

RESOLUTION #2022-06

RESOLUTION AUTHORIZING THE MAYOR TO AMEND AND REISSUE A STATEMENT OF POLICY CONCERNING CITY COUNCIL, COMMITTEE, BOARDS AND WORK SESSION MEETING DECORUM

WHEREAS, the City of Worthington, Iowa, by prior resolution, the last of which is Resolution #2019-46, authorize the Mayor to establish and set forth a policy statement concerning Council, committee, board and work session meeting decorum.

WHEREAS, from time to time, there is a need to update and restate such rules to ensure the orderly conduct of City business and provide consistency of conduct across all City-related business, City Committees, Boards, Meetings, or Work Sessions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Worthington, Iowa, the Council, by action taken on January 5, 2022, we rescind Resolution #2019-46 and will be to adopt the rules of procedure governing city meetings as follows:

We, the elected officials of the City of Worthington, present the following as the established rules of procedure pertaining to the decorum at all city meetings in which the Mayor and City Council preside:

1. The Council shall determine the rules of its proceedings by resolution, and the Clerk shall keep such rules on file for public inspection.
2. While the Council is "in session," all persons shall preserve order and decorum. Therefore, conversations between citizens will not be allowed; if it is necessary for citizens to converse, it must take place outside the presence of the meeting. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every Member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- Only one person will speak at a time, and no one shall speak over another individual.
- All individuals shall conduct all comments and discussion in a normal tone refraining from raising one's voice.
- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.
- Profane and abusive language will not be tolerated.

3. Comments will be only directed to elected officials. At no time will citizens be allowed to address and engage city employees.
4. Citizens are restricted from commenting on individual agenda items unless recognized by the presiding officer. If an elected member of the City Council wishes to hear from a citizen present at a meeting. They shall address the presiding officer requesting to allow the citizen to address the Council. If the presiding officer denies the request, the Council by motion and a simple majority vote may overrule the presiding officer. A maximum three-minute limit will be imposed for each citizen. All comments will be limited to the question under debate.

5. Public Hearings, all interested persons or their authorized representatives may address the Council. All comments will be limited to the matters under consideration.

If any, the applicant or appellant presentation shall be limited to a maximum of 10 minutes; all other individuals shall have a maximum of 3 minutes.

After a motion is made and seconded by a Council Member following a public hearing on the matter so moved, further discussion from the public on this matter will be denied, except upon the request of a Council Member through the presiding officer.

6. Work Sessions, At work session meetings, the Council will receive information and presentation of issues from the City Clerk, City staff, or the Mayor. The work session format shall be informal, allowing Council to ask questions and request specific information be provided to them or issues are addressed when items are considered further at another work session meeting or a regular or special meeting of the Council.

No formal vote of the Council in favor or against any work session agenda item may happen.

Work sessions are not public hearings. No member of the public or any interested party has the right to present or address the Council on an item under consideration in a work session. The Council may direct questions to a member of the public or another interested party. A brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item if deemed appropriate by the Mayor or Mayor Pro Tem. The Mayor or Mayor Pro Tem may limit or end the time for such response to questions or presentation

7. Citizens concerns or comments - A maximum of twenty (20) minutes will be set aside during Open Forum for members of the public to address the Council on any item on the Agenda other than an item posted as a public hearing, or on any subject over which the Council has the authority to act. Any persons desiring to address the Council shall first secure permission from the presiding officer.

Persons addressing the Council shall give their full name and address in a clear and audible tone of voice so that his/her name may be accurately recorded in the minutes of the meeting if the individual is not known to the City Clerk and or the City Council. All speakers must address the entire Council and will not be permitted to engage in dialogue. Individuals shall be limited to three (3) minutes speaking time, unless additional time is granted by the presiding officer. A Council Member may object to the extension of time to the speaker by the presiding officer. Such disapproval will be noted and a roll call will be taken on the question. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations on this rule.

Individuals may not speak more than once during Open Forum. Preference will be given to individuals who did not speak at the previous council meeting's Open Forum. Without the permission of the presiding officer, only Council Members and the person addressing the Council shall be permitted to enter into any discussion

Generally, matters presented during the Open Forum which require further investigation or information shall be referred to the City Clerk, If Council determines that action is required on a subject not on the current Agenda, the item may be placed on a future agenda.

8. Council Persons and the Mayor can “call in” if and when they cannot physically attend a meeting. The Council Member can deliberate and take action on agenda items; this will be considered a meeting attended. All persons in attendance (including citizens) must be able clearly hear the Mayor or Council Person.
9. The City Council may conduct a meeting via electronic conferencing “Zoom” for the public safety of the Council, City Staff, and the Citizens of the City of Worthington.
10. Minutes taken will be a combination of action and anecdotal minutes. Once the final draft of the minutes has been created, the original written minutes and notes can and will be destroyed.
11. The Mayor or Mayor Protem may change the order of the Agenda at their discretion.
12. The Mayor with the assistance of the City Clerk shall set and create the Agenda and the Mayor may amend the Agenda up to 24 hours before a City Council meeting so that an amended agenda may be posted at least twenty-four (24) hours in advance of the meeting as required by Iowa Code. City Councilpersons and Citizens shall submit all items they wish to be included for consideration as an agenda item to the City Clerk no later than 12:00 pm on the Wednesday before a council meeting.
13. All members present at a City Council meeting must vote when called upon by the presiding officer unless they have a conflict of interest in the matter under consideration. A member of the Council who fails to vote when called upon to do so, absent an abstention tied to a conflict of interest, will have their vote treated as a no vote on the matter under consideration.

The City Attorney is available to assist Council Members if they feel they have a conflict of interest on a matter before the City Council. The Member should work through the City Clerk to attain a ruling from the City Attorney before the meeting where the matter will receive action.
14. The presiding officer may, at their discretion, modify or suspend the above-established rules to maintain order, brevity, and freedom from interference and/or interruption.
15. All-City of Worthington Boards and Committees are expected to follow these rules and procedures, the Chair or Vice-Chair stepping into the role of the Mayor/Presiding Officer as described herein.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY 2022.

Larry J Smock
Mayor

ATTEST:

Theresa A Smock
City Clerk