

Revised January 4, 2016

Roseville City Council Rules of Procedure

Rule 1 Rosenberg's Rules of Order

The Council adopts Rosenberg's Rules of Order for all Council meetings.

Rule 2 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 3 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) Council and City Manager Communications, Reports and Announcements
- 6) Recognitions, Donations and Communications
- 7) Approval of Minutes
- 8) Consent Agenda
- 9) Items Removed from Consent
- 10) General Ordinances
- 11) Presentations
- 12) Public Hearing & Action Consideration
- 13) Budget Items
- 14) Business Items – Action
- 15) Business Items – Presentation/Discussion
- 16) City Manager Future Agenda Review
- 17) Councilmember Initiated Future Agenda Items
- 18) Adjourn

The Council will schedule a 10-minute break after approximately two hours 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:

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

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. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" 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;

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

Rule 4 Electronic and/or Paper Agenda Packets

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

Rule 5 Public Comment

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

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 6 Issue and Meeting Curfew

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

Rule 7 City Council Task Force or Subcommittee Formation

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. 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.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council 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 City Council.

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.