



MEETINGS, PROCEDURES & COUNCIL GUIDELINES



MEETINGS, PROCEDURES, & COUNCIL GUIDELINES

Agenda

- City Council Meeting Rules of Procedure
- Open Meeting Law
- Ethics
- Governance Relations System
- Council Support





City Council Meetings Rules of Procedure

What is it?

- Types of Meetings
- Order of business
- Outlines how meetings are conducted
- Motion and voting procedures





City Council Meetings Rules of Procedure

Background & History

- Required by Charter
- Adopted by Resolution
- Last updated 2018





MEETING
IN PROGRESS

Types of Meetings

- Regular Meetings
- Special Meetings
- Work Sessions



City Council Meetings Rules of Procedure

Order of Business

- Roll Call
- Public Comments
- Communications

Agenda



Mayor
Joe Pizzillo

City Manager
S. Wayne Phillips

PROCEDURES

Pursuant to A.R.S. § 36-534 and Goodyear City Council Resolution No. 2019-001, the following procedures shall govern the conduct of the City of Goodyear's public meetings. The City of Goodyear is committed to providing a fair and equitable process for all citizens to participate in the City's decision-making process.

City Council Work Session
City Hall - Canyon Trails Room 1 & 2
1900 N. Civic Square
Goodyear, AZ 85395
Monday, December 9, 2024
5:00 PM



City Council Meetings Rules of Procedure

Order of Business

- Consent Agenda
- Public Hearings
- Business

Agenda



Mayor
Joe Pizzillo

City Manager
S. Wayne Phillips

PROCEDURES

Pursuant to A.R.S. § 36-534 and Chapter 15, Resolution 1998-001, the City of Goodyear shall follow the following procedures for the conduct of its business:

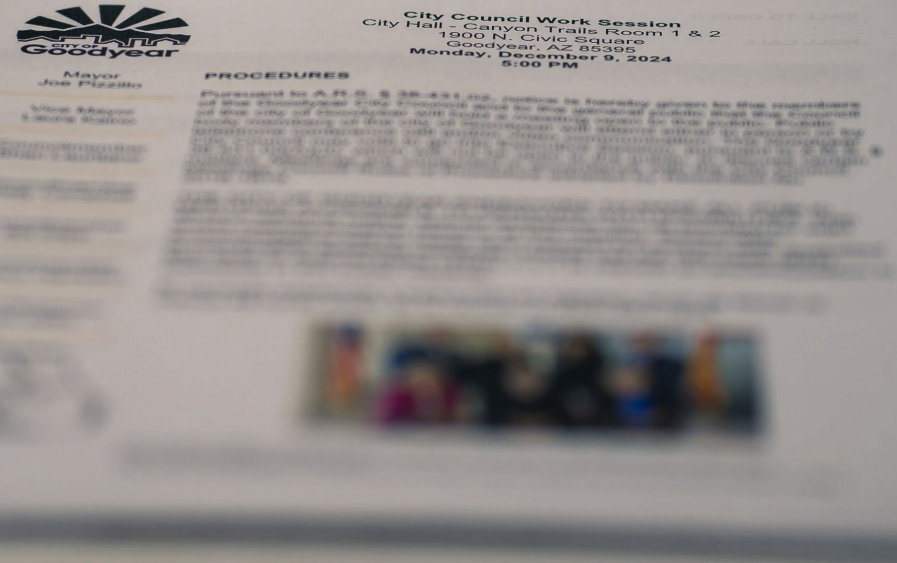
1. The City Council shall meet on the first Monday of each month at 5:00 PM, unless otherwise specified by resolution.

2. The City Council shall meet in the City Hall, Canyon Trails Room 1 & 2, 1900 N. Civic Square, Goodyear, AZ 85395.

3. The City Council shall meet on Monday, December 9, 2024 at 5:00 PM.



- Information Items
- Executive Session
- Adjournment





City Council Meetings Rules of Procedure

Roles and Responsibilities

- Open to the public
- Requires a quorum
- Presiding Officer
- Speaking/Time Limits
- Parliamentary





