



Date: August 4, 2026
Department: Administration
Presenter: Riley Hovorka, Town Administrator & Monica Chenault, Clerk/Treasurer
Subject: Resolution 2026-32: Council Rules of Procedure

Purpose:

Staff request that Council consider updating the Council Rules of Procedure via resolution.

Background:

Jim Sanderson, Town Attorney, suggested revisions to the 2008 Council Rules of Procedure (“Rules”) and prepared a redline draft for Council consideration at the July 7 meeting. Council discussed the Attorney’s proposed changes and directed staff to proceed with updating the Rules as discussed during that meeting. Direction also included a general conversion of all references of Commission/Commissioners to Town Council/Councilmembers.

While reviewing the Rules and implementing the changes Council discussed on July 7, staff identified five additional areas that were out-of-date with current practices:

1. Rule 1-2 Special Meetings:
 - Remove the requirement for special meetings to be requested in writing, signed by the requestor(s), and logged into a journal. Staff find that a verbal directive to schedule a special meeting—in person, over the phone, during a meeting, etc.—is permissible. This update is reflective of current practice.
2. Rule 2-5(a): Order of Business
 - Move, add, or remove section headers to reflect the way that agendas are currently structured.
 - Roll call and quorum pronouncement are combined into one item.
 - Adoption of the agenda should occur before any action is taken.
 - Nesting of minutes, bills to pay, and monthly financial report within a consent agenda.
 - Report-outs should occur after the consent agenda.
 - Option for a “work session” section, if needed.
 - Combination of “unfinished business” and “new business” into one overarching “action items” section.

- Public comment prior to adjournment.
 - 3. Rule 2-5(b): Order of Business
 - Change the agenda item submission deadline from the last Thursday to the last Wednesday before a meeting and ensure that the Town Administrator also receives a copy of each agenda. This is to ensure more timely publication and awareness, and to be more respectful of staff's time.
 - Update the practice of providing copies of the agenda to members of the public. Instead of mailing out hardcopy agendas, the Clerk's Office now notices the publication of each agenda by text and makes agendas/packets available on the Town's website.
 - 4. Rule 2-6(e): Public Participation
 - Remove verbiage regarding written comments that are evidentiary or argumentative in nature. *All* comments—including those which are evidentiary or argumentative in nature—may be submitted to the Clerk before 12:00pm on the day of the meeting.
 - 5. Rule 2-14: Recusals and Abstentions
 - New section to address W.S. § 9-13-101 et seq. ("Ethics and Disclosure Act") that was not previously mentioned elsewhere in the Rules.
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Alternatives:

Option A — Adopt the proposed Rules by resolution.

- Benefits Include: Greater consistency between the Rules, current procedures, and State Statutes.
- Challenges Include: These Rules are not a comprehensive re-write. Many Rules remain untouched.

Option B — Direct staff to make the following amendments _____, and bring a new draft to Council for consideration at the next available Council meeting.

- Benefits Include: Same benefits, with added flexibility for Council to expand (or reduce) the scope of amendments to include (or exclude) more sections.
- Challenges Include: The Rules would need to come back to Council for adoption once a new draft is available.

Option C — Adopt the proposed Rules by resolution, and direct staff to make additional revisions to be considered at a later date.

- Benefits Include: Immediately addresses most the more pressing issues while allowing staff more time to make more comprehensive updates.
- Challenges Include: Depending on the scope of updates, Council may want to consider scheduling a work session for this item.

Option D — Do not adopt the Rules. Continue to follow the 2008 Rules.

- Challenges Include: The 2008 Rules do not align with current procedures. The Town Council and staff would need to come into compliance with old procedures.

Fiscal Impact:

No fiscal impact.

Strategic or Community Impact:

Amending the Rules to reflect current and/or desired procedures creates consistency and clarity for Councilmembers, staff, and the public.

Key Questions:

1. Does Council still wish to implement the changes proposed by Mr. Sanderson and discussed at the July 7, 2026 Town Council meeting?
2. Does Council will to incorporate the amendments proposed by the Town Clerk, and elaborated upon in the 'background' section herein?
3. Does Council wish to include a section regarding recusals and abstentions, thus reinforcing the Wyoming Ethics and Disclosures Act?

