

**RESOLUTION NO. 1190**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GIG HARBOR, WASHINGTON, ADOPTING CITY COUNCIL  
GUIDELINES AND PROCEDURES**

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**WHEREAS**, the City Council and Mayor wish to adopt formal guidelines and procedures to govern the conduct of their meetings in order to increase meeting efficiency and reduce conflict; and

**WHEREAS**, RCW 35A.12.120 authorizes the City Council to “determine its own rules and order of business and to establish formal rules for the conduct of council meetings”; and

**WHEREAS**, the Mayor formed an ad hoc committee consisting of three Councilmembers to consider and recommend these guidelines and procedures; and

**WHEREAS**, these guidelines and procedures are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business; and

**WHEREAS**, these guidelines of procedure do not grant rights or privileges to members of the public or third parties; and

**WHEREAS**, the City Council may implicitly or by a majority vote determine to temporarily waive any of these guidelines or procedures;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR,  
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Adoption.** The City of Gig Harbor City Council hereby adopts the City Council Guidelines & Procedures as set forth in Exhibit A.

**RESOLVED** by the City Council this 26th day of October, 2020.

**APPROVED:**

  
\_\_\_\_\_  
Kit Kuhn, Mayor

ATTEST/AUTHENTICATED:

Molly Towslee  
Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 10/13/18  
PASSED BY THE CITY COUNCIL: 10/26/18  
RESOLUTION NO. 1190



*"THE MARITIME CITY"*

# **CITY OF GIG HARBOR**

## **COUNCIL GUIDELINES & PROCEDURES**

## **ARTICLE 1 – PURPOSE & SCOPE**

The City Council Guidelines and Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help Council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these guidelines shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any Council act. The City Council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

## ARTICLE 2 – CITY COUNCIL MEETINGS

### 2.1 City Council Meetings Defined

A City Council meeting is any meeting comprised of four or more councilmembers where City business is conducted. All City Council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of City Council meetings include:

- **Regular and Official Meetings** – The City Council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month.
- **Special Meetings** – Special meetings may be called by the Mayor or a majority of Council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide Council with the opportunity to discuss and explore issues before progressing the matter to a regular and official meeting for final action. Council may direct the Mayor to direct staff by motion or consensus at study sessions, but Council may not take final action on any matters. In order for Council to make informed decisions and to aid in developing intelligent questions on discussion items documents referring to those items shall be presented to the council 4 days ahead of council Study Sessions. If items are not presented, a majority of council has the authority to request another meeting when council has had time to investigate the materials.
- **Council Retreats** – Annually, or as needed, Council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, Council may direct the Mayor to direct staff by motion or consensus, but Council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to Council on the role and function of Council and other City governance matters.
- **Emergency Meetings** - An Emergency meeting may be called without notice requirements. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor or majority of councilmembers. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting at the discretion of the Mayor, or by a quorum of the City Council if allowed by law. A remote meeting is a meeting of the City Council during which a quorum or more of Council members appear or attend by

phone, the internet or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the OPMA. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all Council Meetings, a majority of the Council shall constitute a quorum for the transaction of business.

Councilmembers and the mayor may appear at a Council meeting by remote connection under limited circumstances. Remote attendance is allowed for the benefit of the City and not for the benefit of an individual councilmember. Remote attendance should be the rare exception, not the rule. In instances when the mayor is remotely attending a meeting, the mayor will still function as the Presiding Officer. These remote attendance guidelines do not apply to Remote Meetings as defined above.

The City Clerk or Assistant City Clerk shall attend all Council meetings. If the City Clerk and the Assistant City Clerk are absent from any Council meeting the City Administrator shall appoint a Clerk for that meeting.

Any City employee shall attend a City Council meeting when requested by the Mayor or City Administrator for clarification or explanation of agenda items.

## **2.2 Rules of Order**

All City Council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The City Clerk shall act as parliamentarian during all meetings of the City Council.

The Mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite manner towards each other and the public. Respect should be shown to present and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of Council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an

attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a “point of order” if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a Council meeting. Councilmembers may not record or broadcast Council meetings, aside from the City's authorized recording.

Councilmembers shall be seated in a manner acceptable to Council. If there is a dispute, the Council will decide by vote.

## **2.3 Role of the Mayor in Council Meetings**

It shall be the duty of the Mayor to:

- Call the Meeting to order
- Call the roll of councilmember attendance
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the Council by any councilmember.
- Attend all Council meetings. In the event that the Mayor is unable to attend a council meeting, the Mayor Pro Tempore shall preside. In the event that both Mayor and Mayor Pro-Tempore are unable to attend, Council may pick a member to preside for that meeting.

The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce these guidelines. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

The Mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting subject to an appeal and second by a councilmember, which places the matter before the full Council.

