

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 10, 2022
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 August 26, 2019.

5
6 Mayor Roe has suggested adding language that would lay out how a Councilmember Initiated
7 Agenda Item is considered at a future City Council meeting by creating a standing meeting
8 agenda item named “Council Direction on Prior Councilmember Initiated Agenda Items”. The
9 changes are redlined under Rule 12 of the Rules of Procedure.

10 **REQUESTED COUNCIL ACTION**

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

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: City Council and Advisory Commission Rules of Procedure
B: Mayor Roe’s proposed changes to City Council and Advisory Commission Rules of Procedure

1 Revised August 26, 2019
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 will
51 end by 10:00 p.m. Meetings may be extended upon the majority vote of the City Council or
52 commission members present, but at no time will a meeting run past 11:00 p.m. If business
53 remains on the agenda, the Council or commission may continue the meeting to a future date or
54 table such items until the next meeting, if needed.
55

56 **Rule 8 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 9 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 10 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 11 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 12 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) Approval of Minutes

- 89 9) Consent Agenda
90 10) Future Agenda Review, Reports, and Announcements - Council and City
91 Manager
92 11) Adjourn
93
94

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

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

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

104 A Councilmember may, at a council meeting, request that an action item be placed on a
105 future council agenda, or;
106

107 A Councilmember may make a request for an agenda item outside of a council meeting
108 by submitting an email request to the city manager, with a copy of the email to the other
109 Councilmembers, no later than noon of the Wednesday preceding the council meeting.
110 That agenda item will be included on the agenda for the next council meeting under the
111 heading “Councilmember Initiated Future Agenda Items” for notice purposes only, not
112 for action or removal from future agendas, but will not be an action item. The item will
113 become a regular council agenda item (i.e., for discussion and action) at the subsequent
114 council meeting, or;
115

116 A Councilmember may request the addition of an agenda item at the same meeting at which
117 the item is to be addressed. However, the addition of an agenda item shall require the
118 approval of a majority of the Councilmembers present.
119

120 **Rule 13 City Council Task Force or Subcommittee Formation**

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

1 Revised ~~August 26, 2019~~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

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

Rule 4 Issue and Meeting Curfew

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

Rule 8 Recording of Meetings

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

Rule 9 Suspension of Rules

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

Rule 10 Effective Date

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

Rules Pertaining to the City Council Only

Rule 11 Timing of Council Packet Formation and Delivery

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

Rule 12 Agenda

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

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 7)8) Council Direction on Prior Councilmember Initiated Agenda

Items

8)9) ___ Approval of Minutes

9)10) ___ Consent Agenda

10)11) ___ Future Agenda Review, Reports, and Announcements - Council
and City Manager

11)12) ___ Adjourn

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

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

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

1. A Councilmember may, at a council meeting, request that an ~~action~~-item be placed on a future ___-council agenda, or;

2. A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, ~~with a copy of the email to the other Councilmembers~~, no later than noon of the Wednesday preceding the council meeting.

~~An That~~ agenda item submitted per 1 or 2 above will be included on the agenda for the next council meeting under the heading "Council Direction on Prior Councilmember Initiated Future Agenda Items" at which time the Council, on consideration of any preliminary material provided by the initiating Councilmember for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

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

Rule 13 City Council Task Force or Subcommittee Formation

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