

TOWN OF ALPINE
PROPOSED AMENDMENTS TO TOWN COUNCIL MEETING RULES — REDLINE

Amending the Rules adopted by Resolution No. 01-15-08-2008

Prepared by James Sanderson, Town Attorney — June 29, 2026

The following amendments are shown in redline. Deletions are struck through; additions are underlined. Rules not shown are unchanged. Two changes carry legal weight (Rules 1-8 and 2-7); the remainder conform the document to current law and to the Town's contracted enforcement.

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.

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

... 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 ...

Rule 2-5(b) Order of Business — Agenda Deadline

... Items to be included on the agenda must be submitted to the Town Clerk in writing on the ~~first~~ last Thursday preceding the next regular meeting. ...

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 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

[Heading amended: ~~County commissioners~~Council Members to observe order.] No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

New — Rule 2-6(f) Public Comment Notice (printed on the agenda)

Public comment is an opportunity for residents to address Town-related matters. Remarks are directed to the Mayor. 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.

Drafting note: “asked ... to be respectful” is a printed request, not an enforceable rule. The enforceable limits remain time, on-topic, and non-disruption. This tracks the Rules' own Purpose section: civility cannot be mandated, but order must be maintained.

Global conforming change (apply throughout):

Replace every instance of “Commission,” “commissioner,” and “county commissioners” with “Council” and “Council Member,” as the context requires. These are residue from a county template and do not reflect the Town's governing body.