## **2.4 City Council Regular Business Meeting Agendas**

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the Council shall be set by the Mayor and City Administrator. Any one of the City's elected officials may place an item on the agenda as long as the item is submitted to the City Administrator a minimum of five working days prior to the Council meeting. Other parties desiring to place an item on the agenda shall submit the item to the City Administrator or Mayor at least five calendar days prior to the Council meetings. The City Administrator and the Mayor shall solely determine whether items submitted by other parties shall appear on any City Council agenda.

The accepted order of business for the regular business meetings of the Council shall be transacted as follows. The City Administrator or Mayor may rearrange items on the agenda to conduct the business before the Council more expeditiously.

### **I. CALL TO ORDER / ROLL CALL**

The Mayor (or Mayor Pro Tempore in the absence of the Mayor) shall call to order the meeting of each City Council meeting. The Mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at Roll Call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the Mayor. Council may reverse the Mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with his or her arrival time noted in the minutes.

### **II. PLEDGE OF ALLEGIANCE**

The Mayor shall lead the Council, staff, and all others presents in reciting the Pledge of Allegiance at the beginning of each Regular Business Meeting.

### **III. CHANGES TO THE AGENDA**

Councilmembers or the Mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the Council.

### **IV. CONSENT AGENDA**

Each agenda shall include a "consent agenda" in the order of business. When the City Administrator and Mayor determine that any item of business requires action by the Council but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the City Council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual council member. At the conclusion of passage of the consent agenda, those items removed at the request of any individual council member shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

#### **V. PRESENTATIONS**

This portion of the meeting is reserved for presentations from individuals or organizations outside of City government. Presentations will be added to the agenda at the discretion of the Mayor and City Administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from Council.

#### **VI. MAYOR'S REPORT**

#### **VII. CITY ADMINISTRATOR'S REPORT**

#### **VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor. The purpose of a Council meeting is to conduct the City's business; it is not a public forum. The OPMA does not require that members of the public be allowed to participate or speak.

The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner.

During public comment on items not currently on the agenda, the Mayor may recognize any councilmember or City staff for the limited purpose of

providing a brief response, or comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any Councilmember may indicate that he or she desires to discuss the matter further on the agenda (under Comments from Council, or as otherwise determined by the Mayor).

Comments shall be made from the microphone, first giving the speaker's name and address. No comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

All remarks shall be addressed to the Council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the Mayor, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

## **IX. OLD BUSINESS**

Old Business is reserved for items previously considered by Council under New Business at a prior regular business meeting. Typically, this will be ordinances returning for second or third reading.

The sequence of steps for considering old business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment
- d) Council deliberation and action

Public comment will be allowed on all Old Business agenda items unless the matter was previously considered under a formal Public Hearing and the hearing has been closed, or if the matter is governed by ordinance or statute the prohibits the receipt of public comment.

The procedure for public comments shall be the same as specified under "Public Comment on Non-Agenda Items." Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

**X. NEW BUSINESS**

New Business includes all business items not previously considered by Council at a prior regular business meeting.

The sequence of steps for considering new business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment
- d) Council deliberation and action

Public comment will be allowed on all New Business items unless the matter is governed by ordinance or statute that prohibits the receipt of public comment.

The procedure for public comments shall be the same as specified under "Public Comment on non-agenda items." Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

**XI. STAFF REPORT**

This portion of the meeting is reserved for presentations from City staff only. Staff reports will be added to the agenda at the request of staff and/or at discretion of the Mayor and City Administrator, or at the request of individual councilmembers. Discussion materials will not typically be distributed to Council prior to the meeting but may be made available at the conclusion of the meeting. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the mayor to direct to staff.

**XII. COUNCIL REPORTS / COMMENTS**

This portion of the meeting is reserved for reports from the Council Committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and with majority of Council concurrence may direct the Mayor to direct staff to analyze and prepare a brief report on the issue.

**XIII. ANNOUNCEMENT OF UPCOMING MEETINGS** Council will review the list of upcoming meetings.

#### **XIV. EXECUTIVE SESSION**

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an Executive Session, the Mayor shall announce the purpose of the session, the anticipated time when the session will be concluded and if any business or action is anticipated to be conducted by Council after the Executive Session. Should the Session require more time, a public announcement shall be made that the Session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Session, to ensure that the City's position is not compromised. Confidentiality also includes information provided to councilmembers outside Executive Session when the information is considered to be exempt from disclosure under State Law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the City Attorney, or City staff designated by the City Administrator, councilmembers should review such potential discussion with the City Administrator. Any councilmember having such contact or discussion shall make full disclosure to the City Administrator and/or the City Council in a timely manner.

