

September 24, 2018

Council Rules Workshop

Learn Your Rules



AGENDA

- First Readings
- Motion to "amend"
v. "substitution"
- Table to Date
Certain v Indefinitely
- "Council Rules"
- Adding Items to
Agenda
- Speaking Time
Opportunities
- Point of Order
- Conflicts of Interest

First Readings

QUIZ

True or False?

1. Every ordinance requires a 1st reading (or 1st reading waiver)
2. Motion is needed to advance an ordinance from 1st reading to the next meeting.
3. 2/3rds vote (6) required to waive first reading.

Example

- 1st reading of ordinance
- Members express concerns
- At discussion end member makes a motion directing staff to incorporate certain concerns before for final vote
- Motion 2nd & debatable
- Member disagrees, options?

Motion to Amend v. Substitution

Member disagrees, options?

1. Vote No

2. Ask member who made motion to amend motion

A. Member & 2nd agree

- Amended replaces original

B. Member or 2nd don't agree

- Original motion remains

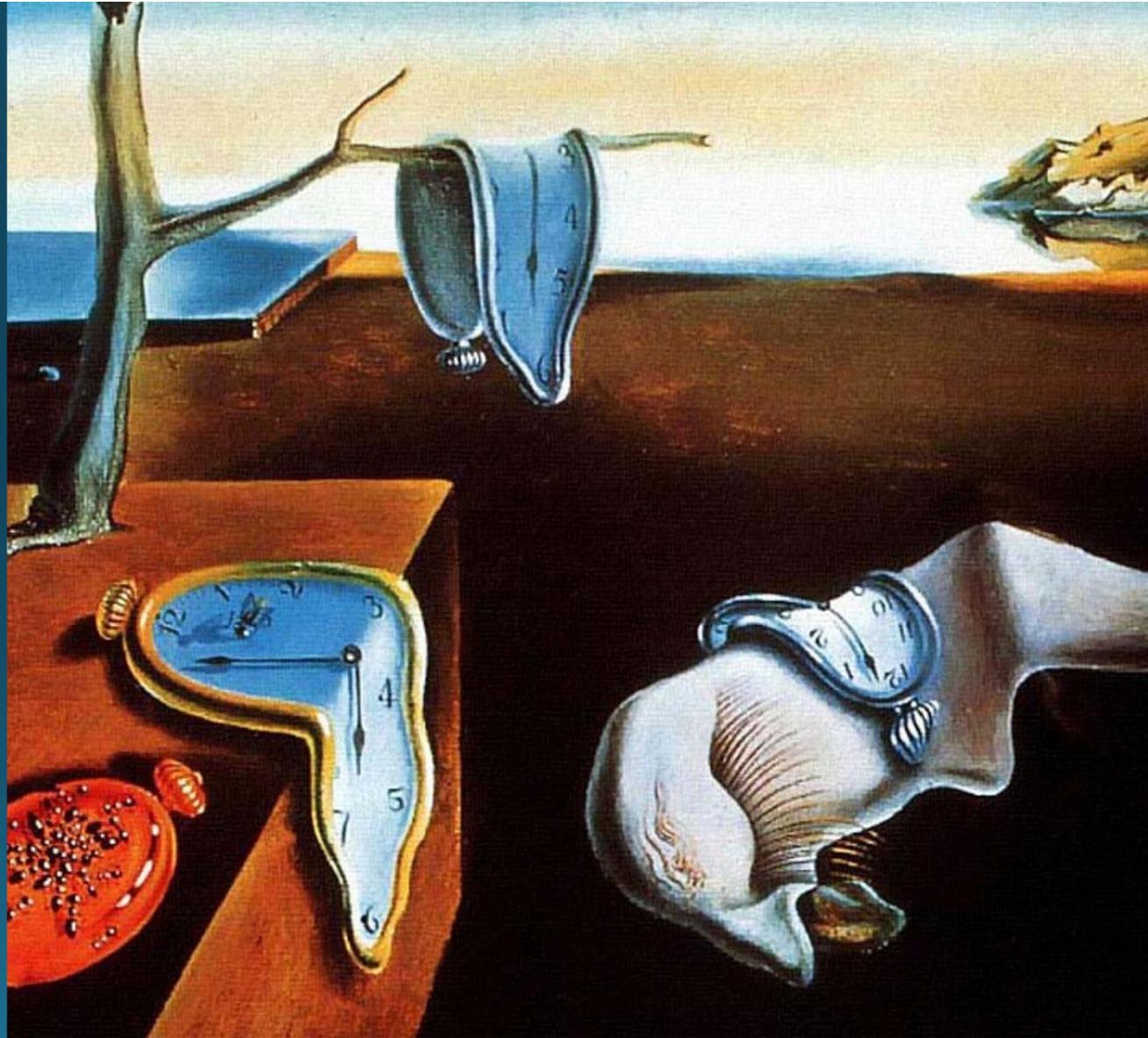
3. Member make motion in substitution

- own motion containing different, language from original motion
- Requires second & debatable
- Voted in place of original motion
- If passes it is adopted and no action on original motion (it dies)
- If fails original motion gets vote

4. Next meeting = 2nd chance

Tabling to Date Certain v. Indefinitely

- **Purpose:** postpone consideration of agenda item
- Second required & debatable
- **Date Certain** is clear
- **Indefinitely** requires 6 votes under New Business to remove from table (or...)



Motion to Invoke Council Rules

QUIZ

True or False?

1. May be used to continue item up to 2 meetings in future.
2. It does not require a second.
3. It is not debatable.
4. It cannot be defeated.
5. Motion to overrule needs a second and a majority vote.
6. No limit on how often it may be used in one meeting.

Council Discussion

Questions / Comments?

- Is the title “Council Rules” confusing & worth changing?
 - Unilateral Continuance
 - Council Member Continuance
- Do you want to keep this procedural mechanism?

Adding Items to Agenda

Items may be placed on a future agenda in the following ways:

1. Prior To Council Meeting

- The Mayor or any three (3) Council members may direct the City Manager to place an item on the City Council agenda for consideration if the request is timely made; or

2. During A City Council Meeting

- The Mayor or any member of the City Council may propose an item be placed for discussion on an agenda at a future City Council meeting if such proposal is supported by three (3) members of the City Council.

Speaking Time Opportunities

- No member shall speak more than 2 times on an agenda item at a meeting, except by consent of the Mayor or by consent of a majority of Council members present.
- City Council consent shall be assumed in the absence of an objection.
- The first time a Council member speaks on an agenda item shall be limited to 3 minutes. The second time a Council member speaks on an agenda item shall be limited to 2 minutes.

Point of Order

- POI is often not used or not used properly
- Members have obligation to make sure rules are followed
- If rule violated you may put a stop to the violation by interrupting the speak by stating “point of order”
- Chair must stop and ask member to make their point
- Then chair decides:
 - “Point well taken” & corrects it or
 - “Point not well taken” & moves on
- Not a personal attack
 - It’s not “you’re wrong”, but rather preserving process
 - Everyone is on same team when it comes to following process
- Everyone should welcome help protecting members rights & proper transaction of business

Conflicts of Interest

All members of the City Council shall perform their duties for the benefit of the citizens with integrity and impartiality, without allowing prejudice, favoritism or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest or to interfere with the professional operation of the City

- Naperville Municipal Code, state statute & common law
- Written disclosure filed with City Manager not later than the call to order of the meeting
- Leave Chamber & don't vote
- Gift Ban
- If you ever have a question please contact City Attorney

Questions?