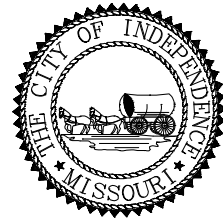




DATE: July 22, 2021

TO: Mayor and City Council

FROM: Becky Behrens, City Clerk



**SUBJECT: Council Rules Procedures and Meeting Decorum**

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Study Session Recommendations:

- A formal roll call should be called by the City Clerk at the beginning of the meeting.
- If a quorum of the Council is not met, only presentations and discussion will be had during the meeting.
- All board and commission recommendations will be done by a roll call vote, which will require a motion and a second.
- Motions to Refer should be added to actions that can be taken during the meeting, which will require a motion and a second.

Executive Session Recommendations/Requirements:

- All direction given to the City Manager in Executive Session should be confirmed with a roll call vote. This is a requirement of the Missouri Sunshine Law.
- Cell phone usage is strongly discouraged. Due to the nature of a closed session cell phones should not be used in order protect the spirit of the closure.
- Any notes taken during an Executive Session should be provided to the City Clerk at the end of the meeting. It's encouraged that no notes are taken other than the minutes.
- Discussions that occur during the meeting should be confined to the meeting, and generally not discussed outside of the meeting.

Regular City Council Meetings Recommendations/Requirements:

- As per 2.6 of the Council Rules of Procedure "Any member desiring to speak shall be recognized by the Chairman and shall confine his or her remarks to one subject under consideration or to be considered."
- The request for recognition should be verbal, this allows for clear recognition, and keeps order during the meeting. Once recognition is given any questions for staff should be directed to the City Manager.

- It is strongly encouraged that cell phones are not used during meetings. In general, this is a good practice, and ensures we are in compliance with the Missouri Sunshine Law.
- Any motion made during a meeting needs to be concise. Per Robert's Rules of Order however the motion is stated is how the motion should be voted on.
- In an effort to reenforce the Council Rules of Procedure the City Clerk will remind those speaking prior to the Citizen Request portion of the agenda what the Rules of Procedure are.

#### Additional Items:

- If an email is sent to the full City Council, and the City Council is not bcc'd on the email, no one should reply all to the email. In an effort to stay in line with the Missouri Sunshine Law the City Council should refrain from sending emails to the full Council. If the Mayor or Council would like to pass along information to the full Council this should be done through the Executive Assistant, City Clerk or City Manager.
- The Missouri Sunshine Law applies to all public governmental bodies, which includes, but is not limited to the City Council and all City Boards and Commissions.
- Civil, respectful and courteous discourse should be displayed in all open and closed meetings. These are professional meetings and should be conducted as such.
- As per 4.3 of the Council Rules of Procedure "The Chairman shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion." This includes, but is not limited to remarks from the public, staff, and Council, which are directed toward individual Councilmembers.