Suggested Motion:

I move to adopt Resolution 2026-32, adopting the Town Council Rules of Procedure and Meeting Rules.

Purpose and Authority

The Wyoming Constitution provides in Section 22 of Article 1:

The right to petition, and of the people peaceably to assemble to consult for the common good, and to make known their opinions, shall never be denied or abridged.

And the U.S. Constitution provides in the 1st Amendment that Congress shall make no law abridging the freedom of the right of the people to peaceably assemble, and to petition the government for redress of grievances. With full compliance to the U.S. and Wyoming Constitutions the Town of Alpine, Town Council promulgates these rules and regulations in order to ensure orderly meetings that encourage public participation. The following guiding principles have been the foundation of the formation of these rules:

- The Council must act as a body.
- The Council should proceed in the most efficient manner possible.
- The Council must act by at least a majority.
- Every Council member must have an equal opportunity to participate in decision-making.
- The Council's Rules of Procedure must be followed consistently.
- The Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
- Meetings are accomplished in the spirit of openness with the encouragement of public participation.

No deliberative body can efficiently perform without rules of procedure. While rules cannot ensure civility, or command accuracy, clear rules and their fair and consistent application can lead to an orderly process. Our system of government, with its foundation in a robust, free exchange of ideas and lofty First Amendment aspirations, militates against controlled civil discourse. Certainly, civility cannot be mandated, but order has to be maintained. At the same time, the ~~Commission~~ Town Council has to provide a broad opportunity for public participation.

The following rules are content-neutral time, place, and manner regulations which are narrowly tailored to serve a significant government interest and leave open ample alternative channels of communication. The significant government interest being an orderly meeting.

Chapter 1 Meetings

Rule 1-1 Time of Regular Meetings

The regular meeting of the Town of Alpine Town Council shall be held on the first and third Tuesday of each month, commencing at 7:00 p.m. in the Alpine Town Hall located at 250 River Road, Alpine, Wyoming, or at such other location within the Town of Alpine as may be necessary due to limitations of space or other reasons. (W.S. §16-4-404(a))

Rule 1-2 Special Meetings

The Mayor, or a majority of the Town Council, shall have the power to call special meetings of the Town Council, ~~the object of which shall be submitted to the Town Clerk in writing and the call and object, as well as the disposition thereof, shall be entered upon the journal by the Town Clerk. The call shall be in writing and signed by the person or persons calling the meeting.~~ Notice shall be given to each member of the Town Council and to each newspaper of general circulation, radio, or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. W.S. §16-4-404(b).

Rule 1-3 Open Meetings

All meetings of the Town Council are public meetings, open to the public at all times, except as otherwise provided. No action of the Town Council shall be taken except during a public meeting. W.S. §16-4-403(a). Meetings are defined as when at least a quorum of the Town Council (three (3) members), are assembled for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business, after having been called together through the proper authority. W.S. §16-4-402(a)(iii).

Rule 1-4 Executive Sessions

- (a) The Town Council may hold executive sessions not open to the public upon a majority vote of the members present. Executive Sessions may only be held within a regular or special meeting and may not be held independently of a regular or special meeting:
 - 1) With the attorney general, county attorney, sheriff or their respective deputies, or other officers of the law, on matters posing a threat to security of public or private property, or a threat to the public's right of access;
 - 2) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person, or employee, or to hear complaints or

charges brought against an employee, professional person, or officer, unless the employee, professional person, or officer requests a public hearing. The Town Council may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the Town Council may deliberate on its decision in executive sessions;

- 3) On matters concerning litigation to which the Town is a party or proposed litigation to which the Town may be a party;
- 4) On matters of national security;
- 5) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;
- 6) To consider acceptance of gifts, donations, and bequests which the donor has requested in writing to be kept confidential;
- 7) To consider or receive any information classified as confidential by law;
- 8) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all negotiations.
W.S. §16-4-405.

Rule 1-5 Public Participation

A member of the public is not required, as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation. W.S. §16-4-403(b).

Rule 1-6 Recess

The Town Council may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.
W.S. §16-4-404(c).

Rule 1-7 Emergency Meetings

The Town Council may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is

of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours. W.S. §16-4-404(d).

Rule 1-8 Disruption of Meetings

If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the Chair, subject to ratification by majority vote of the Town Council, may order the removal of the person or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. The Town Council shall establish procedures for Readmitting an individual or individuals not responsible for disturbing the conduct of a meeting. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section. W.S. §16-4-406.