City Council Meetings Rules of Procedure

Processing Motions

- General Motions
- Motion to Amend
- Motion to Table

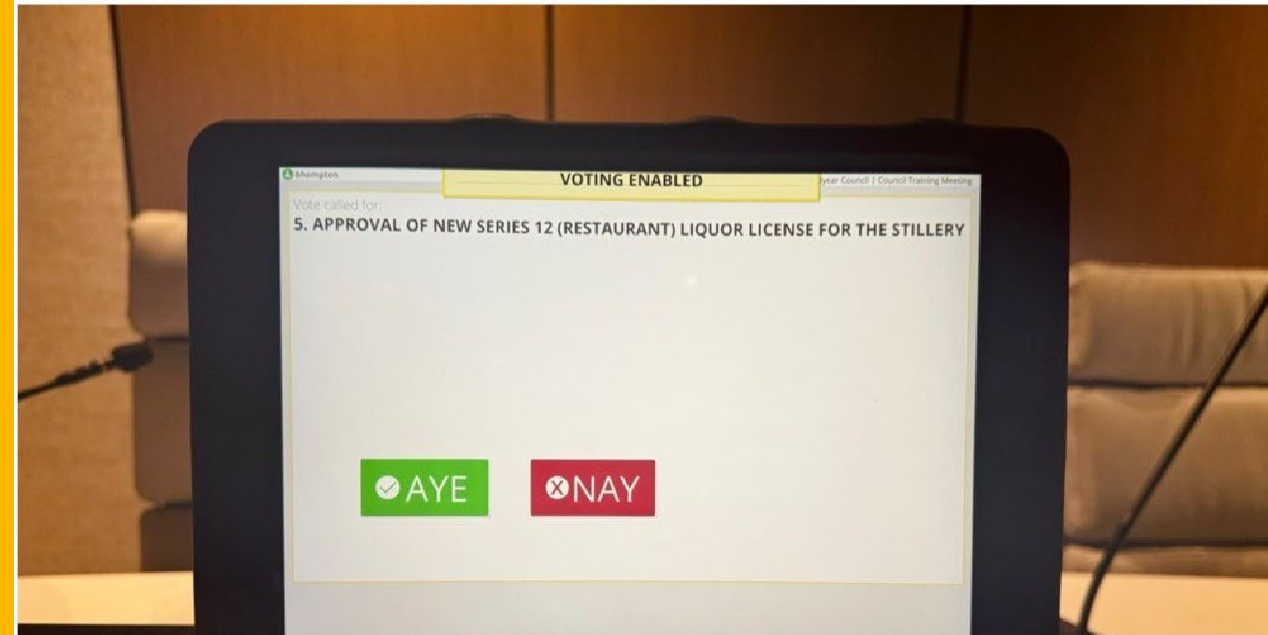
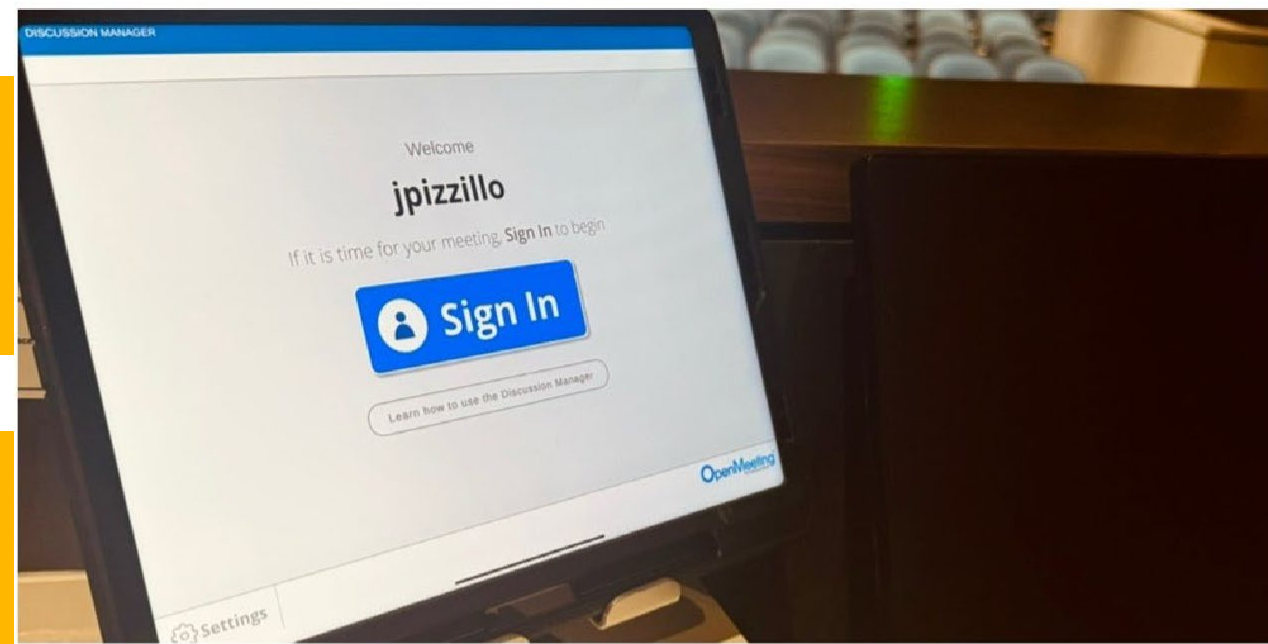




