

**CITY OF JOHNSTON
CITY COUNCIL PROCEDURAL RULES**

Adopted by the City Council on May 5, 2003

Part I. – General Provisions

Rule 1: Scope

These Procedural Rules shall govern the conduct of the City Council at its meetings and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2: Rules of Order

The generally accepted rules of procedure found in Robert's Rules of Order, Newly Revised, shall govern City Council meetings unless otherwise amended or modified by these Procedural Rules.

Rule 3: Matters Not Covered

Any matter of order or procedure not covered by these Procedural Rules shall be decided by the presiding officer, with the assistance and advice of the City Attorney.

Rule 4: Interpretation

These rules are intended to supplement, and shall be interpreted to conform with, the Statutes of the State of Iowa and the Ordinances of the City of Johnston.

Part II. – Time and Place of Meetings

Rule 5: Regular Meetings

Regular meetings of the City Council are held the first and third Monday of each month at 7 p.m. in the Council Chambers. When Monday falls on a holiday, the meeting shall be held at the regular hour on the next succeeding day that is not a holiday. The Council may, by resolution, continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting. The Mayor may continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting in a situation where a quorum of the City Council is not available.

Rule 6: Special Meetings

Special meetings may be called 24 hours in advance in accordance with State Statutes. The call for a special meeting shall specify the place, day, hour and agenda for the meeting and shall be posted on the public bulletin board at City Hall and any other posting locations normally utilized by the City. The Mayor may call special meetings of the council when he/she deems such meetings necessary to the interests of the city.

Rule 7: Quorum

A majority of all members elected to the City Council shall constitute a quorum for transaction of business.

Rule 8: Closed Meetings

In accordance with *Iowa Code* §21.5, a closed session may be held only by affirmative vote of 2/3 of the entire City Council or all of the members present at the meeting. A closed session may only be held to the extent it is necessary for reasons listed in *Iowa Code* § 21.5.

Part III. – Agenda

Rule 9: Preparation of Agenda

Prior to each regular Council meeting the City Clerk shall post an agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended. Additions and deletions to the agenda shall be in accordance with the State Statutes.

Rule 10: Consent Agenda

The agenda shall separately designate items on a “Consent Agenda” which may be acted upon by the Council as a single vote. The “Consent Agenda” shall consist of routine non-controversial items which may be appropriately considered in total at the Council meeting. If any Council member exercises a prerogative to remove an item from the “Consent Agenda,” the rest of the items will be acted on as a whole with the removed item(s) being voted on separately.

Rule 11: Hearings Agenda

The City Clerk shall include legally required public hearings in a separate section of the agenda designated as “Public Hearings.”

Rule 12: Agenda Deadline

Any member of the Council, the City Administrator, City Attorney and City Clerk may have an item included upon the agenda by requesting the City Clerk include the item by noon on the Thursday preceding a Regular Council meeting.

Rule 13: Citizen Agenda Requests

Any citizen may request the right to have an item placed on the agenda, including a request to speak, by filing such request in writing stating the general nature of the item with the City Clerk prior to noon on the Thursday preceding a Regular Council meeting or at least 24 hours prior to any Special Meeting.

Part IV. – Conduct of Meetings

Rule 14: Call to Order

The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary presiding officer shall then be selected in accordance with Rule 16.

Rule 15: Roll Call

Before proceeding with the business of the Council, the City Clerk shall call the roll call of members present and enter those named in the minutes. The City Clerk shall determine the presence of a quorum as required by law and these rules.

Rule 16: Presiding Officer

The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent, the Mayor shall appoint a presiding officer. In the event the Mayor is unable to appoint a presiding officer, Council members present shall select the presiding officer by vote.

Rule 17: Control of Discussion

The presiding officer shall control discussion of the Council on each agenda item to ensure full participation in accordance with these rules.

Rule 18: Order of Consideration of Agenda

Except as otherwise provided in these rules, each agenda item shall be considered in the order shown on the agenda. Each agenda item shall be separately announced by the presiding officer, or City Clerk, for purposes of discussion and consideration. This rule shall not apply to consideration of items listed on the "Consent Agenda." If the Mayor or other member of the Council asks to "suspend the rules" for purposes of reordering the agenda, the Council shall take a vote to modify the placement of the agenda item(s).