Chapter 2 Conduct of Meetings

Rule 2-1 Chapter Constitutes Rules Governing Procedures; Suspension of Rules

The provisions of this chapter shall constitute the rules and regulations governing the procedures of the Town Council, and shall be ~~strictly~~ adhered to unless temporarily suspended by three-quarters vote of the council members present at the meeting. The motion to suspend the provisions of this chapter must specify for what purpose the suspension is made and the suspension shall exist only until the purpose named in the motion is accomplished.

Rule 2-2 Applicability of Robert's Rules of Order

This Chapter shall govern the Town Council in regards to parliamentary procedure of meetings, however, for those areas of parliamentary procedure in which this Chapter is silent, the rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised, ~~10th~~ 12th Edition, and any subsequent editions or amendments thereto, if any, shall govern the Town Council so long as Robert's Rules of Order are not inconsistent with the provisions of this Chapter or the Statutes of the State of Wyoming.

Rule 2-3 Presiding Officer

The Chair shall preside at all meetings of the Town Council as the presiding officer. In the absence of the chair, the vice-chair shall preside and act as chair until the appearance of the chair. If the vice-chair is unavailable, the Town Council may appoint by a majority vote a chair pro-tem. The chair pro-tem and vice-chair when occupying the place of the chair, may exercise all of the powers

of that office, and have the same privileges, while so acting, shall be as binding upon the Town Council and upon the Town, as if done by the chair.

Rule 2-4 Call to Order

At the hour appointed for the meeting of the Town Council, the Town Council shall be called to order by the presiding officer. The Mayor ~~Town Clerk~~ or its designee, shall call the roll. If a quorum is present, the Town Council shall proceed to the business which may come before it. A majority of all the qualified members of the governing body constitute a quorum. Once achieved, a quorum is not obviated by a member who has withdrawn from a meeting without the approval of the Council.

Rule 2-5 Order of Business

(a) _____ The order of business at each regular Town Council meeting shall be as set forth in the agenda prepared prior to each meeting. The suggested agenda format is as follows:

- Call to Order
- Roll Call and Quorum Pronouncement
- ~~Quorum Pronouncement by the Chair~~
- Approval of Minutes
- Adoption of Agenda
- Consent Agenda
 - Approval of Minutes
 - Bills to Pay
 - Monthly Financial Report
- ~~Unfinished Business~~
- ~~New Business~~
- Reports
- Work Session and/or Action Items
- ~~Public Comment~~
- ~~Reports~~
- ~~Communications~~ Public Comment
- Adjournment
- Executive Session (as needed)

(b) _____ -The Town Clerk or its designee shall prepare and deliver to each ~~commissioner~~ Town Councilmember, the Town Administrator, and the Town Attorney an agenda no later than 5 days preceding the next meeting. Items to be included on the agenda must be submitted to the Town Clerk in writing on the ~~first~~ last Wednesday/Thursday preceding the next regular meeting. The agenda shall state the presenter for each agenda item and a brief description of each agenda item. ~~The Town Clerk shall also mail (regular mail, facsimile or electronic mails) a~~

~~copy of the agenda to every person who has requested the same in writing during the preceding year. A link to the agenda may be sent to all persons subscribed to TextMyGov.~~

- (c) Following submission of the agenda to the Town Council, agenda items may not be added unless by a vote of the majority of the Council present or at the discretion of the chair.