City Council Meetings Rules of Procedure

Voting Procedures

- Casting a vote
- Failure to vote
- Tie votes





City Council Meetings Rules of Procedure



**ORDER OF THE
AGENDA**



**APPLICANT
PRESENTATIONS**



**PUBLIC
COMMENTS**



**GENERAL
UPDATES**

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- **Open Meeting Law**
- Ethics
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Open Meeting Law Purpose

- Protect the Public
- Transparency
- Protect Public Officials
- Maintain Integrity
- Build Trust
- Keep Citizens Informed



Public Business to be done in Public

- All persons shall be permitted to attend and listen to the deliberations and proceedings
- All legal action of public bodies shall occur during a public meeting





What is a Meeting?

- A gathering, in person or through technological devices
- A quorum of members of a public body
- At which they discuss, propose, or take legal action;
- Including any deliberations by a quorum concerning such action



Who Must Comply?

“ANY PUBLIC BODY”

- City Council
- Youth Commission
- Planning & Zoning Commission
- Parks and Recreation Advisory Commission
- Other City Committees & Sub-Committees





Open Meeting Law Requires:

- Advance Notice
- An Agenda
- Minutes

Agenda



Mayor
Joe Pizzillo

Vice Mayor
S. Wayne Padgett

PROCEDURES

Pursuant to A.R.S. § 36-504 and 36-505, notice is hereby given to the members of the City of Goodyear City Council that the following agenda items will be discussed at the City Council Work Session on Monday, December 9, 2024, at 5:00 PM.

City Council Work Session
City Hall - Canyon Trails Room 1 & 2
1900 N. Civic Square
Goodyear, AZ 85395
Monday, December 9, 2024
5:00 PM

Agenda

Agenda Must Include:

- Location
- Date and Time of Meeting
- Call to Order
- Roll Call
- Business Items



At the Meeting

- Determine quorum
- Roll Call
- Persons addressing the Body should identify themselves
- Accessibility
- Record motion & maker of motion



Public Rights

- Permitted to attend
- Cannot be required to sign in
- Not permitted to speak, unless the public body allows it



