

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY
OF REPUBLIC, MISSOURI, ADOPTING AND AFFIRMING BOARD POLICY WITH
REGARD TO CONDUCT OF MEETINGS**

WHEREAS, the Board of Aldermen has the authority to set policy with regard to the conduct of meetings as set forth in Code Section 115.090 and RSMo. 79.150; and

WHEREAS, the Board has adopted certain procedures by ordinance as reflected in the code of ordinances for the City of Republic including the use of Robert's Rules of Order in situations where the Board has not adopted a policy by ordinance or resolution; and

WHEREAS, the Board has established certain unwritten policies for conduct of meetings and the Board has determined that it is in the best interest of the City that such unwritten policies be formally approved by resolution for the purpose of having more efficient and orderly conduct of the City's business; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF REPUBLIC AS FOLLOWS:

SECTION 1: That pursuant to Code Section 115.090 and RSMo. 79.150, the Board adopts the procedures set out in Section 3 as the policy of the Board and any policy so adopted that conflicts with the Robert's Rules of Order shall supersede Robert's Rules of Order to the extent necessary to resolve any conflict between the two.

SECTION 2: The policies and procedures are not intended to conflict with any mandatory State or Federal law and shall be interpreted so as to be in harmony therewith.

SECTION 3:

- a. It is the general policy of the Board that when an ordinance is to be adopted it should have a first reading at one meeting with a second reading at a subsequent meeting; however, staff may submit a request to the Board to consider having two readings at the same meeting. In order to have two readings of an ordinance at the same meeting, a motion to have the second reading must be made, seconded and approved by a majority

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vote of the Board present. If the motion to have a second reading passes, the Board may proceed to a second reading of the ordinance at the same meeting.

- b. If the Board has once considered an item of major import, such item shall not be brought before the Board as a new item for consideration for at least ninety (90) days from the date of its last consideration.
- c. Upon receipt of a request to place an item on the agenda, the Mayor shall have a reasonable time to place the item on an upcoming agenda dependant upon the time needed for staff to research and provide to the Board adequate background information to allow the Board to make the best and most informed decision.
- d. As a general rule, an individual speaking at citizen's participation shall have five (5) minutes to speak to an issue. Such time limit should be noted in writing in such a way that the public is informed of the limit. The Mayor has the discretion to allow a citizen to speak beyond the five (5) minutes, depending upon the press of other City business and the gravity of the topic of discussion.
- e. Although citizen's participation is designed to allow the public to bring matters to the attention of the Mayor, Board and city officials, there is no prohibition from a Board member taking the podium to discuss an item not on the agenda.
- f. Should a Board member request that an item be placed on the agenda and the Mayor determine that it should not be placed on the agenda, that Board member and two additional members may present to the City Administrator a signed written request setting out in general terms the item to be placed on the agenda and the City Clerk shall be requested to place the item on the agenda over the Mayor's objection.
- g. If the Board determines to pursue a project outside of the established Action Plan that will consume considerable staff time and City resources, the Board should review the Action Plan to determine what, if any items need to be amended or modified to accommodate the new project.
- h. As set forth in Robert's Rules of Order, the Presiding Officer (Mayor) "conducts the meeting and sees that rules are observed". For reference purposes the following is a summary of some of the Presiding Officer duties from Robert's Rules of Order:

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- Begin the meeting on time; be certain a quorum is present.
- Announce in proper sequence business to come before a general assembly.
- Recognize members who are entitled to the floor.
- State, put to vote and announce results of votes on questions that legitimately come before the assembly.
- Protect the assembly from obviously frivolous motions by refusing to recognize them.
- Enforce rules of debate, order and decorum within the assembly.
- Expedite business in a way compatible with rights of members.
- Decide all questions of order, subject to appeal. If in doubt, the presiding officer may submit questions to the assembly for decision.
- Respond to inquiries of members concerning parliamentary procedure or factual information bearing on the business of the assembly.
- When necessary, authenticate by signature minutes, orders, legislation, etc.
- Declare the meeting adjourned when the assembly so votes or at the time prescribed, or if an emergency affects the safety of the assembly.

This Resolution is hereby adopted at a regular meeting of the Board of Aldermen of the City of Republic, Missouri, on this _____ day of _____, 2006.

ATTEST:

Brenda Jackson, City Clerk

Mayor James H. Collins

Approved for Board Action: _____, City Administrator

Approved as to Form: _____, City Attorney