

Meeting Rules of Procedure for official meetings of the Marengo City Council

Adopted by the Marengo City Council on: September 26, 2016, Res # 17-21

• Rules of Parliamentary Procedure.

Except as specifically provided in these rules, *Robert's Rules of Order*, 10th Edition, shall serve as the rules of parliamentary procedure.

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 most senior council member in terms of continuous service on the council shall be presiding officer. In the event of a tie, the older council member shall be presiding officer.

• Setting the Agenda

The City Administrator shall prepare an agenda of the business to be presented at a regular council meeting. No item of business shall be added to an agenda after 5:00 p.m. two days preceding the council meeting for which the agenda has been prepared, except under emergency circumstances pursuant to state law. At the meeting, the council shall consider only matters that appear on the agenda for that meeting or are introduced by a council member or the mayor. Citizens, council members and the mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

• Sergeant-at-arms

The sergeant-at-arms shall be the Police Chief or an appropriate designee assigned by the Chair if the Police Chief is not in attendance at a meeting. The sergeant-at-arms shall assist the presiding officer, as appropriate, to maintain order and decorum at all meetings.

• Order & Decorum

Any of the following shall be sufficient cause for the sergeant-at-arms to, at the direction of the presiding officer, remove any person from the council chambers or meeting hall for the duration of the meeting:

- a) Unreasonably loud or disruptive language, noise or conduct which obstructs the work or the conducting of the business of the council.
- b) Willful injury of furnishings or of the interior of the council chambers or meeting hall.
- c) Refusal to obey the rules of conduct, including the limitations on occupancy and seating capacity.
- d) Refusal to obey an order of the presiding officer or an order approved by a majority of the council present.

Before the sergeant-at-arms is directed to remove any person from the meeting hall, the presiding officer shall give that person a warning to cease his or her conduct. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the council present may order that the council chambers or other meeting hall be cleared.

Administrative Staff and City Employees Addressing Council or Public

Members of the city staff desiring to address the council or members of the public shall first be recognized by the presiding officer and shall address the remarks to the chair. Staff may respond to questions or comments by the council or members of the public with permission of the presiding officer, and shall always do so in a polite and tactful manner.

Public Members Addressing the Council

The agenda for each regular meeting of the city council shall include a time in which members of the audience may address the council.

- 1) An audience member desiring to address the council shall raise their hand and wait to be recognized by the presiding officer or council member. After recognition, the person shall state his/her name for the record. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. No person shall enter into discussion without being recognized by an elected official.
- 2) No public member shall be allowed to speak more than once on any one subject until every other public member choosing to speak has spoken.
- 3) After a motion has been made or after a public hearing has been closed, no audience or staff member shall address the council without first securing permission from the presiding officer.

• Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, elected officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

• Honor the role of the Chair in maintaining order.

It is the responsibility of the Chair to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

• Public Disruption.

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.