

# City Council Rules of Procedure

February 2, 2021





# City Council Rules of Procedure

- The Flagstaff City Council has adopted its own Rules of Procedure that provide protocol for how meetings are conducted and agenda preparation.
- Council may review and make changes to the Rules of Procedure at any time.
- Council will typically do a review every other year following candidate elections.



# Proposed Changes

- 3.01 Regular Meetings
- 5.01 Regular Meeting Agenda
- 5.02 Work Session Agenda
- 7.03 Decorum and Order among Citizen Participants
- 9.01 Non-Public Hearing Discussions
- 9.02 Public Hearings
- 11.07 Meetings with State & Federal Delegation

Other Considerations?



# 3.01 Regular Meetings

- Modification to Council Break
  - Add the option to hold the regular meeting of August on the fourth Tuesday of the month to allow better flexibility around the Arizona League of Cities and Towns Annual Conference
- *The City Council shall hold regular meetings on the first and third Tuesday of January, February, March, April, May, June, September, October, November, and December, and on the first Tuesday of July and third **or fourth** Tuesday of August*
- 2021 Council Break is July 7 through August 16



# 3.01 Regular Meetings

## Modification to Meeting Times

**Option 1:** Leave As Is      4:30 PM (Routine) / 6:00 PM (Regular)  
6:00 PM (Work Session)

**Option 2:** Standardize      Continuous Meeting  
(no break between Routine & Regular)  
Same start time for Work Sessions

**Option 3:** Other?

\*\* Council is currently operating under a suspension of the rules; all meetings are beginning at 3:00 p.m. until Council rescinds their suspension of the rules.



# 5.01 Regular Meeting Agenda

- Add “Legislative Update” to the Order of Business template during the legislative session.

## ***4:30 P.M. MEETING***

*Liquor License Public Hearings*

*Consent Items*

*Routine Items\**

*Legislative Updates (During Legislative Session)*

*Recess*



# 5.02 Work Session Agenda

- New section to set Order of Business for Work Sessions
  1. *Call to Order*
  2. *Pledge of Allegiance and Reading of the Mission Statement*
  3. *Roll Call*
  4. *Public Participation*
  5. *Review of Draft Agenda for next Council Meeting*
  6. *Work Session Topics*
  7. *Public Participation*
  8. *Informational Items and Reports to/from Council and Staff, and Requests for Future Agenda Items*
  9. *Recess*



# 7.03 Decorum and Order

- Remove 2<sup>nd</sup> Paragraph and incorporate into Sections 9.01 and 9.02.
  - Fits more appropriately in Sections 9.01 & 9.02
- Provides better clarity and consistency in public participation protocol for regular meetings and public hearings.
  - Ceding time to other speakers
  - Additional time for groups of 10 or more
  - Additional time for accommodation



# 9.02 – Public Hearings

## Subsection E

- Remove the time limit associated with the staff and applicant presentations.
  1. Staff presentation (*a time limit may be assigned*).
  2. Applicant presentation, only upon applicant's specific request (*if a time limit is assigned, the same time allotted to staff will be allotted to the applicant*).



# 11.07 Lobbying Meetings & Trips



## New Section

- Add the Council established protocols associated with lobbying trips and meetings.
  - *Two councilmembers must be in attendance at any meetings with State and Federal representatives. The City Council participates in annual state and federal lobbying trips wherein the Mayor, or designee, will accompany two councilmembers and staff on each trip. The councilmembers chosen to attend will be determined by an established rotation to ensure equal opportunity to participate and represent the City in this capacity.*



# Other Considerations?