Rule 2-6 Public Participation

- (a) Recognition. No person may address the Council without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Council Member or a member of the Town Staff until all of Council Members have finished discussing the agenda item under consideration.
- (b) Addressing the Council. A person addressing the Council shall do so at the speaker's rostrum and shall begin by offering his or her name and group affiliation, if any, orally, and in writing if requested. All remarks shall be addressed to the chair. No cross-talking shall be permitted.
- (c) Limits. Each speaker shall limit his or her remarks to three (3) minutes, except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer. Each speaker shall avoid repetition of the remarks of prior speakers and speak only to the agenda item under consideration.
- (d) Questions. Following each speaker's remarks, each Council Member shall be given the opportunity to comment further and to address questions to the speaker. The speaker may not be permitted or required to answer such questions if all the Council Members present, other than the questioner, object.
- ~~(e)~~ Written Communication. Consideration of written communications ~~of an evidentiary or argumentative nature~~ that is received by the Council less than 48 hours prior to the meeting is discouraged, and no may be submitted to the Clerk before 12:00 PM on the day of the meeting. Council Member is obligated to take into consideration matters contained therein. Similarly, e Consideration of petitions, except to the extent that the signatures are witnessed by notary public, is discouraged and no Council Member shall have any obligation to assume the genuineness of un-witnessed signatures to any petition.
- ~~(e)(f)~~ Public Comment Notice. Public comment is an opportunity for residents to address Town-related matters. Remarks are directed at the Chair. The Council is under no obligation to respond. Each speaker is limited to three (3) minutes and is asked to remain on the agenda topic and to be respectful.

Rule 2-7 Preservation of Order

The Presiding Officer shall preserve order, ~~prevent personally directed comments, confine members in debate to the question, confine Council Members in debate to the question and prevent personally directed comments among them,~~ and shall decide who shall be first heard when two or more ~~commissioners~~ Council Members rise at the same time. Any appeal of the presiding officer's decision in such case shall be to the Town Council then sitting, which shall decide at once and without debate. A member called to order at a Town Council meeting shall at once suspend his remarks, unless permitted to explain. If there is no appeal, the decision of the presiding officer shall be conclusive and, if an appeal is taken, the Town Council shall decide the question at once and without debate. This rule governs decorum among Council Members and does not authorize restriction of the content or viewpoint of public comment.

Rule 2-8 Sergeant-at-Arms

~~The Town Police Chief, or his designee, A deputy of the Lincoln County Sheriff's Office designated by the Town, or other person designated by the Chair,~~ shall act as sergeant-at-arms at all meetings of the Town Council at the request of the chair, and he shall preserve order at such meetings and carry out the directions of the presiding officer respecting any business of the Town Council. The Sargeant-at-Arms shall act only to preserve order and the safety of those present, and shall not act based on the content or viewpoint of any person's speech.

Rule 2-9 Council Members ~~County commissioners~~ to observe order

No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

Rule 2-10 Procedure to Obtain Floor

Each Council Member, before speaking on any question at a Town Council meeting, shall address himself to the presiding officer, and shall not proceed with his remarks until recognized by the presiding officer.

Rule 2-11 Motions Generally

- (a) No question shall be put to a vote at a Town Council meeting unless the same is seconded. When a motion is seconded, it shall be so stated by the presiding officer before debate or action thereon.
- (b) Each motion shall be reduced to writing by the Council Member making it, or the Town Clerk if the presiding officer or any Council Member shall ask it.

- (c) After a motion is stated by a presiding officer, it shall be deemed to be in the possession of the Town Council, but it may be withdrawn by the presiding officer before decision or amendment, with the permission of the Town Council.

Rule 2-12 Statement for Reasons of Voting

Any Council Member may state his reason for voting upon any question either immediately before or immediately after the entire vote is taken of all members, but he shall confine his remarks strictly to the subject under consideration, and shall not spend longer than five minutes.

Rule 2-13 Subsidiary Motions

- (a) When a question is before the Town Council, no motion shall be received, except as herein specified, which motion shall have precedence in the order stated:
- 1) **To appeal** a procedural ruling of the presiding officer. The motion needs a second. The presiding officer has the first opportunity to speak to the appeal. Then debate may occur among the Council Members, and finally the presiding officer has the last right to speak before taking the vote. A majority vote is needed to sustain the decision of the chair;
 - 2) **To adjourn.** This motion may be made only at the conclusion of the action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to simply adjourn cannot be amended, but a motion to adjourn to a time named may be amended and is open to debate;
 - 3) **To take a brief recess.** This may be voted upon or is a privilege of the chair.
 - 4) **Question of Privilege.** Permits a member to make a request relating to the rights and privileges of the Council. Does not require a second and is not debatable. The chair rules on the request and may ask advice of the Town Attorney as a basis for the ruling. This procedure is normally used to request to go into executive session.
 - 5) **Point of Order.** A second is not required and is not debatable. To rise to a point of order is to protest a breach of the rules. The chair rules on the request.
 - 6) **To suspend the rules.** The ~~commission~~ Town Council may not suspend provisions of the rules that are imposed by law, for example motions that require 2/3 by statute. To suspend the rules requires a 2/3 vote;
 - 7) **To go into executive session.** The ~~Commission~~ Town Council may go into executive session only under the provisions of the Wyoming Open

