

City Council / Public Works Authority Meeting Rules & Procedures Discussion

October 9, 2023

Kory Atcuson, City Clerk
405-359-4554 kory.atcuson@edmondok.gov



Where We Stand

The Edmond City Council / Public Works Authority has no formal written procedures for meetings other than those specified for citizen comments, those found in the City Charter and Edmond Municipal Code, and those found in Oklahoma State Law.

Should the City Council / Public Works Authority adopt rules and procedures to increase transparency, promote consistency, and effectively conduct open meetings?



Oklahoma Open Meeting Act Highlights

The vote of each City Council / Public Works Authority member must be publicly cast and recorded.

Minutes must be kept, to include an official summary of the proceedings showing clearly those members present and absent, all matters considered, and all actions taken.

Any person attending a public meeting may record the proceedings of said meeting by videotape, audiotape, or by any other method; however, such recording shall not interfere with the conduct of the meeting.



Oklahoma Open Meeting Act Highlights

Agendas must be posted at least twenty-four hours prior to any given meeting. Said twenty-four hours excludes Saturdays, Sundays, and holidays.

The City Council / Public Works Authority may only consider and conduct business as noticed in the required agenda.



Other State Law

If a member of the governing body of a municipality abstains from voting, he/she shall be deemed to have cast a negative vote, which shall be recorded in the minutes.

Edmond City Charter Highlights

When present, the mayor shall preside at all meetings of the mayor and council.

The mayor pro tem shall, in the case of absence or disqualification of the mayor, serve ... with all the powers and duties vested in the mayor.

The city manager shall ... attend all meetings of the mayor and council with the right to take part in the discussions but having no vote.



Edmond City Charter Highlights

Three members of the council shall constitute a quorum, the mayor being counted as a member, and the affirmative vote of at least three members shall be necessary to adopt any motion or resolution or pass any ordinance, or other measure.

The city manager shall ... submit to the mayor and council at each meeting thereof an order of business covering his/her recommendations.



Edmond Municipal Code Highlights

In the absence of the Mayor, the Mayor Pro Tem shall preside; and in his/her absence the Council shall elect one of its members temporarily, who shall preside and have the same power to perform the duties of the presiding officers as the Mayor, or the Mayor Pro Tem.

The Mayor shall ... have an equal vote on any question before the Council.



Current Citizen Comments Policy

City Council receives comments from residents and nonresidents who wish to provide information and share their views regarding City related matters that are not on the council agenda.

Citizens generally must register either online or in person before the start of the meeting.

A citizen who has not registered to speak before the start of the meeting may be recognized at the discretion of the Mayor if there is time available.



Current Citizen Comments Policy

Speakers during citizen comments are limited to one three-minute speaking opportunity; provided that said time, for all speakers, may be amended by the Mayor.

For comments made during any portion of the meeting, the mayor may limit immaterial, unnecessary or redundant comments and/or presentations and take other actions in conducting the meeting to maintain order.



Current Citizen Comments Policy

All speakers are expected to conduct themselves in a civil and respectful manner at all times. The following topics and types of comments are prohibited:

Political campaigning, commercial advertisements, personal attacks, threats, slanderous remarks or insults that are unrelated to official conduct or an official's qualifications, profanity, and disclosure of identifying, locating, or otherwise sharing private information of individuals.



Discussion

The following slides are intended as discussion starters.

There are many different ways to run meetings and every City has small, sometimes large, differences in how they handle them.

Broken Arrow, Norman, and Stillwater were chosen as cities to compare ourselves against because of their population, council-manager form of government, and similar community characteristics.



General Rules

Parliamentary rules are generally based upon respecting the rights of the collective whole, majority, minority, and individual members of any given deliberative body.

They provide protections for the minority to be heard and involved in discussions, debate, and decision-making while also establishing methods for the majority to make decisions in an efficient and consistent manner.

Rules and practices can sometimes differ. Robert's Rules, for example, contain in depth procedures for abnormal situations or in the case of strong disagreements among a deliberative body. The complicated procedures contained within the rules are not required but available if needed.

Rules on appealing the decision of the presiding officer are a key element of any parliamentary procedures.

Rules provide for types of motions that can be made, prioritization of motions, rules for debate, etc.

General Rules

Types of motions/actions include, but are not limited to:

- Move to approve / amend / recess / adjourn / table / etc.
- Move to appeal the decision of the presiding officer
- Move the previous question
- Move to reconsider
- Move to extend time
- Point of privilege / order
- Move to suspend the rules

General Rules

Option One

Adopt a general set of rules, such as Robert's Rules, but specifically note the portions not applicable for us

More parliamentary procedures to learn; more complicated (if members want it to be); more consistency in abnormal situations; can be more formal or less formal

Norman and Stillwater do this with Robert's Rules; Broken Arrow does this with Sturgis' Code of Parliamentary Procedure

Option Two

Create a set of general rules unique to our organization

Less parliamentary procedures to learn; simpler; abnormal situations resolved by the presiding officer; can be less formal

Decorum / Behavior During Meetings

City Council & Staff

Conduct business in civil and respectful manner; no political campaigning, commercial advertisements, personal attacks, threats, slanderous remarks or insults that are unrelated to official conduct or an official's qualifications, profanity, and disclosure of identifying, locating, or otherwise sharing private information of individuals

Direct comments to the presiding officer; speak when recognized

Public

Conduct business in civil and respectful manner; no political campaigning, commercial advertisements, personal attacks, threats, slanderous remarks or insults that are unrelated to official conduct or an official's qualifications, profanity, and disclosure of identifying, locating, or otherwise sharing private information of individuals; no disruptive behavior; no right to make motions; speak when recognized

Direct comments to the presiding officer; right to record but cannot disrupt meeting



Discussions / Debate

Option One

Discretion of the presiding officer

No requirements to allow all councilmembers to speak on motion, items, no rules for debate

More informal but potential for unequal treatment of councilmembers

Option Two

Establish rules for discussions / debate

Create right for each member to speak on each item / motion

Can presiding officer make motions?

