

**CITY OF MUSCATINE**  
**RULES OF CITY COUNCIL**  
**FOR THE CITY OF MUSCATINE, IOWA**  
(Adopted by Resolution No. 2022-0382)  
09.15.22

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## **1. AUTHORITY**

- 1.1 Iowa Code Chapter 372.13(5) provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended, or new rules adopted. The Iowa Open Meetings Law, Chapter 21 of the Code of Iowa, is the governing law of public meetings held by the City of Muscatine.

## **2. SESSIONS OF CITY COUNCIL**

- 2.1 The City Council shall hold its regular sessions on the first and third Thursday of each month at 6:00 p.m. in the City Hall, unless the time set shall be a holiday, then such meeting shall be held at the same time and place on the prior secular day which is not a holiday or may be canceled as determined by a majority of Councilmembers
- 2.2 Special meetings may be called in conformity with 1-9-5 of the City Code.
- 2.3 The City Council shall hold its In-Depth Council meetings (study sessions) on the second Thursday of each month at 6:00 p.m. in the City Hall, unless the time set shall be a holiday, then such meeting shall be held at the same time and place on the prior secular day which is not a holiday or may be canceled as determined by a majority of Councilmembers. No formal action on any item may be taken at an in-depth meeting, however matters discussed during an In-Depth meeting may be placed on an agenda for a later City Council meeting.
- 2.4 Except when absent from the City or temporarily unable to perform his or her duties, the Mayor shall preside over all meetings of the Council and preserve order thereat. The Mayor Pro Tem shall preside during the absence of the Mayor or at the call of the Mayor. In the event of the absence of both the Mayor and Mayor Pro Tem, the Council shall be called to order by the Clerk, and the Council shall immediately select one of its members to serve as Acting Mayor Pro Tem, he or she shall have the same rights and privileges as other members of the Council.
- 2.5 Upon approval of the Mayor, City Council may participate in discussion at Regular, Special, and In-Depth Council meetings, including closed sessions, using remote technologies. However, a quorum of City Council is required to meet in person unless it is impossible or impracticable to do so. In that case, City Council must comply with conditions for electronic meetings as outlined in Iowa Code 21.8. Councilmembers will limit their participation by electronic means to the extent practicable. The public may participate in any Regular or Special Council meeting as set out in these rules using any remote technologies that have been previously arranged for that meeting.

### **3. AGENDA**

3.1 On or before the Tuesday before each Council meeting, the City Administrator shall provide the Agenda for such Council meeting to the Mayor and each Councilmember. If the Monday prior to a Council meeting is a holiday, then such agenda and attachments shall be provided on the Wednesday prior to the meeting.

### **3.2 ORDER OF BUSINESS**

A. At the regular meetings of the City Council, the Order of Business shall be as follows:

1. Call to Order
2. Invocation
3. Roll Call
4. Pledge of Allegiance
5. Approval of Agenda as presented and/or as Amended
6. Communications – Citizens
7. Councilmember Follow-Up to Citizen Communications
8. Consent Agenda (\*Items 9-14)
9. Review and Potential Vote to Approve Minutes \*
10. Petitions and Communications \*\*
11. Communication-Receive and File \*\*\*
12. Purchase Orders \*\*\*\*
13. Approval of Bills \*\*\*\*\*
14. From the Mayor \*\*\*\*\*
15. Public Hearing
16. Boards and Commissions
17. From the City Administrator
18. Mayor and Council Reports
19. Adjournment

B. The Council agenda for all items except petitions and communications shall be closed after 12:00 p.m. on the Friday immediately preceding each regular Council meeting. Items received after that time, unless of obvious urgency, shall be held over until the following Council meeting.