Meetings Act. The motion shall cite the statutory basis for the executive session and shall be adopted at an open meeting. The ~~Commission-Town Council~~ may either recess or adjourn into executive session

- 8) **To leave executive session;**
- 9) **To divide a complex question and consider it by parts.**
- 10) **To defer consideration.** The ~~Commission-Town Council~~ may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 30 days thereafter unless a motion to revive consideration is adopted. This motion should be distinguished from a motion to postpone to a certain time or date, which matter then automatically is brought up again when that time arrives.
- 11) **Motion for the previous question.** This motion is not in order until there have been at least 20 minutes of debate and/or every member has had an opportunity to speak once. The previous question shall be put in this form: "Shall we vote on the issue now before us?" It shall be admitted when demanded by a majority of the members present. Its effect, when sustained by a majority of the members present, shall put to an end all debate, and bring the Town Council to a direct vote.
- 12) **To postpone to a certain time or day.** A Motion to postpone to a certain time or day may be either made as a general order or a special order. A special order requires two-thirds vote, whereas a general order only requires a majority. A General Order states the date and/or the approximate time that the matter will be taken up, but does not interrupt pending matters at that time. A Special Order states a specific date and time and at that specified time all pending matters cease in order to consider the special order. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the day in question or move to suspend the rules.
- 13) **To amend.** An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. The intent of such an amendment should be achieved in a simpler, more straightforward manner by the defeat of the original motion. Pertinent amendments that make major substantive changes to the original motion are proper. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. On an amendment to strike out and insert, the paragraph or sentence it amends

shall be first read as it stands, then the words proposed to be struck out, and then those words proposed to be inserted and finally the paragraph or sentence as it would stand if so amended. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.

- 14) To rescind.** The ~~Commission~~ Town Council may vote to rescind actions it has previously taken.

Rule 2-14 Recusals and Abstentions

(a) Disclosure

- 1) Any Councilmember with a personal, financial, or other interest that could reasonably be perceived to affect their impartiality on a matter before the Council must publicly disclose the nature of the interest before discussion begins.

(b) Recusal

- 1) A Councilmember shall recuse themselves from voting, deliberating, or otherwise participating in any matter where: 1) They or an immediate family member have a direct financial interest; 2) They serve in a leadership or employment role with an entity directly affected by the decision; or 3) Their impartiality might reasonably be questioned by the public.

(c) Recusal Procedure

- 1) When recusing themselves from voting, deliberating, or otherwise participating in contemplation of an action item, a Councilmember shall: 1) State the reason for recusal for the public record; 2) Leave the Council table during discussion and voting on the matter; and 3) Be recorded in the minutes as "having abstained from the vote due to a conflict of interest."

(d) Abstentions

- 1) Councilmembers shall abstain from voting only in clear cases of personal or private interest as defined in W.S. § 9-13-106.

W.S. § 9-13-101 et seq. ("Ethics and Disclosure Act")

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The Chair shall preside at all meetings of the Town Council as the presiding officer. In the absence of the chair, the vice-chair shall preside and act as chair until the appearance of the chair. If the vice-chair is unavailable, the Town Council may appoint by a majority vote a chair pro-tem. The chair pro-tem and vice-chair when occupying the place of the chair, may exercise all of the powers of that office, and have the same privileges, while so acting, shall be as binding upon the Town Council and upon the Town, as if done by the chair.

Rule 2-4 Call to Order

At the hour appointed for the meeting of the Town Council, the Town Council shall be called to order by the presiding officer. The Mayor or its designee, shall call the roll. If a quorum is present, the Town Council shall proceed to the business which may come before it. A majority of all the qualified members of the governing body constitute a quorum. Once achieved, a quorum is not obviated by a member who has withdrawn from a meeting without the approval of the Council.

