Hearings for ordinances and resolutions.
 - (6) Approval of ordinances and resolutions not requiring a public hearing.
 - (7) Staff Reports
 - (8) Mayor & Council reports
 - (9) Old/New businessAdjournment
- C. **Agenda Requests.** Items requested to be included on the agenda must be filed with the City Operations Officer/Clerk by noon on the Thursday preceding the Council meeting. The Mayor, after considering any requests for agenda items and after consulting with the City Operations Officer/Clerk, shall approve the tentative agenda. If two or more Council members request that an item be included on the agenda, the

item should be on the agenda for at least discussion at one of the next two regularly scheduled council meetings.

- D. **Publications.** All minutes, ordinances, and notices will be published as required by the State law.

PART II. PUBLIC PARTICIPATION IN MEETINGS

1. **PUBLIC PARTICIPATION.** All those attending are asked to observe the following when speaking or in attendance;
 - A. All cell phones or other communication devices should be silenced during Council meetings. Volunteer firefighters, police officers, and ambulance personnel shall be exempt from this policy if they are on call. However, their devices should be kept to a minimum volume, enough for the person to hear the call or alarm.
 - B. Only persons recognized by the Mayor will be allowed to speak.
 - C. A person recognized to speak should clearly state their name, address, and state their questions or comments, as briefly as possible, taking no more than five (5) minutes.
 - D. All remarks shall be addressed to the Council as a body and not to any member specifically.
 - E. A person recognized to speak should maintain courteous and polite demeanor as well as refrain from using inappropriate, combative, profane, or abusive language, or attacking the character of City Officials and staff in a personal matter.
 - F. A person should not address Council about issues that are known to be within the responsibility of other City staff/officials and have not been previously presented to that responsible party.
 - G. Persons may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has jurisdiction. When anyone appears before Council stating he or she has a petition, the Mayor will accept the petition and the minutes will reflect that action.
 - H. Persons should not engage other members of the public while addressing the Council or engage individual Council members in discussion except permitted by the Mayor.
 - I. Individual Council members will ask questions of or engage in conversations with the public audience only when recognized by the Mayor. However, Council members may, in their individual discretion, make themselves available to persons attending the meeting before or after the Council meeting.