C. At Special meetings of the City Council, the order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consideration of Items Identified in the Call of Special Meeting
5. Adjournment

### 3.3 DETAILS PERTAINING TO ORDER OF BUSINESS

- A. Under “Invocation” an invocation may be given in alignment with the City’s Invocation Policy (Resolution #2022-0144).
- B. Roll Call shall be called at all Regular, In-Depth, and Special meetings of the Council to determine if a quorum is present. Four members of the Council shall constitute a quorum and the Clerk shall announce whether a quorum is present.
- C. Under “Approval of Agenda” the Mayor will review the agenda with the City Administrator and the City Council to determine if any items need to be removed from the agenda or pulled from the consent agenda for discussion by the Council at a later time in the same meeting. Items pulled from the consent agenda will be moved to the section titled “From the City Administrator” after the last published item.
- D. Under “Communications – Citizens” includes such communications, either verbal or written, as anyone in the audience may wish to present and which have not been included under any other item on the Council agenda. Citizens shall be allowed to address the Council in accordance with the provision of “Rights of Participating Audience”.
- E. Under “Councilmember Follow-Up to Citizen Communications”, the Mayor and/or City Councilmembers may address any issues brought before the Council during Citizen Communications.
- F. Under “Consent Agenda”, the City Council will consider items that are part of the Consent Agenda minus any items moved to discussion under “Approval of Agenda”. Items generally included in the consent agenda are approval of minutes, petitions and communications, items from the Mayor, receive and file communications, and approval of bills.
- G. Under “Review and Potential Vote to Approve Minutes” the minutes of the previous Council meeting shall be approved upon motion. The Date of the City Council meeting for such minutes shall be listed on the agenda. The City Clerk, prior to the meeting, shall have sent to each Councilmember a copy of the minutes and the reading of such minutes shall not be required unless the reading of certain articles thereof shall be requested by the Mayor or any Councilmember.

\* *“Review and Potential Vote to Approve Minutes” is part of the Consent Agenda*

- H. Under “Petitions and Communications” any petitions or communications from citizens or organizations are considered by the Council but may not be read, including any

applications for licenses or permits. Communications from anonymous persons are not to be presented.

*\*\* “Petitions and Communications” is part of the Consent Agenda.*

- I. Under “Communications – Receive and File” includes minutes from the various City boards and advisory commissions, special monthly reports, financial reports of the City, and other communications which require no action by the City Council. All items under this section can be received and filed by a single motion of the Council.

*\*\*\* “Communication – Receive and File” is part of the Consent Agenda.*

- J. Under “Purchase Orders”, any purchase orders over \$5,000 and under \$25,000 may be considered by the City Council.

*\*\*\*\* “Purchase Orders” is part of the Consent Agenda.*

- K. Under “Approval of Bills” the City Council shall consider the payment of all bills as submitted with the Council agenda and as prepared by the Finance Director. The Council shall authorize the payment by motion and authorize the Mayor and City Clerk to issue warrants for the amount requested. Members of the Council may question the payment of any bill and shall be provided with information concerning the bills from the City Administrator.

*\*\*\*\*\* “Approval of Bills” is part of the Consent Agenda.*

- L. Under “From the Mayor” any messages, recognitions, recommendations or suggestions which the Mayor deems appropriate from time to time are to be presented.

*\*\*\*\*\* “From the Mayor” is part of the Consent Agenda.*

- M. Under “Public Hearings” the Mayor, or a City staff person requested by the Mayor, reports the purpose of the hearing after which time the public shall be given the opportunity to comment on the proposed matter in accordance with the rules outlined under “Rights of Participating Audience”.

- N. Under “Boards and Commissions” recommendations from City Boards and Commissions will be considered by the City Council. All matters under this item are forwarded from the Board or Commission with specific recommendations to the City Council.

- O. Under “From the City Administrator” includes ordinances, resolutions, requests, or other items requiring action by the City Council as recommended by the City Administrator, other City departments, and other City boards and advisory commissions. These items, when appropriate, will include specific recommendations from the City Administrator.

- P. Under “Mayor and Council Reports” the Mayor, Councilmembers, City Administrator, or City Attorney may present reports, communications, or items that require discussion by the City Council provided that the item is on the published agenda. Other items may be discussed which are not on the agenda, however those items may be only of a general nature in the form of information or seeking input from the Council regarding items for future Council agendas. Any member of Council shall have the opportunity to present suggestions or recommendations for discussion by the City Council. At least three Councilmembers need to support moving an item forward for further discussion.

