

**TOWN OF RIDGWAY  
RESOLUTION NO 17-04**

**A RESOLUTION OF THE TOWN OF RIDGWAY, COLORADO, ADOPTING RULES OF CONDUCT FOR COUNCIL MEETINGS AND THE GENERAL BUSINESS OF THE TOWN**

**WHEREAS**, the Town of Ridgway, a Colorado Home Rule Municipality (herein after the “Town”), conducts its regular business by and through regular meetings of the Ridgway Town Council; and

**WHEREAS**, for an efficient administration and management of the Town’s Council meetings, the Council believes that it is in the best interest of the Town to adopt rules of conduct for Council meetings and the general business of the Town;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Ridgway, Ouray County, Colorado, that the following Town of Ridgway Rules of Conduct for Council Meetings and the General Business of the Town of Ridgway are hereby adopted:

1. Adoption of Rules of Conduct. The following Rules of Conduct for Council Meetings of the Town of Ridgway and the General Business of the Town of Ridgway shall be adopted:

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**RULES OF CONDUCT FOR COUNCIL MEETINGS  
AND THE GENERAL BUSINESS OF THE TOWN OF RIDGWAY**

**I. Conduct of Meetings**

- Council is expected to uphold a high standard of civility toward each other.
- Council shall follow the Standard of Conduct and Code of Ethics pursuant to C.R.S. 24-18-101 et. seq.
- Civility is expected between Council and the public, and among members of the public while in meetings.
- Rude behavior will not be tolerated.
- All participants in Council meetings are to refrain from profanity.
- Council is to strive for brevity and to avoid redundancy and will encourage the same of the public.
- The Mayor is charged with the primary role of enforcing Council’s rules of conduct.

- Council is also encouraged to courteously ask each other to refrain from inappropriate behavior, if it occurs.
- Council members are encouraged to speak with staff if they have questions or objections to staff recommendations coming before the body.
- Recusals from Council discussions/votes during Council meetings shall be announced verbally for the record.

## **II. Setting the Town Council Agenda**

- The Mayor, or the Mayor's designee, shall prepare the agenda for Council Meetings.
- Council members wishing to add an item to the agenda should contact the Mayor and/or the Town Manager. Most requested items shall simply be added to the agenda.

## **III. Public Hearings**

- Council shall follow the following procedures with Public Hearings:
  - a) Mayor opens public hearing.
  - b) Mayor introduces item - reading the agenda item – introductory or any perfunctory remarks.
  - c) Staff report - including brief relevant history of and context for the item.
  - d) Council questions to staff.
  - e) Applicant presentation.
  - f) Council questions to Applicant.
  - g) Public comment is opened:
    - i. Each member of the public is allowed to speak.
    - ii. The public is asked to refrain from duplicating the comments of others, if possible.
      - Note agreement or disagreement of speaker.

- iii. The public is asked to avoid engaging in dialogue with each other but instead to address the Council and the audience in general.
- iv. If a large number of individuals wish to speak, the Mayor may set a time limit for each speaker.
- h) Possible applicant rebuttal.
- i) Public comment is closed and the matter brought to Council.
- j) Council discussion and/or deliberation. Council motion is placed on floor and acted upon in accordance with the Town Code and rules of procedure.

#### **IV. Public Discussion and Comment**

- For items not otherwise on the agenda.
- All members of the public will be allowed to speak, but the Mayor may impose time restrictions and limit discussion as necessary to stay on schedule.
- Members of the public are encouraged to stay within a five (5) minute time period.
- No personal attacks or arguments against Council or staff.
- No grandstanding.
- People speaking on the same issue will be asked to refrain from redundancy.

#### **V. Work Sessions**

- The Town Council may call informal work sessions at any time.
- Work sessions are designed to permit less formal discussion among Council members and the public.
- Work sessions are not for decision-making on policy, but rather to permit education and open-ended exploration of an issue, and to offer informal direction to staff on policy related items.
- The Mayor may elect to entertain commentary from the public in a work session.
- Decisions requiring formal motions may not be made at work sessions, but direction may

be given to staff for further work or other related matters.

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2. Deviations. The Town Council may elect to deviate from the rules, processes and procedures in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

3. Amendment. The Town Council may elect to amend these rules of conduct from time to time.

INTRODUCED, READ, PASSED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

By \_\_\_\_\_  
PAM KRAFT, Town Clerk

By \_\_\_\_\_  
JOHN CLARK, Mayor