RESOLUTION NO. 2017-10
CITY OF CREDEE, A COLORADO TOWN

ADOPTING AN AGENDA POLICY & MEETING RULES OF PROCEDURE

WHEREAS, the City of Creede, A Colorado Town (hereinafter the “City”), is committed to the principles of good governance; and

WHEREAS, the City endorses the following Agenda Policy and Meeting Rules of Procedure to provide guidance for staff, elected officials, and appointed officials including advisory boards and other volunteers (hereafter referred to collectively as “public servants”) to perform their duties in a way that best serves public interest and honors public trust.

WHEREAS, the City recognizes the value of adopting an Agenda Policy & Meeting Rules of Procedure to provide procedural guidance to public servants in the course of their duties; and

WHEREAS, local adoption of the City of Creede, A Colorado Town Agenda Policy and Meeting Rules of Procedure will benefit the City, its residents and taxpayers by establishing these guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CITY OF CREDEE as follows:

Section 1. That the City of Creede, A Colorado Town Agenda Policy and Meeting Rules of Procedure is hereby adopted as it is presented in Exhibit A and as it may be revised and amended by the Board of Trustees from time to time in the future.

APPROVED AND ADOPTED this 5th day of September, 2017 by the Board of Trustees of the City of Creede, A Colorado Town:

Attest:

Jeffrey Larson
Mayor

Randi Snead
City Clerk
AGENDA POLICY

1. Agendas for all regular meetings, work sessions, and special meetings of the City Council shall be prepared by the City Clerk and presented for the meeting absent any objections.
2. Agendas shall follow the order of business set forth in the Creede Municipal Code except as deemed appropriate by City Council majority during the agenda approval portion of the meeting or direction prior to agenda setting.
3. Agendas for all regular meetings and work sessions shall be prepared by Thursday of the week prior to the meeting by 4:00 p.m.
4. Agenda material must be received by the City Clerk for inclusion in the agenda packet by Thursday of the week prior to the meeting at 4:00 p.m. Material that is not received in time for inclusion will not be included in the packet.
5. Should material be provided directly to Council during a meeting, the Council may table the item to allow for sufficient review. Identical material must also be provided to the City Clerk for inclusion in the permanent record.
6. Prior to items being placed on the regular meeting agenda, they should be discussed and placed on an agenda during a regular work session.
7. In the event of a time constraint or other extenuating circumstances, items may be added to an agenda after the deadline by City Council majority during the agenda approval portion of the meeting.
8. Agenda items can be added to work session agendas by members of the public according to the following process:
   a. Contact the City Clerk by Wednesday of the week prior to the work session at 4:00 p.m. and provide specific agenda item language, and;
   b. Prepare a written synopsis of your agenda item and include any research and info related to your agenda item request, not to exceed two pages, and provide to the City Clerk by Thursday of the week prior to the work session at 4:00 p.m.
   c. At the work session during which the proposed item is scheduled, the City Council may discuss, schedule for a different work session or agenda, request more information, or decline further discussion.
   d. Any member of the public proposing an agenda item must attend the meeting at which the item is slated for discussion. If the requester is not present at the meeting, no action will be taken. The applicant must resubmit the request.
9. Unscheduled public comment will be allowed a three-minute opportunity to address Council with no action from Council at regular work sessions. City Council may then add the item to a future agenda, decline further discussion or request more information at their discretion.
MEETING RULES OF PROCEDURE

These Rules of Order establish rules and procedures for Creede City Council meetings. The intent is to set forth simplified rules which are readily accessible and usable by the Creede City Council members and understandable by the general public. The provisions of the Creede Municipal Code, or any ordinance adopted by the Creede City Council shall govern and apply in the event there is any conflict with these Rules of Order. Unless otherwise indicated, any reference to “Mayor” shall also mean the “Mayor Pro-Tem” or “Acting Mayor” in the absence of the Mayor.

1. During meetings, public servants of the City of Creede, including elected officials and staff, shall adhere to the “City of Creede Code of Ethics and Conduct.”

2. Every meeting of the Creede City Council shall be presided over by the Mayor. If the Mayor is absent the Mayor Pro-Tem shall preside over the meeting. If the Mayor has a conflict of interest on a matter then the Mayor Pro-Tem shall preside over the meeting for such matter. If the Mayor and Mayor Pro-Tem are absent, or if they both have conflict of interest on a matter, then a quorum of Council members shall appoint an Acting Mayor by motion who shall then preside over the meeting or shall preside over such matter for which the Mayor and Mayor Pro-Tem have conflict of interest.

3. The Mayor shall strive to moderate Council meetings with impartiality, shall strive to allow input from all other Council members on matters before expressing his or her opinion, and shall refrain from making a motion or seconding a motion.

4. Regular meetings and regular work sessions shall take place regularly as scheduled by the Creede City Council. Special meetings and work sessions may be scheduled by the City Clerk by direction of the City Manager, Mayor, or two City Council Members.

5. No action shall be taken unless a quorum is present. A quorum shall consist of a majority of the Council, or at least four Council Members when there are no vacant seats. The mayor shall not be counted for the purposes of determining quorum. Should a Council Member have a personal or private interest in a matter pending before the governing body, and his or her participation is necessary for quorum, that member may vote on the matter by voluntarily disclosing such interest pursuant to C.R.S. Section 31-4-404 and the City of Creede Code of Ethics and Conduct.