## **4. MOTIONS**

### **4.1 MAIN MOTIONS**

- A. Main motions are used to bring business before the Council for consideration and action on an agenda item. A main motion can be introduced only if no other business is pending. All main motions require a second. A main motion is debatable and may be amended.
- B. When a main motion is made verbally and seconded, it shall be stated by the Mayor or read by the Clerk. Verbal motions by the Council shall be stated clearly to avoid ambiguity or confusion. A motion shall be reduced to writing if requested by the Mayor, any Councilmember, or the Clerk. After a motion has been stated by the Mayor or read by the Clerk, it belongs to the Council as a whole and the maker may withdraw their motion as outlined in these rules.

### **4.2 SUBSIDIARY MOTIONS**

- A. Subsidiary motions may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it. All subsidiary motions require a second to proceed.
1. *Motion to Amend:* The point of a motion to amend is to modify the wording - and, within certain limits, the meaning - of a pending motion before the pending motion itself is acted upon. A motion to amend, once seconded, is debatable and may itself be amended once. A "secondary amendment," which is a change to a pending "primary amendment," cannot be amended. Once a motion to amend has been seconded and debated, it is decided before the main motion is decided. Certain motions to amend are improper.
    - a) An amendment must be “germane” to be an order. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied.

- b) Motions that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Council during the same session, is improper.
  - c) “Friendly” amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before formal motions to amend the main motion have been made, and after one or more formal motions to amend the main motion have been made unless one or more members of Council objects to amending by “friendly” amendment (in which case a formal motion to amend the main motion must be used for that purpose).
2. *To lay on the table.* This motion postpones discussion of an item indefinitely, unless taken off the table. Example: “I move we table this item.” Tabling an item leaves it on the table and no specific time is stated for further discussion. It stays “on the table,” until a later agenda item provides notice it will be brought from the table for further discussion. A motion to lay on the table shall be decided without debate.
  3. *To end debate or the “previous question”.* The most common form of this motion is to say: “I move the previous question,” or “I move the question,” or “I call for the question.” When a Councilmember makes such a motion, the Councilmember is relaying that “I’ve had enough debate. Let’s get on with the vote.” The motion requires a second. If the motion carries by two-thirds (2/3) majority of those Councilmembers present, all further debate is concluded, and the question put in this order: first upon the amendments pending, and then upon the main proposition before the Council. If the Nays prevail, the main question shall not then be put and the consideration of the subject is resumed, as though no motion for the previous question has been made.
  4. *To postpone to a date certain.* This motion proposes delay in further discussion of the matter under consideration until a specific, stated time at which the item will be debated further or indefinitely. Example: “I move we postpone further discussion of this item until our first regular meeting in October.” This motion is not debatable except the date certain.
  5. *To refer to a committee.* This motion directs that the item under consideration be sent to a committee for further analysis and recommendations. More information about committees can be found in Muscatine City Code Title 2 regarding Boards & Commissions.
  6. *To postpone indefinitely.* Proposes delay in further discussion of the matter under consideration indefinitely. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. A majority vote is required to postpone the motion under consideration.

#### 4.3 INCIDENTAL MOTIONS

A. Incidental motions usually apply to the method of conducting business rather to the business itself.

1. *Point of Order.* If a Councilmember thinks that the rules of order are being violated, the Councilmember can make a point of order, thereby calling upon the presiding officer for a ruling and an enforcement of the regular rules. A “point of order” takes precedence over any pending question out of which it may arise, does not require a second, and is not amendable. While a “point of order” technically is not debatable, the member raising the point of order may be permitted by the presiding officer to explain their point.
2. *Motion to Divide a Question:* On demand of any Councilmember, before the question is put, the question may be divided if it comprehends propositions in substance so distinct, that, one being taken away, a substantive proposition shall remain for the decision of the Council. A motion to divide a question, if seconded, takes precedence over the main motion and is not debatable.

The motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment to the motion to divide, in which case the amended form of the motion, if seconded, would be decided first. Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

#### 4.4 RESTORATIVE MOTIONS

A. Restorative motions bring a question again before the Council for its consideration

1. *Motion to Take from the Table.* The object of this motion is to take from the table and make pending again before the Council a motion or series of adhering motions that previously had been laid on the table. A motion to take an item from the table must be seconded to proceed and is neither debatable nor amendable. When a question is taken from the table, it is before the Council with everything adhering to it, exactly as it was when laid on the table.
2. *Motion to Reconsider.* After a vote is taken, the matter is deemed concluded and is subject to reconsideration only upon a timely motion at the same meeting, the adjourned meeting, any special meeting called for this purpose, or the next regular scheduled meeting, and such motion shall take precedence of all other questions



except a motion to adjourn. A motion to reconsider shall only be made by a Councilmember who voted with the majority on the original motion and may be seconded by any member of the Council. A motion to reconsider requires a two-thirds (2/3) vote of the City Council to pass.

3. *Motion to Rescind or Amend Something Previously Adopted.* By means of the motions to rescind or to amend something previously adopted, the Council can change an action previously taken or ordered.
  - a) A motion to rescind or amend something previously adopted must be seconded to proceed and is debatable and amendable.
  - b) There is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Council, regardless of how that member voted on the original question.
  - c) The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken. Instead, it either entirely nullifies the previous action or modifies it, depending upon which motion is used. For that reason, adoption of a motion to rescind or amend something previously adopted should be carefully considered if third parties may have relied to their detriment on the previous action.
  - d) In order to modify an adopted resolution or ordinance, Council must adopt a new resolution or ordinance making the desired modification, in compliance with all formalities applicable to adoption of a resolution or ordinance.

#### 4.5 PRIVILEGED MOTIONS

- A. Privileged motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending. This is because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance that should be allowed to interrupt the consideration of anything else, without debate.
  1. Motion to adjourn. This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote. This would occur outside of the adjournment in the Order of Business, which is called for by the Mayor. A motion to adjourn shall always be in order, except upon immediate repetition, interruption of a member speaking, when

the previous question has been ordered, or a vote is being taken. A motion to adjourn is not debatable, except as to time.

2. Motion to Recess. A motion to recess is essentially a motion to take a break during the course of a Council meeting. A motion to recess must be seconded. A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion. A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess. After a recess, the meeting resumes when the presiding officer has called the meeting back to order.

- 4.6 No motion to postpone to a certain day, to refer to a committee, or to postpone indefinitely, having been decided, shall be made again on the same question at the same meeting.
- 4.7 A motion to spend public funds in excess of \$25,000 on any one project, or motion to accept public improvements and facilities upon their completion, requires an affirmative vote of not less than the majority of the Councilmembers.
- 4.8 Roll shall be called on any action of the Council, if requested by the Mayor or any Councilmember.
- 4.9 Roll shall be called on any action of any ordinances or resolutions.
- 4.10 The rules of parliamentary practice comprised in “Robert’s Rules of Order – Revised” shall govern the Council in all cases not covered by these Rules of the Council.

## **5. CITY COUNCIL ACTIONS**

- 5.1 A majority of all the members elected to the City Council constitutes a quorum for the transaction of business, which includes resolutions, ordinances, and simple motions (requests).

### **5.2 RESOLUTIONS**

- A. Resolutions are proposed to set general policy, give formalized direction to staff, approve administrative actions, or for other reasons as required in the laws of the State of Iowa. Resolutions must be approved by a majority of all City Councilmembers (not just those present) and in some circumstances may require a three-fourths (3/4) affirmative vote as required by law.
- B. The subject matter of a resolution must be generally described in its title.
- C. Passage of a resolution requires an affirmative vote of not less than the majority of the Councilmembers.

- D. Passage of a resolution requires an affirmative vote of not less than the majority of the Councilmembers.

### 5.3 ORDINANCES

- A. An ordinance is needed to make changes to the City Code and to provide for any type of legislative enactment. An ordinance is the most binding and permanent type of council action and can be appealed or amended only by a subsequent ordinance. Depending on the type of ordinance, the City Council may hold a public hearing which provides the community with official notice that comments will be accepted by Council prior to deciding on the ordinance.
- B. The subject matter of an Ordinance or amendment must be generally described in its title.
- C. An amendment to an Ordinance or to a code of Ordinances must specifically repeal the Ordinance, code, section, or subsection to be amended and must set forth the Ordinance, code, section, or subsection as amended.
- D. A proposed Ordinance or amendment must be considered and voted on for passage at three City Council meetings, unless the requirement for a third reading of the Ordinance is suspended by a recorded vote of not less than three-fourths (3/4) of the Councilmembers.
- E. If a summary of the proposed Ordinance or amendment is published as required prior to its first consideration, and copies are available at the time of publication at the Office of the City Clerk, the Ordinance or amendment must be considered and voted on for passage at two City Council meetings, unless this requirement is suspended by a recorded vote of not less than three-fourths (3/4) of the City Councilmembers. The Clerk shall comply with the law in auditing and publishing the City Code.
- F. Passage of the Ordinance or amendment requires an affirmative vote of not less than the majority of all Councilmembers (not just those present).