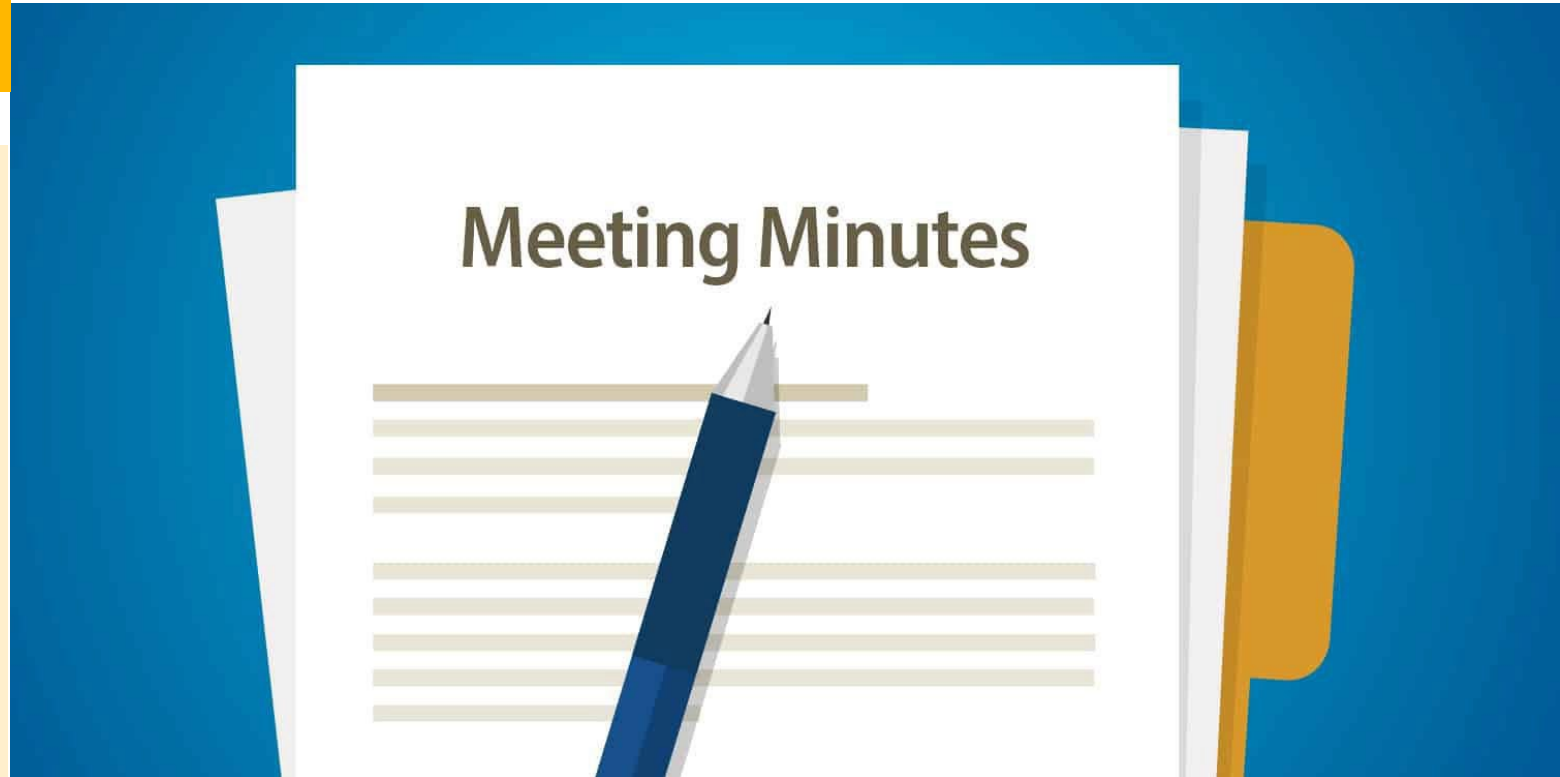
Public Rights

- Must identify themselves (for minutes)
- Cannot disrupt proceedings
- Limit the speaking time of each speaker



After the Meeting

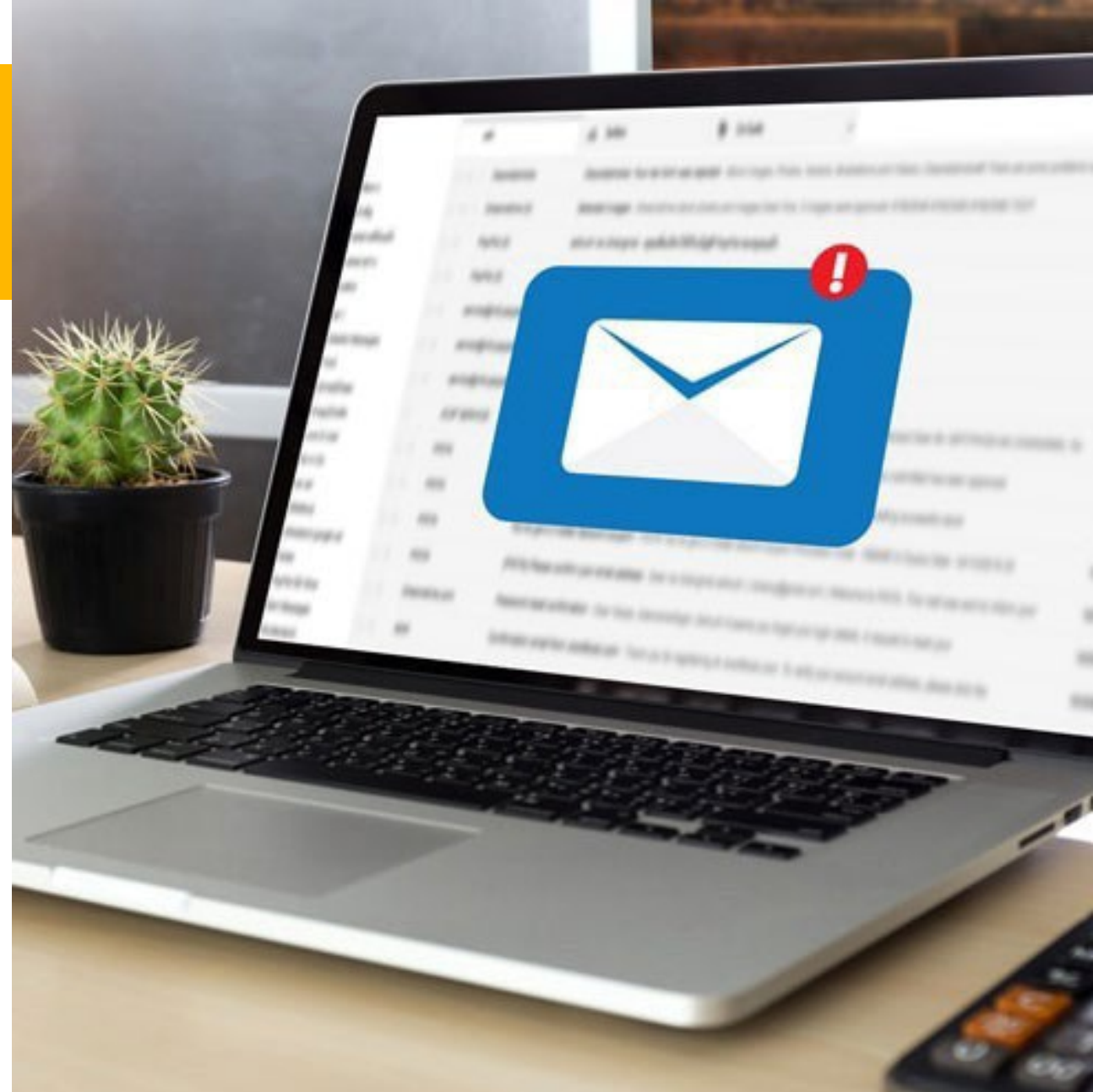
- Draft minutes must be posted to the website
- Draft minutes are approved at next regularly scheduled meeting





