

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 9, 2023
Item No.: 7.f

Department Approval

City Manager Approval


Item Description: Discuss City Council and Advisory Commission Rules of Procedure

1 **BACKGROUND**

2 Each year, the City Council reviews the City Council and Advisory Commission Rules of
3 Procedure for ways to best conduct City business. The Rules of Procedure were last modified on
4 January 10, 2022.

5 **REQUESTED COUNCIL ACTION**

6 The City Council should discuss the current City Council and Advisory Commission Rules and
7 Procedure and determine if any changes should be made. If no changes are desired, no further
8 action is needed and the current Rules of Procedure will remain in effect.

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Attachments: A: City Council and Advisory Commission Rules of Procedure

1 Revised January 10, 2022
2
3

4 **Roseville City Council**
5 **and Advisory Commission**
6 **Rules of Procedure**
7

8
9 **Rules Pertaining to Both the City Council and Commissions:**
10

11 **Rule 1 Rosenberg's Rules of Order**

12 The City adopts Rosenberg's Rules of Order for all meetings.
13

14 **Rule 2 Electronic and/or Paper Agenda Packets**

15 In an effort to reduce the amount of paper generated, documents will be made available
16 electronically, when feasible.
17

18 **Rule 3 Public Comment**

19 The City will receive public comment at meetings in accordance with the following guidelines:
20

- 21 a. Public Comment at the beginning of a meeting and not pertaining to an agenda
22 item is for the purpose of allowing the public the opportunity to express their
23 viewpoints about policy issues facing their City government. Comments will
24 be limited to 3 minutes per speaker or a different amount of time at the
25 discretion of the chair.
26
- 27 b. Public Comment pertaining to agenda items is for the purpose of allowing any
28 member of the public an opportunity to provide input on that item. These
29 public comments will generally be received after the staff presentation on that
30 agenda item and before discussion and deliberation. These public comments
31 are also limited to 3 minutes per speaker or a different amount of time at the
32 discretion of the chair.
33
- 34 c. Members of the public are always free, and encouraged, to reduce to writing
35 their comments about city business and to submit written comments before,
36 during, or after a meeting.
37
- 38 d. Signs may be held and displayed during meetings but only at the back of the
39 Council Chambers so that the view of the seated audience is not obstructed.
40
- 41 e. Public comment, like staff and Council or commission member comments,
42 will pertain to the merits of an issue; personal attacks will be ruled out of
43 order.
44
45

- 46 f. The Mayor or presiding officer may make special time-length arrangements
47 for speakers representing a group.
48

49 **Rule 4 Issue and Meeting Curfew**

50 The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings
51 should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the
52 City Council or commission members present, but at no time will a meeting run past 11:00 p.m.
53 If business remains on the agenda, the Council or commission may continue the meeting to a
54 future date or table such items until the next meeting, if needed.
55

56 **Rule 5 Recording of Meetings**

57 Except for closed executive sessions authorized under state law, all meetings of the City Council
58 and commissions shall be shown live when technically possible and recorded in their entirety for
59 replaying on the municipal cable channel and for web streaming except when the City Council
60 directs by motion otherwise.
61

62 **Rule 6 Suspension of Rules**

63 Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations
64 upon a 2/3s vote of the members present.
65

66 **Rule 7 Effective Date**

67 These Rules shall become effective upon adoption by a majority of the City Council and shall
68 remain in effect until amended or repealed by subsequent vote of the Council.
69
70

71 **Rules Pertaining to the City Council Only**
72

73 **Rule 8 Timing of Council Packet Formation and Delivery**

74 Every effort will be made to send draft agendas and supporting documents to Councilmembers
75 ten days in advance of an item appearing on a Council agenda. This additional time will give
76 Councilmembers adequate time to study an issue and seek answers to questions.
77

78 **Rule 9 Agenda**

79 The following shall be the order of business of the City Council:
80

- 81 1) Roll Call
- 82 2) Pledge of Allegiance
- 83 3) Approve Agenda
- 84 4) Public Comment
- 85 5) Recognitions and Donations
- 86 6) Items Removed from Consent Agenda
- 87 7) Business Items*
- 88 8) Council Direction on Councilmember Initiated Agenda Items

- 89 9) Approval of Minutes
 90 10) Consent Agenda
 91 11) Future Agenda Review, Reports, and Announcements - Council and City
 92 Manager
 93 12) Adjourn

94
 95
 96 * Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,
 97 and/or other Council Actions, as appropriate.
 98

99 The Council will schedule a 10-minute break approximately two hours after the start of meeting.
 100

101 Councilmembers are encouraged to introduce new items including background information and
 102 supporting materials for discussion and possible action. Councilmembers have the right to place
 103 items on the agenda as follows:
 104

- 105 1. A Councilmember may, at a council meeting, request that an item be placed on a
 106 future council agenda, or;
 107
 108 2. A Councilmember may make a request for an agenda item outside of a council
 109 meeting by submitting an email request to the city manager, no later than noon of the
 110 Wednesday preceding the council meeting.
 111

112 An agenda item submitted per 1 or 2 above will be included on the agenda for the next council
 113 meeting under the heading “Council Direction on Councilmember Initiated Agenda Items” at
 114 which time the Council, on consideration of any preliminary material provided by the initiating
 115 Councilmember for inclusion in the meeting packet, will by motion provide direction as to
 116 whether, how, and when the agenda item will be taken up at a subsequent meeting, or;
 117

118 Additionally, a Councilmember may request the addition of an agenda item at the same meeting
 119 at which the item is proposed to be addressed. However, the addition of such an agenda item shall
 120 require the approval of a majority of the Councilmembers present.
 121

122 **Rule 10 City Council Task Force or Subcommittee Formation**

123 The Council may, as issues arise, establish a two-member task force to study the issue. The
 124 membership will be agreed upon by the City Council majority. The task force will have a specific
 125 topic or issue to address and the task force will report its findings or recommendations by a
 126 specific deadline established by the Council.