### 5.4 Measures passed by the Council, other than simple motions, become effective in one of the following ways:

- A. The Mayor shall sign, veto, or take no action on an Ordinance, amendment or resolution passed by the Council. The Mayor may not vote as a member of the Council in accordance with the provisions of the laws of the State of Iowa.

- B. If the Mayor signs the measure, a resolution becomes effective immediately upon signing and an Ordinance or amendment becomes the law when published as provided in Iowa Code Section 380.7, subsection 3, unless a subsequent effective date is provided within the ordinance or amendment.
- C. If the Mayor vetoes the measure, he or she shall explain his or her reasons for the veto in a message to the Council at the time of the veto. Within thirty (30) days after the Mayor's veto, the Council may pass the measure again by a vote of not less than two-thirds (2/3) of the Councilmembers. If the Mayor vetoes the measure and the Council repasses the measure after the Mayor's veto, a resolution becomes effective immediately upon passage, and an Ordinance or amendment becomes a law when published unless a subsequent effective date is provided within the measure.
- D. If the Mayor takes no action on the measure, a resolution becomes effective fourteen (14) days after the date of passage and an Ordinance or amendment becomes a law when published, but no sooner than fourteen (14) days after the date of passage, unless a subsequent effective date is provided within the measure.

#### 5.5 SIMPLE MOTION (REQUESTS)

- A. Simple Motions are routine actions of the Council. Motions must be approved by a majority of the governing body present at the meeting and become effective immediately upon the vote of the Council. Actions that may be approved by request include but are not limited to approval of Council Meeting minutes, receipt of official documents, approval of liquor license, appointment to Council committees and boards, and issuance of purchase orders.

### **6. RIGHTS AND DUTIES OF COUNCILMEMBERS**

- 6.1 When any Councilmember is about to speak, he or she shall address the Mayor, confine himself or herself to the question under discussion, and avoid personalities.
- 6.2 If any Councilmember in speaking or otherwise, transgresses the rules of the Council, the Mayor or any member may call him or her to order, in which case the Councilmember so called to order shall immediately refrain from continuing except to proceed in order. An appeal may be made to the Council on the ruling and the ruling shall stand unless nullified by a majority vote of the Councilmembers present.
- 6.3 The Councilmember who made the motion has the first right to speak on the motion.
- 6.4 No Councilmember shall be recognized to speak twice on the same matter until every Councilmember desiring to comment on the matter has spoken.

- 6.5 When two or more Councilmembers request at the same time to speak on a question, the Mayor shall name the Councilmember who was first to speak. The others shall be given the opportunity to speak next.
- 6.6 While a Councilmember is speaking, other members shall not hold private discussions or in any other manner to disrupt the proceeding or interrupt the speaker.
- 6.7 No Councilmember shall be absent from any meeting of the Council without having notified the Mayor or Clerk in advance, giving the reasons for his or her absence. The Council may compel the attendance of any Councilmember if reasons for absence are deemed insufficient.
- 6.8 No Councilmember shall refuse to serve on any Committee to which he or she is appointed unless due to an identified conflict of interest.
- 6.9 Unless specifically otherwise provided in the City Code, or in the laws of the State of Iowa, each Councilmember shall vote on each question before the Council for a determination unless such Councilmember has a conflict of interest with the issue, which conflict shall be identified and communicated to the City Attorney prior to the meeting. If a conflict exists, the Councilmember shall withdraw from both the discussion and the vote on that item. The conflict will be recited into the record during the agenda item where the conflict may arise and have a determination by the City Attorney as soon as practicable. Any conflict of interest previously not identified by the Mayor or Councilmember should be announced at the time it arises by the member that believes he or she may have a conflict of interest on the record of the meeting, the councilmember should withdraw from the discussion and the vote, and the matter should be tabled if appropriate until the City Attorney is able to determine whether a conflict of interest exists.