Email Communications

Emails between Council members are treated the same as any other form of communication

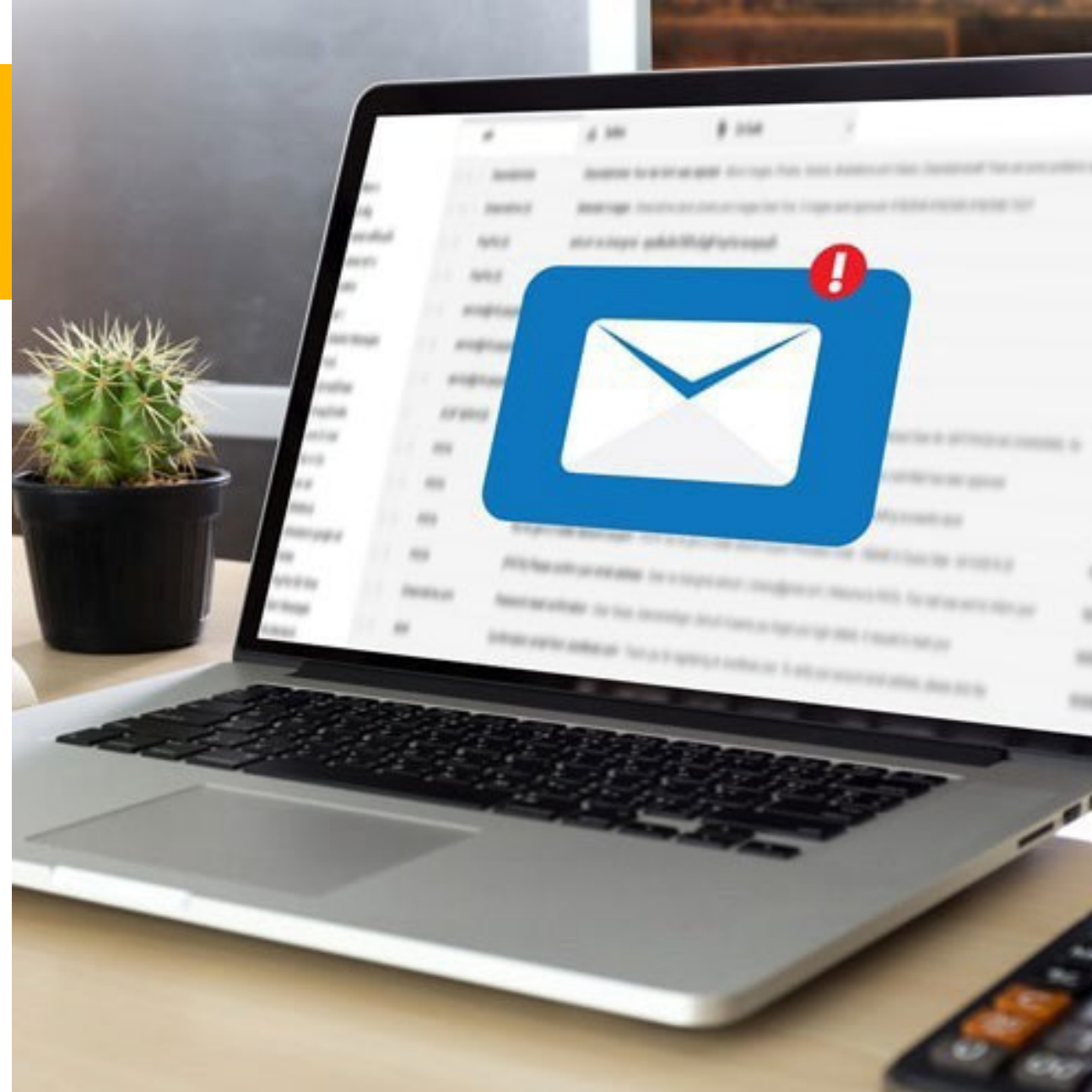




Email Communications

Emails exchanged among a Quorum of the Council that involve:

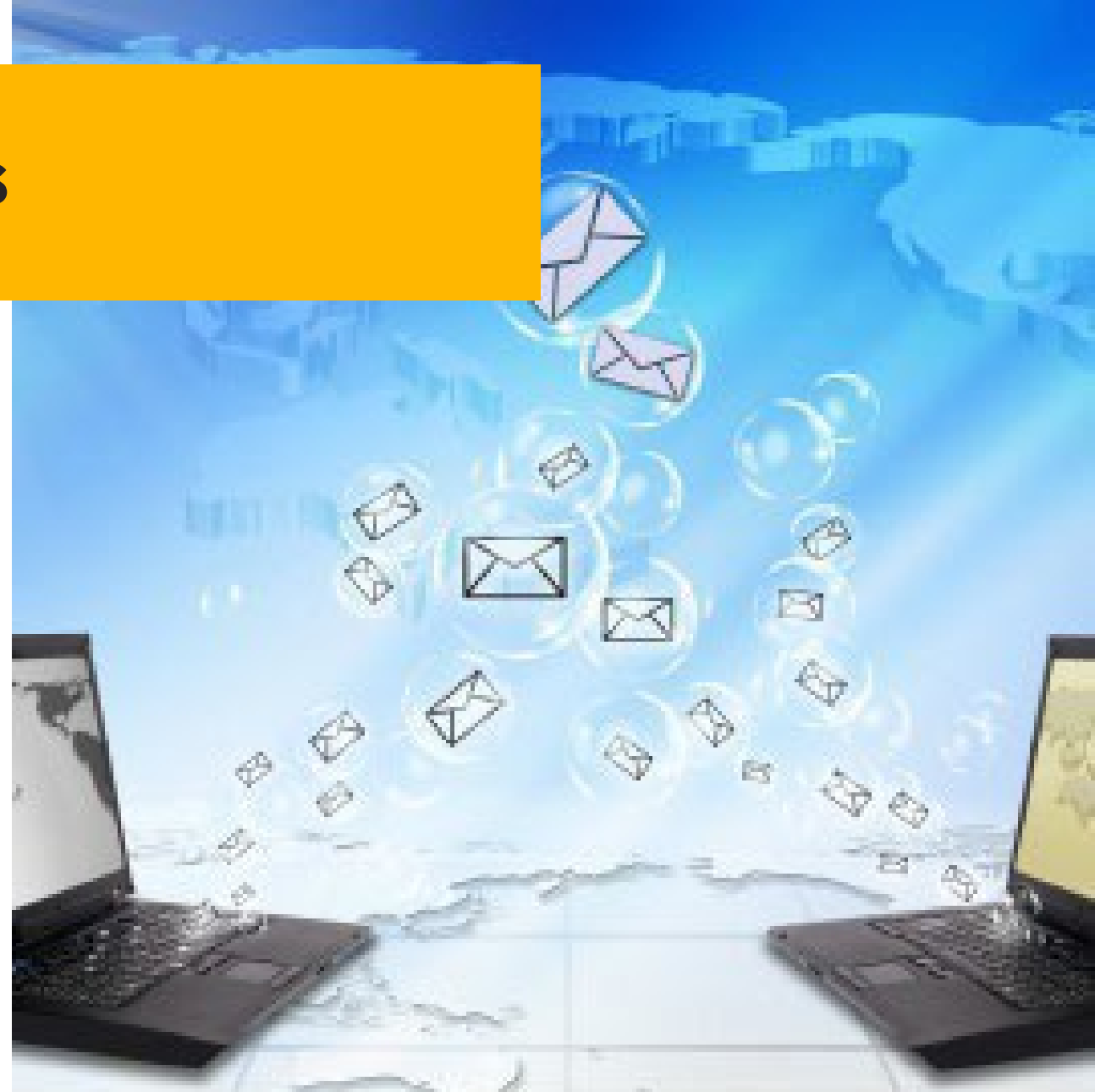
- discussions
- deliberations
- or taking legal action on matters constitute a meeting
- violate Open Meeting Law



Email Precautions

Council members may not:

engage in discussions or share
opinions *(via e-mail or by other
forms of communication)*
related to information provided
outside of a public board
meeting.