Broken Arrow, Norman, and Stillwater all have rules for discussions / debate

Option Three

Mix & Match

Other Ideas

Citizen Comments (Item Specific)

Option One

Discretion of the presiding officer

No requirements to allow citizens to speak (unless for public hearing item)

Option Two

Require sign-up ahead of the meeting / time limit

Provides consistency and guarantees citizens right to speak on items

Broken Arrow, Norman, and Stillwater all require sign-up before meeting and set three-minute time limit (unless extended by motion)

Option Three

Mix & Match

Other Ideas

Citizen Comments (General)

Option One

Only provide citizen comments availability for specific agenda items

Stillwater follows this rule

Option Two

Require sign-up ahead of the meeting / time limit

Provides consistency and guarantees citizens right to speak on items

Broken Arrow and Norman, require sign-up before meeting and set three-minute time limit (unless extended by motion)

Option Three

Mix & Match

Other Ideas

Process for Council to add Agenda Items

Option One

Councilmember able to add any item to regular meeting agendas with sufficient notice to staff

Option Two

Councilmember able to add any item to future agenda by making a motion, receiving a second, and receiving sufficient votes for approval in a regular meeting

Option Three

Two councilmembers able to add certain agenda items with sufficient notice to staff

Norman rules allow any three (of nine) members to add policy and budget agenda items

Option Four

Mix & Match
Other Ideas

Agenda Format

- Minutes
- Presentations
- Boards & Commissions Appointments
- City Council General Consent
- City Council Discussion Items
- Public Works Authority General Consent
- Public Works Authority Discussion Items
- Planning Items
- Executive Session Items
- Citizen Comments
- Comments from Mayor & Council



City of Edmond Notice of Public Meeting

The City of Edmond encourages participation from all its citizens. To request an accommodation due to a disability, please contact the ADA Coordinator at least 48 hours prior to a scheduled meeting. The ADA Coordinator can be contacted by email: ADAcoordinator@edmondok.gov, phone: 405-359-4518, or TDD: 405-359-4702.

The Mayor and members of the City Council will gather for dinner prior to their regular meeting. This gathering will take place at the Public Safety Center, located at 100 E First Street, in Matt Terry Hall beginning at approximately 4:30 p.m. No City Council or Public Works Authority business will be discussed or acted upon at this time. This is an informal gathering and members of the public are welcome to attend. Meals will only be provided to the City Council and staff.

The agenda packet, containing additional details on agenda items, is available for review upon request at the City Clerk's Office and on the City's website. The City of Edmond encourages members of the public to contact the City Clerk's Office if they have questions regarding items on a City Council or Public Works Authority meeting agenda. The City Clerk's Office can be contacted by email: cityclerk@edmondok.gov or phone: 405-359-4555.

**Edmond City Council Meeting
Edmond Public Works Authority Meeting
Regular Meeting Agenda
20 S. Littler Avenue, Edmond, Oklahoma
5:30 p.m., Monday, September 25, 2023**

Notice to the Public

Official action can only be taken on items which appear on the agenda. The City Council or Public Works Authority may discuss, adopt, approve, amend, reject, deny, strike or continue any item listed on the agenda. When more information is needed to act on an item, the City Council or Public Works Authority may refer the matter to the City Manager or the City Attorney or other staff. The City Council or Public Works Authority may also refer items to the standing committees of the City Council or to a board or commission for additional study. Under certain circumstances, items are deferred/continued to a specific later date or stricken from the agenda entirely.



Standardizing General Consent Items

Subjective Standards

Not controversial
Appropriate as consent item

Defined Standards

No public hearing required by law, policy, etc.
Discussion is not necessary to provide direction
No councilmember requests discussion of item
No councilmember requests separate vote
No conflicting recommendations exist
Involves expenditure of funds less than _____
Presentation is not necessary to explain item

Requiring Multiple Readings / Meetings for Items

Option One

Current practice

No items are required to be heard at multiple meetings

But Council may delay approval to consider item at multiple meetings

Option Two

Requiring ordinances to be heard at multiple meetings

Broken Arrow, Norman, and Stillwater all require two readings for ordinances

Option Three

Requiring other items to be heard at multiple meetings

Example: Items raising fees must be considered at least two meetings

Option Four

Mix & Match

Other Ideas

Requiring Items to be Read in Full

Option One

Not set in rules; discretion of the presiding officer

Different practices by different presiding officers

Option Two

Set in rules; could set minimum standard with presiding officer having discretion to read additional items in full

Example: All ordinance items and those items raising fees must be read in full by the presiding officer or their designee

Other Issues

Rules set by ordinance or by policy?

Who serves as Parliamentarian?

Can presiding officer delegate certain functions?

Other issues we have not discussed?

Next Steps

Incorporating feedback from Council and drafting rules / policy / ordinance

Seeking feedback and input from members of the public

Providing draft rules / policy / ordinance and feedback / input from the public to Council for consideration

Adopting rules / policy / ordinance