## **7. RIGHTS OF PARTICIPATING AUDIENCE**

- 7.1 The public is invited to comment under the “Communications – Citizens” portion of the meeting on any matter of public interest or concern that is not included under any item on the Council agenda. The public is also invited to comment Under “Public Hearings” on the matter under consideration for that hearing. The Mayor, at his/her discretion, may invite the public to comment on individual items on the agenda as that item is considered in the order of business.
- 7.2 When any member of the audience has a matter to bring before the Council, he or she shall address himself or herself to the Mayor, giving his or her name and address and present the matter either verbally or in writing. If the matter is presented in writing, the petition or communication shall be filed with the Clerk for the records of the Council.
- 7.3 No member of the audience shall speak more than once on any question unless every other member of the audience or Council has had the opportunity to speak on such subject, and in no case shall a member of the audience speak more than twice on the same question without the consent of the Council. The total time for speaking by any member of the audience shall be three minutes, unless the Mayor extends or reduces the time as needed to

ensure a timely and orderly meeting. If the time is extended or reduced for any member of the audience, the same shall apply to all other audience members who wish to speak.

- 7.4 When two or more members of the audience rise at the same time, the Mayor shall name the one to speak first. The other shall be given the opportunity to speak next.
- 7.5 Each speaker shall promptly cease their comments and yield the lectern immediately upon expiration of the time allotted by the Mayor.
- 7.6 No speaker may yield part or all of their time to another speaker, and no speaker will be credited with time requested but not used by another.
- 7.7 The Mayor may, at his or her discretion, require speakers to sign in prior to the start of a meeting in order to ensure efficient audience participation.
- 7.8 The use of City projection equipment to display presentation materials to Council will be allowed in limited circumstances that permit City staff to manage the use of equipment, prepare materials for display, and avoid delay or disruption of the meeting.
- 7.9 If any member of the audience speaks or conducts himself or herself in an unbecoming manner, the Mayor shall have the right to call him or her to order and he or she shall immediately thereupon be seated and shall not speak further less he or she conducts himself or herself in an orderly manner.
- 7.10 Members of the audience shall address all remarks to the Mayor and shall not hold conversations or discussions with other members of the audience.

## **8. MEETING CONDUCT**

### **8.1 DISORDERLY CONDUCT**

- A. No person shall disrupt the orderly conduct of a Council meeting. Prohibited disruptive behavior includes, but is not limited to shouting, applause, making disruptive noises, creating or participating in a physical disturbance, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, entering into or remaining in an area of the meeting room that is not open to the public, or approaching the Council table without consent.
- B. Any message to or contact with any Councilmember while the Council is in session must be made through the City Clerk.
- C. The Mayor, Councilmembers, City Administrator, and City staff shall at all times conduct themselves civilly. No person shall be permitted to shout, curse or use personally offensive language directed at other individuals. Any person called to order by the presiding officer shall immediately desist in the objectionable behavior.

- D. While any person is addressing the meeting, who has been duly recognized by the presiding officer, no person shall hold any disruptive or distracting private conversation.

## 8.2 SERGEANT-AT-ARMS

- A. The presiding officer is the Sergeant-at-Arms of the Council meetings unless otherwise delegated upon the request of the presiding officer or any Councilmember.
- B. The Sergeant-at-Arms maintains order and decorum at the Council meetings. Physical removal, when necessary, will be undertaken by law enforcement personnel.
- C. Law enforcement personnel, by order of the presiding officer may remove any person from the Council chambers or meeting hall for the duration of the meeting.
  - 1. Unreasonably loud or disruptive language, noise or conduct which obstructs the work of conducting of the business of the Council.
  - 2. Willful injury of furnishings or the interior of the Council chambers or meeting hall.
  - 3. Refusal to obey the rules of conduct, including the limitations on occupancy and seating capacity.
  - 4. Refusal to obey an order of the presiding officer or an order approved by a majority of the Council present.
  - 5. Law enforcement personnel may, at their discretion, remove a person who is deemed a danger to others.
  - 6. If a meeting is disrupted by more than one member of the audience and where it appears a general breakdown of order has occurred or will occur, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared.
  - 7. As provided in City Code Section 6-3-11 and 6-3-13, if any person interferes, obstructs, or disturbs the assembly of City Council or harasses members of Council in an attempt to prevent them from performing their duties, that person shall be guilty of a misdemeanor and is subject to penalties as set out in Section 1-2-14 of the City Code.
  - 8. It shall be the duty of the Sergeant-at-Arms to enforce any written order of the Council or the presiding officer.

