

RESOLUTION NO. _____

**RESOLUTION ADOPTING
CITY COUNCIL RULES OF PROCEDURE**

WHEREAS, pursuant to Ordinance 17.04 (4) the Clive City Council shall determine the rules of its own proceedings to be used at its meetings by resolution; and

WHEREAS, the Council has discussed and reviewed certain Rules and Procedures for City Council meetings prepared by City staff personnel; and

WHEREAS, after full consideration the City Council has determined that it is in the best interests in the City to adopt the Rules and Procedures attached hereto on Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CLIVE CITY COUNCIL that it hereby determines and adopts those rules of its own proceedings to be used at its meetings as attached hereto as Exhibit "A" and entitled "CITY OF CLIVE RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS"; unless however any ordinance of the City of Clive or laws of the State of Iowa otherwise dictate in which case such ordinance or State law shall supersede such rules.

PASSED AND APPROVED this ____ day of _____, 2004.

Les Aasheim, Mayor

ATTEST:

Pamela L. Shannon, City Clerk

EXHIBIT "A"

CITY OF CLIVE

RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS

Rule 1

The generally accepted rules of procedure for conducting City Council meetings, to be followed informally unless otherwise requested by the Mayor or a Council member, shall be Roberts Rules of Order, Newly Revised.

Rule 2

The Mayor, or such other presiding officer, shall rule on all questions of order without debate, subject, however, to an appeal by the Council; in which case a majority vote of Council shall determine the question of order.

Rule 3

In the absence of the Mayor or Mayor Pro-Tempore, the City Clerk or his/her assistant shall call the Council to order, whereupon a temporary presiding officer shall be designated by a majority vote of those members of the Council present.

Rule 4

A Council member will upon recognition by the presiding officer limit his/her discussion to a reasonable length of time and confine his/her comments to the question under debate.

Rule 5

The Mayor, or such other presiding officer, shall be entitled to the privilege of closing debate.

Rule 6

A motion to reconsider must be made by a Council member who voted on the prevailing side. A motion to reconsider may be made at the meeting at which the original motion, resolution or ordinance is considered, or at a subsequent meeting up to and including the earliest to occur of the following (i) the meeting at which the minutes are approved for the original motion, resolution or ordinance or; (ii) the second meeting after the original motion, resolution or ordinance is considered.

Rule 7

The vote on every motion shall be taken by voice vote or roll call (electronic voting) and entered in full upon the record. A roll call (electronic) vote shall be used for all ordinances, resolutions, and motions. Members shall not explain their vote during roll call. Any member may change his or her vote prior to the next order of business.

Rule 8

Persons, other than the Mayor or a Council member, shall be permitted to address the Council only on the proper order of business.

Rule 9

A person desiring to address the Council shall step to the podium, state his/her name, address, and group affiliation (if any) and clearly into the microphone direct his remarks to the Mayor and Council.

Rule 10

The citizen will be limited to five minutes speaking time per item, unless additional time is granted by the Mayor, or such other presiding officer. Total citizen input per any subject under Council consideration can be limited to a fixed period by the Mayor, or such other presiding officer; subject, however to appeal by the Council.

Rule 11

Citizen comments will be directed to the subject under consideration. The Mayor, or such other presiding officer, shall rule on the germaneness of citizen comments; subject, however, to appeal by the Council. Citizens making personal, impertinent, or slanderous remarks may be barred by the Mayor, or such other presiding officer, from further addressing the Council.

Rule 12

Items to be included on the agenda for City Council meetings must be filed with the City Clerk by noon of the Tuesday preceding the Council meeting. Items filed after this deadline shall not be scheduled for the Council meeting unless the Mayor or a Council member shall deem them significant enough to warrant immediate Council action. These items will be classified as extra items and will be considered at the appropriate place on the regular agenda (prior to a related item) or immediately preceding adjournment of the meeting.