6. Approval of ordinances, resolutions, and orders for the appropriation of money shall require majority approval of the governing body. All other matters, unless otherwise provided by statute or ordinance, shall only require majority approval of those present if a quorum exists.

7. Work sessions will include a “Public Comment” portion for those members of public who wish to comment on items not on the agenda and will generally be limited to three minutes. Members of the public who wish to present more extensive agenda items are encouraged to follow the process provided in the City of Creede’s Agenda Policy. The Mayor may permit public comments during any agenda item provided that such invitation does not hinder the ability of Council to conduct official Town business in an efficient manner. For matters which may involve substantial public comment by numerous members of the public, the Mayor or Council may propose limiting public comment to no less than 3 minutes per individual, which limitation on public comment must be approved by a majority of the quorum present.
8. The following general rules shall apply to the order and conduct of public hearings.
   a. The Mayor shall open the public hearing by announcing the topic of the agenda item. The Mayor shall at all times during public hearings strive to maintain civility, decorum and order.
   b. The Mayor and/or appropriate Town Staff person shall introduce the topic, explain the applicable procedures and laws, and provide any presentation by the Town.
   c. The applicant, licensee or appellant shall have the opportunity to present information, provide testimony, or respond to any comments or details in the Town’s presentation.
   d. The Council shall have the opportunity to ask technical questions of the appropriate Town staff, Town officials and the applicant, licensee or appellant but Council members shall not express opinions on the matter prior to opening the public hearing for public comment.
   e. The Mayor shall officially open the public hearing for public comment and shall allow for members of the public to provide comment to the Council. The Council may approve a time limitation not less than 3 minutes for individual public comment and may approve public comment procedures to promote order and efficiency by a majority vote of the quorum present. After all public comments are received, or if the Council determines that the volume of public comments requires additional time and moves to continue the public hearing, the Mayor shall close the public comment portion of the public hearing.
   f. The Council may discuss the merits of the topic of the public hearing and take such action as deemed appropriate after the public comment portion of the public hearing is concluded. If the volume of public comments requires a continuation, if additional information is required to consider the public hearing matter, or if the Council determines that additional time is warranted to consider the matter of the public hearing, the Council may continue the public hearing to a later date and may re-open the public comment portion of the public hearing at any continued public hearing.

9. Council may convene into executive session at any time by the affirmative vote of 2/3rds of the quorum present and by announcing the specific statutory citation and purpose of the executive session in accordance with the Colorado Open Meetings Law, CRS §24-6-402(4). The Council is not permitted to take official, final action on any matter in executive session.

10. All official City Council actions are initiated by motion. There are two basic motions: action motions and procedural motions. Action motions carry out Council Business. Procedural motions relate to how the meeting is conducted, and may be used to help conduct business smoothly. Only one action motion may be on the floor at a time. A procedural motion may be proposed, discussed and acted upon when an action motion is on the floor or at any other time.

11. The Creede City Council makes motions according to the following table:
<table>
<thead>
<tr>
<th>TO DO THIS...</th>
<th>...SAY THIS</th>
<th>INTERRUPT SPEAKER?</th>
<th>SECOND NEEDED?</th>
<th>MOTION DEBATABLE?</th>
<th>VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTION MOTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduce business</td>
<td>I move that…</td>
<td>No</td>
<td>Yes</td>
<td>Yes, but only after second is made.</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion (by any Trustee)</td>
<td>I move this motion be amended by…</td>
<td>Yes</td>
<td>Consent required from motion maker and second maker</td>
<td>No Vote</td>
<td></td>
</tr>
<tr>
<td>Propose a substitute motion (by any Trustee)</td>
<td>I propose this motion be substituted by…</td>
<td>Yes</td>
<td>Consent required from motion maker and second maker</td>
<td>No Vote</td>
<td></td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>I move to withdraw this motion.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Adjourn meeting*</td>
<td>I move that we adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess meeting</td>
<td>I move that we recess until…</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Suspend further consideration of something*</td>
<td>I move we table… (Does not require a specific time)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Take up a matter previously tabled*</td>
<td>I move to take from the table…</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone consideration of something without needing to re-notice public hearing</td>
<td>I move we postpone this matter until…(Requires a specific time)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Have something studied further</td>
<td>I move we refer this matter to staff for [more information]</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td><strong>PROCEDURAL MOTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Debate**</td>
<td>I call the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.*</td>
<td>I call for a point of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, Mayor decides</td>
</tr>
<tr>
<td>Object to procedure or personal affront*</td>
<td>I call for a point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, Mayor decides</td>
</tr>
<tr>
<td>To object to discussion straying from the agenda</td>
<td>I call for orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, Mayor Decides</td>
</tr>
<tr>
<td>Appeal Mayor’s decision on procedural vote</td>
<td>I move to appeal the ruling of the mayor on…</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority, Mayor ruling or conduct reversed</td>
</tr>
</tbody>
</table>

*Not Amendable
**If successful, motions on table must be immediately considered. If no motions are currently on the table, the Mayor must proceed to the next agenda item.