Rule 19: Discussion

A Council member shall speak after being recognized by the presiding officer. A Council member, after being recognized, shall not be interrupted except by the presiding officer to enforce these rules.

Rule 20: Limit on Remarks

Each Council member shall limit his or her remarks to a reasonable length.

Rule 21: Presiding Officer's Right to Enter Into Discussion

The Mayor, or presiding officer, as a member of the Council may enter into any discussion.

Rule 22: Presiding Officer's Right to Close Debate

The presiding officer has the right to close debate and speak last on any item unless 2/3 of the Council members present vote to continue the discussion.

Part V. – Citizen Participation

Rule 23: Citizen's Right to Address the Council

Persons other than the Mayor or a Council member shall be permitted to address the Council about an item that is not on the agenda during the "Public Communication" portion of the agenda. Persons desiring to address the Council about an agenda item shall hold their comments until such time as the agenda item is under consideration.

Rule 24: Manner of Addressing the Council

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

Rule 25: Time Limit on Citizen's Remarks

Citizen comments shall be limited to five (5) minutes speaking time per item unless additional time is granted by the presiding officer or a majority of those Council members present. Total citizen input on any subject under Council consideration shall be limited to 30 minutes. Exceptions to this rule may be granted by the presiding officer.

Rule 26: Remarks of Citizens to be Germane

Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent or slanderous remarks shall be barred by the presiding officer from further comment before the City Council during the meeting.

Part VI. – Council Action

Rule 27: Motion Required

All actions requiring a vote shall be moved and seconded by a member of the Council.

Rule 28: Motion to Reconsider

A motion to reconsider must be made by a Council member who was on the prevailing side in the original action.

Rule 29: No Motions by Presiding Officer

The presiding officer shall not make a motion but may vote if the presiding officer is not the Mayor at the time of the vote.

Rule 30: Call for Vote

At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 31: Abstentions Due to Conflict of Interest

If it is determined by any member of the City Council that he or she has a conflict of interest on an agenda item and must abstain from voting, said member shall so declare the nature of his/her conflict prior to commencement of discussion of the agenda item. Said member is not prohibited from participating in discussion regarding the agenda item.

Rule 32: Consideration of Matters Not on Agenda

Except as to matters which by law require the publication of notice before consideration by the Council, any member of the Council may, at the close of the regular agenda, bring a matter not

on the agenda to the Council's attention. Council may direct such matter be included upon a later agenda.

Part VII – Amendments to Procedural Rules

Rule 33: Suspending Procedural Rules

A rule may be suspended by the City Council for the purpose of the matter under consideration by the City Council, following a 2/3 vote of the Council members present.

Rule 34: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such change by a majority vote of the entire Council.

**CITY OF JOHNSTON
RULES OF CONDUCT AND DECORUM**

Approved by the City Council on May 5, 2003

The rules of conduct and decorum shall consist of the following:

1. While the council is in session, all persons shall preserve the order and decorum of the session.
2. All persons must conduct themselves in a manner consistent with generally accepted standards of appropriate behavior. Any person making impertinent, slanderous or profane remarks, or who becomes boisterous while addressing the council shall be called to order by the presiding officer and, if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further audience before that session of the City Council.
3. All persons shall refrain from eating, smoking, or using electronic equipment, including cellular phones and pagers in the council chambers. Audio visual recording devices shall be limited to the rear of the council chambers so as not to interfere with the vision or hearing of other persons at the meeting.
4. A person in the audience who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling, and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful order of the presiding officer, shall, at the direction of the presiding officer, be removed from the council chambers by a member of the police department who is designated by the presiding officer as the sergeant-at-arms.
5. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the council chambers.
6. No flags, posters, placards or signs shall be carried or placed within the council chambers unless authorized by the presiding officer. This restriction shall not apply to armbands, emblems, badges or articles worn on personal clothing of individuals, provided that such devices are of a size and nature as not to interfere with the vision or hearing of other persons in attendance, and providing that such devices do not extend from the body in a manner likely to cause injury to another.
7. These rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.