

City Council Rules of Procedure

March 24, 2026





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 other operational matters.
- Council may review and make changes to the Rules of Procedure at any time.
- Council discussed potential edits at the January retreat.



Proposed Changes



Rule Changes

- Rule 3 – Council Meetings
- 4.02 & 4.03 – Future Agenda Item Requests
- Rule 5 – Order of Business
- 6.02 – Temporary Chair
- 9.01 – Non-Public Hearing Discussions
- 9.01 (a) – Open Call to the Public
- 9.02 – Public Hearings
- 11.07 – Meetings with State, Federal, and Tribal Delegation

Administrative Clean Up

- Inclusive Pronouns
- 4.01 – Procedures for Preparation of Council Agendas
- 7.03 – Decorum and Order among Citizen Participants
- Rule 10 – Rules Governing Motions by the Council



Rule 3: Council Meetings

- Clarification on Summer break.
 - The City Council will recess for summer break after the first meeting in July and reconvene on the last Tuesday of August.
- Adjustment for months with 5 Tuesdays.
 - No meetings will be held on the fifth Tuesday of any month, unless otherwise agreed to by a majority of the Council.
- Removes the review of the draft agenda from the Work Sessions.
- Clarifies that Executive Sessions can occur as needed on any Tuesday and removes the 1:00 p.m. start time.
 - ...Tuesdays in advance of a regular meeting or work session, ~~the second and fourth Tuesdays at 1:00 p.m. ... prior to work sessions.~~



4.02 & 4.03 Future Agenda Item Requests

- Simplify the FAIR process.

A Councilmember may submit an item for consideration **directly to the City Manager**. The City Manager will determine the next steps for the request which may include, but is not limited to, an update from staff on related matters, placing the item on a Council agenda for discussion and/or action, or placing the item on an agenda as a formal FAIR item for Council consideration.

If the City Manager places the item on an agenda as a formal FAIR, the Councilmember requesting the FAIR presents the topic to the Council for consideration. This is not the time for discussion or explanations, but rather the time to determine if three councilmembers support placing the topic on a future agenda for discussion. If three or more Councilmembers agree, the item will be scheduled for discussion at a future meeting.



Rule 5: Order of Business

- Cleans up the agenda structure
 - ~~Public Participation~~ → **Open Call to the Public**
 - ~~City Manager Update~~
 - ~~Legislative Updates~~
 - ~~Review of Draft Agenda for next Council Meeting~~
 - **Announcements and Updates** ~~Informational Items and Reports to/from Council and City Manager Staff, and Requests for Future Agenda Items~~

Announcements and Updates is an opportunity to provide brief updates regarding attendance at recent activities or events, upcoming community events, and comments from the City Manager. There will be no discussion of issues raised during Open Call to the Public or Announcements and Updates. This section of the agenda is intended to be brief, neutral, and non-controversial.



6.02 Temporary Chair

- Identifies who will be the temporary Chair should both the Mayor and Vice Mayor be absent
 - In case of the absence of the Mayor and the Vice Mayor, ~~the City Clerk shall call the Council to order. If a quorum is found to be present,~~ the **Councilmember who received the second highest votes at the most recent general candidate election shall serve as** ~~Council shall proceed to elect, by a majority of those present, a~~ Chair for the meeting.



9.01 Non-Public Hearing Discussions

- Identifies agenda items that public comment is not permitted

Public comment will not be permitted during the Proclamations and Recognitions, Council Liaison Reports, or Announcements and Updates portions of the meeting.



9.01 (a) – Open Call to the Public

New Section

- Defines Open Call to the Public
- Codifies the 30-minute rule

Open call to the public enables the public to address the Council about items that are not on the prepared agenda. Open call to the public shall appear on regular meeting and work session agendas at the beginning and at the end. The total time allotted for the first open call to the public is 30 minutes; any additional comments will be held until the second open call to the public. Comments during open call to the public may only be provided in-person.

Any person wishing to speak during open call to the public shall do so in accordance with the instructions provided in Rule 9.01.



9.02 Public Hearings

- Softens the language to provide more flexibility.
 - Shall to may
- Consistent with current practice.
- Provides for a formal structure, when necessary, but not required.



11.07 – Lobbying Meetings & Trips



Provide guidance for individual meetings with representatives.

If personally invited, a member of Council may meet with state, federal, or tribal representatives. If possible, notify the City Manager in advance of the meeting. The City Manager can arrange for talking points or information on any underlying issues, concerns, or work already in progress. This will ensure consistency in messaging from staff and Council.

Following the meeting, provide a follow-up to the City Manager and the Mayor for visibility. The City Manager may share information with the Council for awareness. It is always best practice to consider inviting the mayor or other member of Council to join in on the meeting.



Questions and Other Considerations