

City Council Rules of Procedure

Summary of Changes July 2018

Page 1

Purpose - Changed purpose to remove preparation and publication and added requirements for the public notice.

1.2 - Removed the Clerk as the parliamentarian in the attorney's absence. Made it that it would be the attorney's designee.

Removed the section on Boards/Commissions/Committees (definitions state these rules only apply to City Council)

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2.2 - changed under to in

2.3 – removed Departmental Liaison

2.6 – removed “and such” added etc, added “a” and removed “in a separate set of books”

Page 3

2.9 – removed “in a separate storage area or method”

3.2 – added “S” to Rules

4.1 – requires the City Clerk to create and submit to Council a list of all meeting dates for the following year. Allows additional meetings to meet the needs of the city.

4.2(A) – added the ability to adjust the location (name of building may be changed)

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4.2(A) – meeting location

4.2(B) – added the ability to adjust the start time of the meeting

4.2(C) – allows the Clerk to change a meeting date that would normally fall on a holiday

4.2(D) – allows the Clerk to adjust to allow for vacations/Council break

Removed section about adjourned meetings

4.3 Special Meetings

4.3(A) – added that special meetings could be called and removed the presentations, discussion, policy guidance and action by City Council

4.3(B) – reworded to have the councilmembers go through the manager or the clerk to call for a Special Meeting, rather than risk any OML violation

4.3(C) – reworded that that Special meetings would only allow for citizen comments and pledge and invocation if taking place of regular meeting.

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4.4 (A) – clarified that work sessions could occur before regular meetings or as a stand-alone meeting

4.5 - Executive Sessions – added that they could be called to conduct the business of the city

4.6 - Recessed Meetings – added that a meeting could be recessed but not beyond the next regular meeting

4.8(B) – Changed to have the City Manager determine placement of recording equipment

4.8(C) – clarified that public comment doesn't occur during a regular meeting

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4.8(C) – continued from page 5

4.9(A) – added video to potential recording types

4.9(B) – removed Open and changed to ALL – some grammatical changes

4.9(C) – removed some commas, removed audio or video and made it recordings

4.9(E) – added recordings

Section 5

5.1 – removed preparation and changed it to distribution of notices and agendas

5.1(A) – added agendas rather than just notices of meetings

5.1(B) – added that all notices and agendas shall be formatted, prepared, distributed and published in a standard manner established by the Clerk

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5.1(C) – added that the clerk ensures Mayor and Council receive copies of notices and agendas no less than 24 hours prior to the meeting

5.1(D) – added that the Clerk send meeting notices and agendas to the City Manager, City Attorney and City Directors no less than 24 hours prior to the meeting

5.1(E) – added agendas and verbiage to establish only the website as the official posting location and any other location to provide notice to the public

5.1(G) – added that the list of meeting dates would be posted by December 1 of each year (in another section the clerk has to take the list to Council for approval by November)

5.2 Removed this section as it dealt with internal functions by the City Clerk's office

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5.2 – continued from page 7- removed as part of the internal functions of the Clerk's office

5.3 – changed title to amended agendas and emergency meetings

Removed several sections

Left the new A and the new B

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6.2 - Numbered the items to match the items on the agenda and what is currently being used

The TDD number will be removed and verbiage inserted for the person to contact our main line or Arizona Relay Service.

Changed the reasonable accommodation statement to be applicable to all and not just persons with disabilities

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6.3 – Numbered the items to match the items on the agenda and what is currently being used

6.4 - Removed the paragraph about having public comment on the work session agenda

Numbered the items to match the items on the agenda and what is currently being used

6.6 – added a “/”

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6.7 – removed verbiage that contained a process that was not being used. Added verbiage to outline what is currently being done

6.8(A) - added jurisdiction

6.8(B) – made it at the presiding member’s discretion to waive any time limits

6.8(C) – added to allow the public to speak on agenda items

6.8(D) – aligned language with what we call the form (card)

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6.0(A) – added reference to advisory commission and/or Council in place of Public Body

6.9(B) – removing the ability for a member of the public to remove items from the consent agenda

6.9(C) – added what the clerk is supposed to read - Added the process from code regarding Consent agenda

6.9(D) – added what a speaker should do to speak on an item from the consent agenda

6.10(A) – clarified the order of presentations.

6.10(B) – clarified a speaker must complete a speaker’s card and submit to the Clerk

6.10(C) – added applicant to those that could be asked a question by Council

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6.10(E) – public hearing order

Currently the Council Rules say a different process for the order of a Public Hearing

Rules say : 1. Staff presentation

2. Applicant presentation 3 mins
3. Open Hearing
4. Public Comments
5. Close hearing

- Code says:
1. Open Hearing
 2. Presentation of issue (staff report)
 3. Receive public comment
 4. Close public hearing

The rules were adjusted to what was in Code – Legal prefers that method
Gave the Presiding Officer the ability to set a time limit for the applicant and to ask for comments even though the speaker may not have completed a speakers card.

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6.10(E)9 – clarified who the hard copies were for when a speaker wants to provide them and the ability to submit to gyclerk@goodyearaz.gov prior to the meeting

6.10(F) – removed next paragraph renumbered to be F

6.11 – at the end of the meeting information items – reduced the times going back and forth between Council and Manager –

Current:

Mayor and Council Members may present or discuss information items only if the specific matter is listed on the agenda in substantially the following manner.

1. Comments, Commendations, Report on Current Events and Presentations by Mayor, Council members, staff or members of the public. The Council may not propose, discuss, deliberate or take any legal action on the information presented, pursuant to A.R.S. 38-431.02.)
2. Manager's Summary of Current Events and Reports
The Manager may provide a brief summary of current events, however, there can be discussion only on the following matters:
 - A. Manager's Update on Council Related Matters
 - B. Update of Legislative Issues
 - C) Staff Summary of Follow-up action required.
 - A) Council members may direct inquiries to Staff.
 - B) FUTURE AGENDA ITEMS

Clerk Proposed:

Comments, Commendations, Report on Current Events and Presentations by Mayor, Councilmembers, staff or members of the public. The Council may not propose, discuss, deliberate or take any legal action on the information presented, pursuant to A.R.S. 38-431.02.

1. Reports from the Mayor and City Council

- a. This may include current events and activities as well as requests for information or future agenda items.

2. Report from the City Manager

- b. This may include updates from events, staff summary, update of legislative issues, clarification on items being requested by City Council and Manager's update on Council Related Matters.

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6.12 added language

6.12(A) – capitalized unanimous

6.12(B) – changed to the current practice

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Added 6.13 to address placing items on the agenda

Section 7 – Deleted – these are internal processes

Page 18

8.3 – added quotations

8.5(C) – added no teleconferencing or videoconferencing for Executive sessions

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8.5(D) – removed a statement about describing procedures

8.5(E) – removed – public body previously defined

Page 20

10.2 – removed the A) as there wasn't a B)

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Section 11

11.1 – added in the practice of asking for a motion and second before debate

11.4 – removed the bold from the items listed under precedence of motions

Page 22

12.1(A) – added electronic voting (although we don't have it, it's possible it could come back one day)

Page 23

12.1(D) – added the language from the code regarding abstention

12.2(A) – removed reference to the City Code

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Section 13 – Conflict of Interest

Removed numbering for Introduction

Added paragraph about Conflict of Interest and ethical values

Removed 13.2 through 13.12

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Section 14 – Added info about the Code of Ethics document

Section 15 – Deleted the section regarding Boards and Commissions