#### **XV. ADJOURN**

Meetings shall be adjourned by a motion, second, and majority vote of the Council.

##### **2.5 Voting**

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the Mayor.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the Council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget

amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the Council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of Washington law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the City Attorney states that a councilmember's participation would violate or appears to be violating the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected member not to participate in a particular proceeding, and if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the City may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform Council of the number of councilmembers still waiting to speak.

## **2.6 Enacted Ordinances, Resolutions and Motions**

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, resolutions or these guidelines.

On occasion, Council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making and to provide staff with concise directions, Council should formalize their intent by motion whenever possible.

## **2.7 Reconsideration**

Any action of the Council shall be subject to a motion to reconsider.

Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

## **2.8 Meeting Packets**

The City Clerk shall prepare the meeting packet for all Council meetings containing the agenda, all reports of Council Committees, all documentary materials upon which Council action is to be taken, and copies of all minutes to be approved. The Agenda Packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the mayor's discretion.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible. Printed copies of the meeting packet will be provided to the Mayor, councilmembers, and staff upon request.

The agenda for all City Council Meetings shall be posted on the meetings bulletin board.

## **2.9 Minutes**

Minutes of City Council Meetings shall be recorded and signed by the City Clerk or his or her designee. Minutes of City Council business meetings shall be approved by Council at the subsequent regular business meeting. Minutes of City Council study sessions and Council Committees shall be submitted to Council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner and to preserve an accurate and concise record, minutes of all City meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.
- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes

should reflect the time of arrival and/or departure at that point in the minutes.

- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business
- Actions taken on each business item
- Record of motions and votes
- Direction given to staff by general consensus
- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from Council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the City Clerk.

## ARTICLE 3 - COUNCIL COMMITTEES

### **3.1 Council Committees Defined**

Standing Council Committees are identified in GHMC Chapter 2.51. This section of the Municipal Code describes the role and function of each committee and the process for appointment of the committee members.

Council may form *ad hoc* committees to address specific issues as needed. These committees should follow the same form as prescribed for the standing committees including election of a chair, reporting to Council, and conforming to the Open Public Meetings Act (OPMA).

Each Council Committee shall have a designated staff person assigned by the City Administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

### **3.2 Committee Meetings**

Each standing council committee shall determine its own regularly scheduled meeting day and time to be posted on the City's website. All council committee meetings shall be subject to all provisions the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each Department Head to make his or her position known to the Council Committee on each matter for Council action affecting the Department referred to the Committee.

### **3.3 Duties of the Chair**

The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend regular meetings of the Committee, which shall be open to members of the public.
- Determine the need to cancel a regularly scheduled Committee meeting.
- Determine the need to call a special meeting of the Committee.
- Work with other committee members, the Mayor and City staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee
- Determine the appropriateness of accepting public comment during committee meetings

### **3.4 Actions Taken by the Committees**

The chief duty of Council Committees is to take up matters referred to them by the City Council or staff. Motions made by the Committees should be phrased as recommendations to Council on specific actions to be taken.

Unless explicitly enumerated in the Municipal Code, Council Committees do not have the authority to take action on behalf of Council. Council Committees may not direct the Mayor or staff. Council Committees may make recommendations to the Mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the Mayor is not obligated to adhere to these recommendations. Council Committees cannot terminate an action or request by staff or the public. They can only provide Council a recommendation on the topic.

## ARTICLE 4 MAYOR PRO TEMPORE

### **4.1 Appointment**

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, Council shall elect from their number a Mayor Pro Tempore who shall hold office at the pleasure of Council. Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or temporary disability of the Mayor. The Mayor Pro Tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

### **4.2 Authority**

The Mayor Pro Tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the Mayor, but only for such period of time as the Mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the City.

The Mayor Pro Tempore shall have the authority to act as the Mayor in the Mayor's absence only when the Mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link. The authority of the Mayor Pro Tempore to act under authority of this Rule shall end upon the Mayor's return or the removal of any temporary disability. The Mayor Pro Tempore shall not delegate the authority herein granted to another City official.

The Mayor Pro Tempore shall not in any case have the authority to appoint or remove City officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the City.

### **4.3 Absence or Temporary Disability of the Mayor Defined**

For purposes of this Rule, the "absence or temporary disability of the Mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

- The Mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a Council Meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as City offices are closed, the Mayor Pro Tempore shall have authority to act in the Mayor's absence only with respect such emergencies as may require the Mayor's presence.

**4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor**

The Mayor Pro Tempore shall not receive the Mayor's salary during the extended absence or disability of the Mayor, provided, the Council may by ordinance provide for such compensation for the Mayor Pro Tempore.

**EXHIBIT A**  
**PARLIAMENTARY PROCEDURE AT A GLANCE**

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY