

## Order of Assembly

**5.35.010. Order of business.** At every regular meeting of the assembly, the order of business shall be as follows:

- (1) Call to order—Pledge of allegiance, roll call.
- (2) Ceremonial matters—Presentations, proclamations, awards, guest introductions.
- (3) Citizen comments—Comments on any topic other than scheduled public hearings.
- (4) Public hearings—Procedure: Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report update, if any; close the public portion of the hearing and the assembly deliberates and renders a decision on the matter at hand.
- (5) Scheduled informational reports and/or presentations—Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.
- (6) Acceptance of claims.
- (7) Consent calendar—Matters listed under the consent calendar are considered to be routine and will be enacted by one (1) motion and one (1) vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.
  - a. Approval of minutes.
  - b. Ordinances (and resolutions) for introduction.
  - c. Resolutions for adoption.
  - d. New business.
  - e. Acknowledgment of information and reports.
- (8) Unfinished business.
  - a. Transferred consent calendar.
- (9) New business.
- (10) Reports of committees, executive, administrators.
  - a. Manager's report.
  - b. Mayor's report and comments.
  - c. Committee reports.
- (11) Assembly members' comments
- (12) Executive session—Procedure: Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the

other.

- (13) Adjournment. The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day.

Kacie Paxton, CMC  
[www.borough.ketchikan.ak.us](http://www.borough.ketchikan.ak.us)

#### Ashtabula City Council Rule 14 - Order of Business

**The business at all regular meetings of the Council shall be transacted in the following order:**

1. Opening Prayer
2. Pledge of Allegiance
3. Roll Call
4. Sunshine Law Certification
5. **Reading and Disposal of the Journal (Minutes)**
6. Reports and Communications from the City Manager
7. Reports of Standing Committees and action thereon
8. **Citizen's (Legislative) Portion (matters RE: Legislative agenda items only)**
9. Second reading of Ordinances, Resolutions & Liquor Permit Requests
10. First reading of Ordinances, Resolutions & Liquor Permit Requests
11. Unfinished Business
12. Miscellaneous Business
13. New Business
14. **Citizen's (General) Portion**
15. Adjournment

***LaVette E. Hennigan, CMC***  
***Clerk of Council***

## Chapter 2.06

### **RULES OF PROCEDURE FOR COUNCIL MEETINGS    Randy Reed, CMC**

#### Sections:

- [2.06.010](#) Rules shall govern.
- [2.06.020](#) Meeting to be held as provided by ordinance.
- [2.06.030](#) Special meetings.
- [2.06.040](#) Majority constitutes quorum.
- [2.06.050](#) Councilmember – Tie vote.
- [2.06.060](#) Council President – Deputy Council President.
- [2.06.070](#) Secretarial function.
- [2.06.080](#) Consent and regular agenda.
- [2.06.090](#) Certain officials to attend on request.
- [2.06.100](#) Order of business.
- [2.06.110](#) Voting.
- [2.06.120](#) Public meeting – Executive session.
- [2.06.130](#) Discussion on Council business.
- [2.06.140](#) Committee reports.
- [2.06.150](#) Council rules alteration, amendment or suspension.
- [2.06.160](#) Robert's Rules of Order.

#### **2.06.010 Rules shall govern.**

The rules and procedures established in this chapter shall govern the conduct of Council meetings, maintenance of order, and order of business at City Council meetings. These rules are for the benefit of the Council to have more orderly meetings. These rules confer no rights to any third party. (Ord. 2488 § 2, 2007; Res. 84-2 § 1, 1984).

#### **2.06.020 Meeting to be held as provided by ordinance.**

Regular meetings of the Council shall be held as provided by ordinance. (Res. 84-2 § 2, 1984).

#### **2.06.030 Special meetings.**

Special meetings may be called by the Mayor or any 3 members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the proposed meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the City Clerk a written waiver of notice. Such waiver may be provided electronically. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. (Ord. 2488 § 3, 2007; Res. 84-2 § 3, 1984).

#### **2.06.040 Majority constitutes quorum.**

At all meetings of the Council, a majority of the Council shall constitute a quorum for the transaction of business. (Res. 84-2 § 4, 1984).

#### **2.06.050 Councilmember – Tie vote.**

All meetings of the Council shall be presided over by the Mayor, or, in his/her absence, by the Council President. In the absence of the Mayor and Council President, the Deputy Council President shall preside. A Councilmember's temporary chairship shall not affect his/her right to vote on issues before the Council. The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. (Ord. 2488 § 4, 2007; Res. 84-2 § 5, 1984).

#### **2.06.060 Council President – Deputy Council President.**

The Council shall, on the first regular meeting of each calendar year, elect a Council President (who shall also be the Mayor pro tempore), and a Deputy Council President, to serve in such capacities until successors are elected. (Res. 89-1 § 1, 1989; Res. 84-2 § 6, 1984).

#### **2.06.070 Secretarial function.**

The Administration shall accomplish the secretarial function of the Council including, but not limited to, the following responsibilities:

A. Provide Councilmembers with an agenda and all pertinent material at least 48 hours prior to a regular meeting;

B. Provide a reasonable level of secretarial and research assistance to individual Councilmembers in their pursuit of City business;

C. Keep an accurate record of all Council proceedings. (Res. 84-2 § 7, 1984).

#### **2.06.080 Consent and regular agenda.**

The Mayor and/or the City Council President shall approve all items placed on the Consent Agenda and Regular Agenda prior to the final preparation of the Agenda. (Res. 84-2 § 8, 1984).

#### **2.06.090 Certain officials to attend on request.**

The City Administrator, City Attorney, and such other officers or employees of the City as designated by the Mayor shall, when requested, attend all meetings of the Council. (Res. 84-2 § 9, 1984).

#### **2.06.100 Order of business.**

The order of business shall be as follows:

A. Call to order:

1. Pledge of Allegiance;

B. Special business (when appropriate);

C. Audience comments;

D. Committee reports;

E. Mayor's report;

F. Consent calendar;

G. Public hearings;

H. Regular business;

I. Executive session.

Mayor may move agenda items up in the order of business, if necessary, to accommodate staff or other persons who will be making presentations to the Council. (Ord. 2488 § 5, 2007; Res. 2000-11 § 1, 2000; Res. 94-05 §§ 1, 2, 1994; Res. 84-2 § 10, 1984).

#### **2.06.110 Voting.**

Each member present has a duty and obligation to vote on all questions put to the Council, unless an obvious conflict of interest or appearance of fairness question is present; however, if a member does not vote, such member shall be determined to have voted "yes" at the time the vote is taken.

If an obvious conflict of interest or appearance of fairness question is not apparent to all Councilmembers present, a member shall be excused from voting on an issue only by a majority vote of the Councilmembers present.

If it is determined by a majority vote of the Councilmembers present that a Councilmember has a conflict of interest or would violate the appearance of fairness doctrine, then such Councilmember shall be denied a vote on such issue. (Res. 84-2 § 11, 1984).

#### **2.06.120 Public meeting – Executive session.**

All regular meetings of the Council shall be public upon the date fixed by ordinance. Executive sessions may be held during a regular or special meeting for the following purposes:

- A. Matters affecting national security;
- B. The selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price;
- C. The appointment, employment, or dismissal of a public officer or employee or to hear complaints or charges brought against such officers or employee by another public officer, person, or employee unless such charged officer or employee requests a public hearing;
- D. Litigation, anticipated or actual.

The City Council may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the governing body. (Res. 84-2 § 12, 1984).

#### **2.06.130 Discussion on Council business.**

A. Council Participation. In keeping with Robert's Rules of Order, discussion by Councilmembers should be concise, to the point, and relevant to the business pending before the Council.

B. Staff Participation. The Mayor or any Councilmember may cause any City employee, qualified to give expert testimony and/or a presentation on a matter, to address the Council.

C. Public Participation. The Rules of Procedure for Public Participation are identified in Exhibit "A," attached to the Resolution codified in this chapter and incorporated in this chapter by reference. (Res. 84-2 § 13, 1984).

#### **2.06.140 Committee reports.**

Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, but are not considered "reports" and will not be included in the Council minutes. (Res. 84-2 § 14, 1984).

#### **2.06.150 Council rules alteration, amendment or suspension.**

The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present. (Res. 84-2 § 15, 1984).

#### **2.06.160 Robert's Rules of Order.**

Robert's Rules of Order, Revised, shall govern the deliberations of the Council except when in conflict with any of the rules set out in this chapter. (Res. 84-2 § 16, 1984).