

PUBLIC MEETING PROCEDURES

FLEXIBILITY

- Despite any rule, the chair has flexibility to forgo or modify
 - The goal is an efficient, professional meeting
 - Subject to Point of Order or Appeal
- “Friendly” amendment to or withdrawal of a motion
 - If no objection, Chair may accept

A MOTION

- Must be seconded by another member
- Member making the motion has first and last opportunity to speak in debate
- Most motions require majority vote of those present to pass
 - City Council Ordinances require at least 4 votes to pass
 - A tied vote means the motion fails
- **A motion is not required prior to discussion**
- Any member can request a debate summary in the minutes; the body can object

MOTION TO RECONSIDER

- Motion asks to bring the body back to the point where the motion to be reconsidered was made
 - Debate why it should be brought back for another vote, **NOT** whether the original vote should be changed
 - A yes vote vacates the original motion like it didn't happen; a no vote maintains the vote on the original motion
- At the same meeting or next meeting
- Motion made only by member that voted with the majority; seconded by any member
- 2/3 majority vote required
- If successful: the original motion is vacated
 - The original matter is open for discussion, a new motion, debate, a new vote
 - A motion for reconsideration is not a second vote on the original motion
- In lieu of reconsideration, any member could request the matter be put on a future agenda for a new motion/vote overturning a prior motion

POINTS

- Made by any member at any time
 - Asks the chair to rule on an issue
 - No second required, except Point of Decorum

- Chair responds on Order, Information; vote of body on Appeal, Decorum
- **Point of Order:** Body noncompliance with rules of order
- **Point of Information:** Ask for information that is urgent to the body
- **Point of Appeal:** Challenge the chair's application of rules of order. The body votes on whether to uphold the chair's decision.
- **Point of Decorum:** Review a member's compliance with rules of decorum
 - Moving member may make statement citing the rules; subject member may respond

EXECUTIVE SESSION

- Contact City Attorney's Office if proposed
- Motion provides statutory authority, plus subject; second required
 - Debatable, but only whether subject appropriate for ES
- In-person only
- Content limited to the subject stated
- Recorded, except for attorney-client privilege

ETHICS

- **Appearance of Impropriety**
 - A reasonable perception that integrity, impartiality, competency may be questioned
 - Voluntary disclosure, during a meeting or in writing
 - Member may voluntarily recuse (but see Charter 37: Council members must vote except on their own conduct or their personal or financial interest)
- **Conflict of Interest**
 - Affects the financial interest of a member or their family members, or an associated business
 - Must disclose during a meeting or in writing and must recuse
 - Do not vote or communicate with other members on it, physically leave the dais/table
 - If recusal defeats quorum, table item unless timely action required
 - Any person may challenge a failure to declare a conflict of interest or recuse
 - o In writing or orally during a public meeting
 - o Body investigates and (except for subject member) votes