Email Precautions

- Emails of Council members are public record
- Must be maintained for public reproduction and inspection.



Email Precautions

BOTTOMLINE:

E-mail communications should be used cautiously and should NEVER discuss, deliberate, or propose legal action on matters that may foreseeably come before the Board for action.



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Ethics in City Contracts

ARIZONA LAW PROHIBITS

Any elected or appointed official, employee or volunteer who has “a substantial interest in any contract, sale, purchase or service to such public agency” from receiving personal gain such as for self, family, friends, creditors, business associates or employees in the course of a transaction, decision or contract on behalf of the City.



Elected and Appointed Officials shall:

- Not be involved in any activity which conflicts with their responsibilities to the City and its residents
- Disclose Any personal affiliations that could be an undue influence on City business
- Refrain from voting on/lobbying for issues that conflict or violate the principles of the City's Ethics Policy.





Ethics and Management of Confidential Information

As an Elected or Appointed Official

- You have Access to important non-public information
- Disclosure of inside information may cause City monetary loss
- Disclosure deteriorates public confidence



Ethics and Gifts

- Potential to Influence decisions
- Creates perceptions of Impropriety
- Best Practice to Refuse Gifts
- Cannot accept from Registered Lobbyist
- Must Disclose





Ethics and Undue Influence

Undue influence involves one person taking advantage of a position of power over another person.



Ethics – Undue Influence

No current elected or appointed official, employee or volunteer of the City of Goodyear shall knowingly, or with reason to know:



Use or attempt to use his or her official position to secure for him or herself and/or others unwarranted privileges or exemptions which are of substantial value, and which are not properly available to similarly situated individuals;

Ethics – Undue Influence

No current elected or appointed official, employee or volunteer of the City of Goodyear shall knowingly, or with reason to know:



Act in a manner that would cause a reasonable person to conclude that any person can improperly influence or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is likely to act or fail to act because of kinship, rank, position or undue influence of any party or person; or

Ethics – Undue Influence

No current elected or appointed official, employee or volunteer of the City of Goodyear shall knowingly, or with reason to know:



Place pressure on other elected or appointed officials, employees, or volunteers that would cause them to deviate from preferred and accepted ethical behavior.

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Governance Relations System



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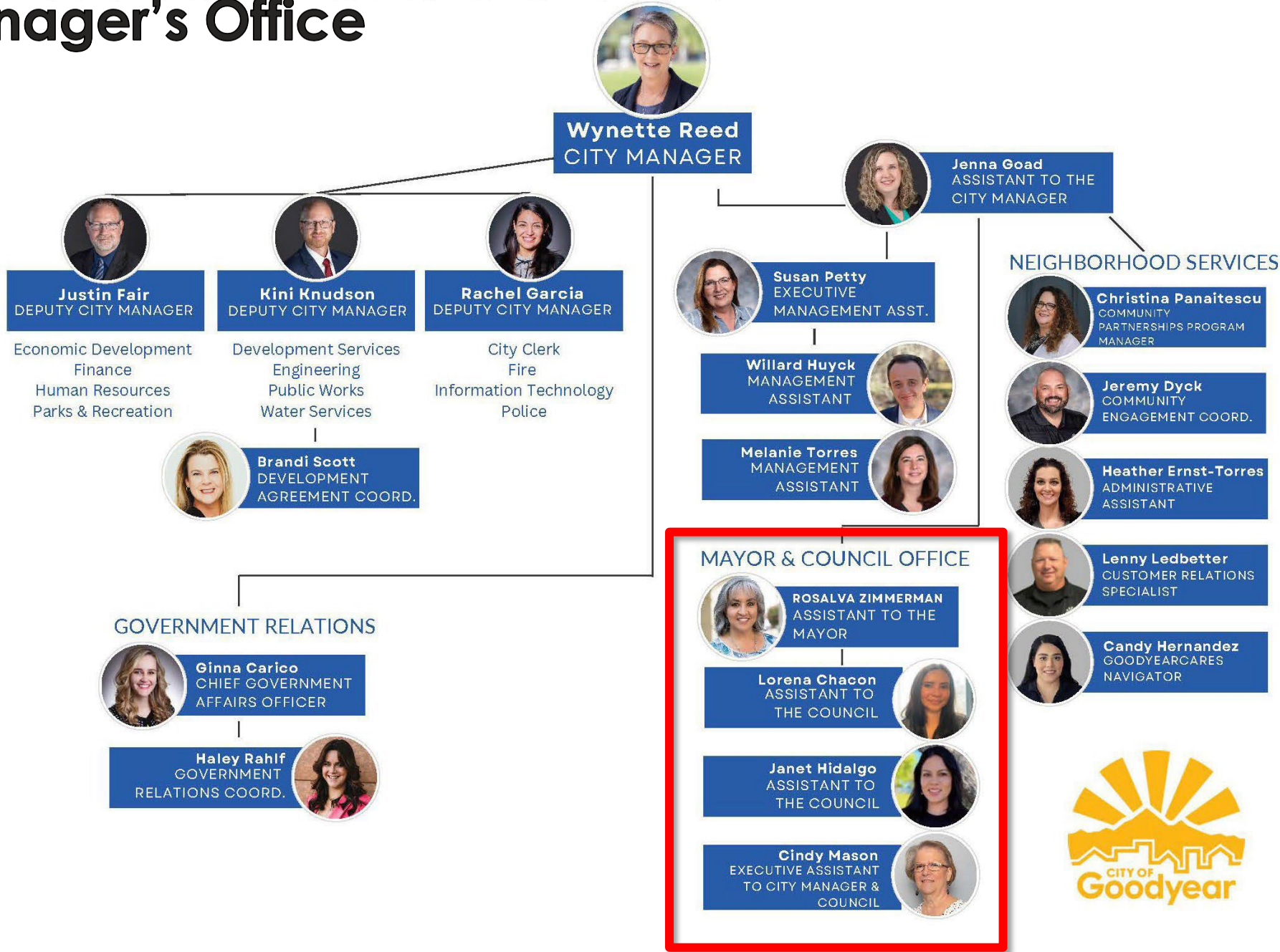




