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Discussion of Resolution No. 485 Amending the Council Rules of Procedure

October 11, 2021



Background

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- City Council's Rules of Procedure initially adopted by Council in 2002.
- Rules are for sole benefit of Councilmembers to assist in orderly conduct of Council business.
- Rules are periodically reviewed and amended as needed.



Overview of Amendments

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- Remote Attendance/Participation at Council Meetings
 - Section 5 – Council Meetings
 - Section 6 – Public Testimony
- Placement of Items on Agenda by Councilmembers
 - Section 3 – Agenda Preparation

Remote Attendance/Participation

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- Gathered feedback on the circumstances, frequency, and logistics for remote participation in a meeting.
- Feedback used to draft baseline Rules of Procedure amendments found in Attachment A, Exhibit A.

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- Does Council support the proposed baseline amendments found in Attachment A, Exhibit A?
- Seeking direction on additional policy questions.



1. Frequency of Remote Attendance

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- Should there be a limit to the number of meetings a Councilmember can attend remotely?
- If so, how many? And how many Councilmembers should be allowed to be remote at one time?

Proposed Rule 5.13.B

Frequency: Remote attendance is limited to X per year per Councilmember.

Except for a meeting when the entire Council is attending remotely, no more than X Councilmembers per meeting shall attend remotely.



2. Circumstances/Criteria for Remote Attendance

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- Should the Rules of Procedure list circumstances/criteria that need to be met for a Councilmember to attend remotely?

*Examples from
other cities:*

1. A Councilmember is away on City business;
2. An agenda item is time sensitive, and remote participation is needed for a quorum in order to hold a meeting;
3. An agenda item is of very high importance to a Councilmember who cannot be physically present;
4. Council has previously identified the importance for all Councilmembers to be involved in a particular discussion and/or decision, but one Councilmember is unable to physically be present.



3. Requirement to be on Camera

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- Should Councilmembers be required to turn their camera on to attend and participate in a remote meeting?

4. Remote Participation by Public

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How does Council want to handle public testimony?

- **Option 1:** Call on members of the public attending in-person first; and then call on those attending remotely second.
- **Option 2:** Call on members of the public attending remotely first; and then call on those attending in-person second.
- **Option 3:** The Clerk will rotate (one for one) between calling on in-person and remote speakers.

5. Use of Visual Aids by Remote Public Speakers

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How does Council want to handle visual aids by remote public speakers?

- Should remote public speakers be permitted to use visual aids?
- If so, are remote speakers not permitted to use a PowerPoint?
- Should they be permitted to share their screen in the online videoconferencing application?
- If remote public speakers are permitted to use a PowerPoint, will in-person speakers also be permitted to use a PowerPoint?

Agenda Preparation

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- Council recently discussed Rule 3.2.B outlining procedures for how individual Councilmembers place items on the agenda.
- Questions rose on whether this Rule applies to:
 - placing an item on agenda of specific meeting date; or
 - placing an item on list of Pending Agenda Items on the Agenda Planner

Does Council wish to amend the Rule 3.2.B to add clarity or to change the intent?



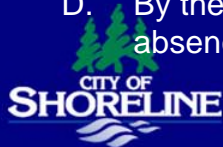
Add Clarity

Section 3. Agenda Preparation.

3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.

3.2 An item for a Council meeting may be placed on the agenda of a specific meeting date by any of the following methods:

- A. Majority vote or consensus of the Council.
- B. By any two Councilmembers, in writing to the City Manager or City Clerk no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth in the staff report supporting the agenda item.
- C. By the City Manager.
- D. By the Mayor, or Deputy Mayor when acting in the absence of the Mayor.



Change Intent

Section 3. Agenda Preparation.

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- A. Majority vote or consensus of the Council.
- ~~B. By any two Councilmembers, in writing to the City Manager or City Clerk no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth in the staff report supporting the agenda item.~~
- C. By the City Manager.
- D. By the Mayor, or Deputy Mayor when acting in the absence of the Mayor.

3.3 Any two Councilmembers may place an item on the List of Pending Agenda Items on the Council's Agenda Planner by making the request in writing to the City Manager or City Clerk. The names of the requesting Councilmembers shall be indicated on the Agenda Planner and set forth in the staff report supporting the agenda item. In coordination with the Mayor and Deputy Mayor, the City Manager will determine the timing for when the item will be scheduled on a specific agenda.

Councilmember Roberts Amendment

Council Rule 7.19

After the question has been decided, any Councilmember who voted ~~in the majority~~ with the prevailing side may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.

Discussion & Next Steps

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- Council should discuss the proposed amendments set forth in Attachment A, Exhibit A and provide direction on the additional policy questions presented this evening.
- Staff will incorporate Council's direction into proposed Resolution No. 485.
- Scheduled for potential action on November 1, 2021.



Policy Questions

- Should there be a limit to the number of meetings a Councilmember can attend remotely? If so, how many? And how many Councilmembers at one time?
- Should the Rules of Procedure list circumstances/criteria that need to be met for a Councilmember to attend remotely?
- Should Councilmembers be required to turn their camera on to attend and participate in a remote meeting?
- How does Council want to handle public testimony?
- How does Council want to handle visual aids by remote public speakers?
- Does Council wish to amend 3.2.B to add clarity or to change the intent?