Rule 2-5 Order of Business

- (a) The order of business at each regular Town Council meeting shall be as set forth in the agenda prepared prior to each meeting. The suggested agenda format is as follows:
- Call to Order
 - Roll Call and Quorum Pronouncement
 - Adoption of Agenda
 - Consent Agenda
 - Approval of Minutes
 - Bills to Pay
 - Monthly Financial Report
 - Reports
 - Work Session and/or Action Items
 - Public Comment
 - Adjournment
 - Executive Session (as needed)
- (b) The Town Clerk or its designee shall prepare and deliver to each Town Councilmember, the Town Administrator, and the Town Attorney an agenda no later than 5 days preceding the next meeting. Items to be included on the agenda must be submitted to the Town Clerk in writing on the last Wednesday preceding the next regular meeting. The agenda shall state the presenter for each agenda item and a brief description of each agenda item. A link to the agenda may be sent to all persons subscribed to TextMyGov.
- (c) Following submission of the agenda to the Town Council, agenda items may not be added unless by a vote of the majority of the Council present or at the discretion of the chair.

Rule 2-6 Public Participation

- (a) Recognition. No person may address the Council without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other

than a Council Member or a member of the Town Staff until all of Council Members have finished discussing the agenda item under consideration.

- (b) Addressing the Council. A person addressing the Council shall do so at the speaker's rostrum and shall begin by offering his or her name and group affiliation, if any, orally, and in writing if requested. All remarks shall be addressed to the chair. No cross-talking shall be permitted.
- (c) Limits. Each speaker shall limit his or her remarks to three (3) minutes, except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer. Each speaker shall avoid repetition of the remarks of prior speakers and speak only to the agenda item under consideration.
- (d) Questions. Following each speaker's remarks, each Council Member shall be given the opportunity to comment further and to address questions to the speaker. The speaker may not be permitted or required to answer such questions if all the Council Members present, other than the questioner, object.
- (e) Written Communication. Consideration of written communications - may be submitted to the Clerk before 12:00 PM on the day of the meeting. Consideration of petitions, except to the extent that the signatures are witnessed by notary public, is discouraged and no Council Member shall have any obligation to assume the genuineness of un-witnessed signatures to any petition.
- (f) Public Comment Notice. Public comment is an opportunity for residents to address Town-related matters. Remarks are directed at the Chair. The Council is under no obligation to respond. Each speaker is limited to three (3) minutes and is asked to remain on the agenda topic and to be respectful.

Rule 2-7 Preservation of Order

The Presiding Officer shall preserve order, confine Council Members in debate to the question and prevent personally directed comments among them, and shall decide who shall be first heard when two or more Council Members rise at the same time. Any appeal of the presiding officer's decision in such case shall be to the Town Council then sitting, which shall decide at once and without debate. A member called to order at a Town Council meeting shall at once suspend his remarks, unless permitted to explain. If there is no appeal, the decision of the presiding officer shall be conclusive and, if an appeal is taken, the Town Council shall decide the question at once and without debate. This rule governs decorum among Council Members and does not authorize restriction of the content or viewpoint of public comment.

Rule 2-8 Sergeant-at-Arms

A deputy of the Lincoln County Sheriff's Office designated by the Town, or other person designated by the Chair, shall act as sergeant-at-arms at all meetings of the Town Council at the request of the chair, and he shall preserve order at such meetings and carry out the directions of the presiding officer respecting any business of the Town Council. The Sergeant-at-Arms shall act only to preserve order and the safety of those present, and shall not act based on the content or viewpoint of any person's speech.

Rule 2-9 Council Members to observe order

No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

Rule 2-10 Procedure to Obtain Floor

Each Council Member, before speaking on any question at a Town Council meeting, shall address himself to the presiding officer, and shall not proceed with his remarks until recognized by the presiding officer.

Rule 2-11 Motions Generally

- (a) No question shall be put to a vote at a Town Council meeting unless the same is seconded. When a motion is seconded, it shall be so stated by the presiding officer before debate or action thereon.
- (b) Each motion shall be reduced to writing by the Council Member making it, or the Town Clerk if the presiding officer or any Council Member shall ask it.
- (c) After a motion is stated by a presiding officer, it shall be deemed to be in the possession of the Town Council, but it may be withdrawn by the presiding officer before decision or amendment, with the permission of the Town Council.

Rule 2-12 Statement for Reasons of Voting

Any Council Member may state his reason for voting upon any question either immediately before or immediately after the entire vote is taken of all members, but he shall confine his remarks strictly to the subject under consideration, and shall not spend longer than five minutes.