- 8.3 Only cellphones, pagers or other communications devices set to a non-audible alert are allowed in Council Chambers to avoid disrupting the meeting.
- 8.4 Attendees leaving the meeting before it has been adjourned must leave in a quiet and orderly manner until outside of the building, to avoid disrupting the meeting.

## **9. IN-DEPTH COUNCIL MEETING PROCEDURE**

- 9.1 In-Depth Council meetings are held as study sessions for the purpose of deliberating towards a decision on any matter. No public comment is taken at an In-Depth meeting and no formal action on any item may be taken at an In-Depth meeting. Any matter considered an urgency by Council or the City Administrator may be placed on a special meeting agenda that may coincide with an In-Depth meeting. Such special meeting will be properly noticed as required by Iowa Open Meetings
- 9.2 The rules of Council shall generally not apply to In-Depth meetings except for the rules contained in this section and except for the following, it being the intent thereof to give the Council complete freedom of discussion:
- A. The presiding officer shall be the Mayor as provided in Section 1.4 of these rules.
  - B. No persons shall be permitted to address the Council during the In-Depth Council meetings without an agenda item and prior approval of the presiding officer.
  - C. The Council may adopt a motion to refer any matter brought before it and may adopt the motion to adjourn at any time.
  - D. In-Depth meetings will be conducted in accordance with the laws of the State of Iowa.
  - E. Minutes of the In-Depth Council meetings shall be kept in accordance with the provisions of the State of Iowa laws and with the City Code and are to be submitted for approval at a subsequent meeting under the same procedures outlined in Section 3.4 of these rules.

## **10. OPEN MEETINGS LAW**

- 10.1 All meetings conducted by the City Council shall be held in accordance with the Iowa Open Meetings Law, Chapter 21 of the Iowa Code, and as amended.
- 10.2 Closed sessions of City Council shall be held in accordance with Chapter 21.5 of the Iowa Code. Closed sessions may only be held on an affirmative vote of two-thirds (2/3) of the members of Council or all of the members present at the meeting.
- 10.3 The City Council shall not discuss any business during a closed session which is not directly related to the specific reason announced as justification for the closed session.



10.4 Final action by the City Council on any matter discussed in closed session shall be taken in open session unless some other provision of the Iowa Code expressly permits such actions to be taken in closed session.

10.5 Closed meetings of Council may be held for any of the following reasons:

- A. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition of the City's possession or continued receipt of federal funds.
- B. To discuss application for letters patent.
- C. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
- D. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the City is the licensing or examining board.
- E. To discuss the decision to be rendered in a contested case conducted according to the provisions of Iowa Code Chapter 17A.
- F. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
- G. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution, or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- H. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- I. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

- J. To discuss information contained in records in the custody of the City that are confidential records pursuant to section 22.7, subsection 50.

#### 10.6 Electronic Meetings.

- A. City Council may conduct a meeting by remote technologies as provided in Iowa Code Chapter 21.8. The City Clerk will provide public access to the meeting to the extent reasonably possible. The City Clerk will include in the public notice that the meeting will be conducted electronically and will provide the public with information on how to access the meeting. Minutes of electronic meetings will include a statement explaining why a meeting in person was impossible or impractical.

#### 10.7 Cablecasting City Council Meetings

- A. All regular City Council meetings and In-Depth City Council meetings shall be cablecast over the local government channel.
- B. Special City Council meetings will generally not be cablecast unless such special meeting is conducted immediately preceding or immediately after a Regular or In-Depth Council meeting or as required by a majority vote of the City Council.