OFFICE OF THE MAYOR & COUNCIL



City Manager's Office



Cindy Mason



ROLE OF EXECUTIVE ASSISTANT

- Event invitations
- Office supplies
- Proclamations
- Office budget
- Travel and meeting arrangements

COUNCIL ASSISTANTS

Lorena Chacon



**Supports Councilmembers
Kaino, Gillis, & Terry**

Janet Hidalgo



**Supports Councilmembers
Campbell, Hampton, & Beckles**

ROLE OF COUNCIL ASSISTANTS

- City related business including:
 - Correspondence
 - Meetings and events
 - Speaking points or presentations
 - Research



Rosalva Zimmerman



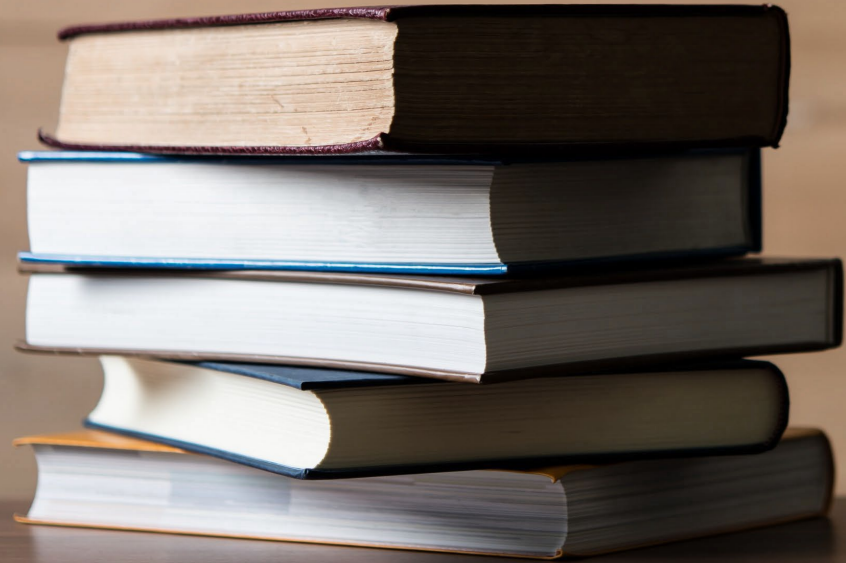
ROLE OF ASSISTANT TO THE MAYOR

- Support for Mayor in addition to:
 - Supervise 3 staff
 - Ensure coverage for absences
 - Ensure Council needs are being met



PROHIBITED ACTIVITIES

- Campaign related
- Election related
- Personal or business related
- Anything that violates other city policies or guidelines





OFFICE OF THE MAYOR & COUNCIL