Rule 2-13 Subsidiary Motions

- (a) When a question is before the Town Council, no motion shall be received, except as herein specified, which motion shall have precedence in the order stated:
 - 1) **To appeal** a procedural ruling of the presiding officer. The motion needs a second. The presiding officer has the first opportunity to speak to the

appeal. Then debate may occur among the Council Members, and finally the presiding officer has the last right to speak before taking the vote. A majority vote is needed to sustain the decision of the chair;

- 2) **To adjourn.** This motion may be made only at the conclusion of the action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to simply adjourn cannot be amended, but a motion to adjourn to a time named may be amended and is open to debate;
- 3) **To take a brief recess.** This may be voted upon or is a privilege of the chair.
- 4) **Question of Privilege.** Permits a member to make a request relating to the rights and privileges of the Council. Does not require a second and is not debatable. The chair rules on the request and may ask advice of the Town Attorney as a basis for the ruling. This procedure is normally used to request to go into executive session.
- 5) **Point of Order.** A second is not required and is not debatable. To rise to a point of order is to protest a breach of the rules. The chair rules on the request.
- 6) **To suspend the rules.** The Town Council may not suspend provisions of the rules that are imposed by law, for example motions that require 2/3 by statute. To suspend the rules requires a 2/3 vote;
- 7) **To go into executive session.** The Town Council may go into executive session only under the provisions of the Wyoming Open Meetings Act. The motion shall cite the statutory basis for the executive session and shall be adopted at an open meeting. The Town Council may either recess or adjourn into executive session
- 8) **To leave executive session;**
- 9) **To divide a complex question and consider it by parts.**
- 10) **To defer consideration.** The Town Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 30 days thereafter unless a motion to revive consideration is adopted. This motion should be distinguished from a motion to postpone to a certain time or date, which matter then automatically is brought up again when that time arrives.
- 11) **Motion for the previous question.** This motion is not in order until there have been at least 20 minutes of debate and/or every member has had an

opportunity to speak once. The previous question shall be put in this form: “Shall we vote on the issue now before us?” It shall be admitted when demanded by a majority of the members present. Its effect, when sustained by a majority of the members present, shall put to an end all debate, and bring the Town Council to a direct vote.

- 12) **To postpone to a certain time or day.** A Motion to postpone to a certain time or day may be either made as a general order or a special order. A special order requires two-thirds vote, whereas a general order only requires a majority. A General Order states the date and/or the approximate time that the matter will be taken up, but does not interrupt pending matters at that time. A Special Order states a specific date and time and at that specified time all pending matters cease in order to consider the special order. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the day in question or move to suspend the rules.
- 13) **To amend.** An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. The intent of such an amendment should be achieved in a simpler, more straightforward manner by the defeat of the original motion. Pertinent amendments that make major substantive changes to the original motion are proper. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. On an amendment to strike out and insert, the paragraph or sentence it amends shall be first read as it stands, then the words proposed to be struck out, and then those words proposed to be inserted and finally the paragraph or sentence as it would stand if so amended. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.
- 14) **To rescind.** The Town Council may vote to rescind actions it has previously taken.

Rule 2-14 Recusals and Abstentions

- (a) Disclosure
 - 1) Any Councilmember with a personal, financial, or other interest that could reasonably be perceived to affect their impartiality on a matter before the Council must publicly disclose the nature of the interest before discussion begins.
- (b) Recusal
 - 1) A Councilmember shall recuse themselves from voting, deliberating, or otherwise participating in any matter where: 1) They or an immediate

family member have a direct financial interest; 2) They serve in a leadership or employment role with an entity directly affected by the decision; or 3) Their impartiality might reasonably be questioned by the public.

(c) Recusal Procedure

- 1) When recusing themselves from voting, deliberating, or otherwise participating in contemplation of an action item, a Councilmember shall:
 - 1) State the reason for recusal for the public record; 2) Leave the Council table during discussion and voting on the matter; and 3) Be recorded in the minutes as “having abstained from the vote due to a conflict of interest.”

(d) Abstentions

- 1) Councilmembers shall abstain from voting only in clear cases of personal or private interest as defined in W.S. § 9-13-106.

W.S. § 9-13-101 et seq. (“Ethics and Disclosure Act”)