

**CITY OF BEL AIRE**  
**COUNCIL MEETING POLICY**

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**I POLICY STATEMENT**

The City of Bel Aire conducts two regularly scheduled Council meetings each month. The specific dates are the first and third Tuesday of every month. Meetings begin at 7:00 pm and last until the City Council adjourns. Council meetings are classified as a public meeting and must conform to the Kansas Open Meetings Act (KOMA). Council meetings are recorded and televised.

**II PURPOSE**

The purpose of this policy is to identify the structure of a Council Meeting.

Objectives include:

- ❖ Process for establishing an agenda.
- ❖ Distribution of the agenda and council information packets.
- ❖ Public input during Council meetings.
- ❖ Staff support and participation.
- ❖ General rules of conduct during meetings of the Governing Body.

**III POLICY**

1) Agenda:

- a. The City Manager, with input from the Mayor, will create an agenda for each meeting.
- b. Council may request items for inclusion on the agenda by forwarding such request to the Mayor by Monday of the week prior to the regular Council meeting.
- c. The public or other parties may request to address the Council under City Requested Appearances by sending a request by email or providing a written request to the City Manager by the Monday of the week prior to the regular Council meeting.
- d. Items to be reviewed for inclusion on the agenda must be submitted to the City Manager no later than the close of business on the Tuesday of the week prior to the regular meeting of the City Council upon which the item is requested to be considered.
- e. The City Manager may request of the Governing Body, at the beginning of any meeting, that additional items be added to the agenda. Such request will generally be made as part of the agenda item: "Determine Agenda Additions". That agenda item is intended to include those items that have been previously acted upon or are matters of general business. Agenda additions will require a vote of the City Council to be added.

- 2) The Agenda format shall be as follows:
  - a) Call to Order – The Mayor, or Council President, shall call the meeting to order.
  - b) Roll Call – The City Clerk, or designee, shall record Governing Body members who are present or absent.
  - c) Moment of Silent Prayer or Reflection – Conducted by the Mayor, Council President or designated guest.
  - d) Pledge of Allegiance to the American Flag – Mayor, or designee, leads the Governing Body as well as attending public in the Pledge of Allegiance.
  - e) Consent Agenda – Items consisting of previous Council meeting minutes or non-controversial items such as permits, important dates, etc.
  - f) Discussion and Approval of the Appropriations Ordinance – Staff presents the Council with a report of all expenses encumbered by the City since the last appropriations ordinance for Council discussion, questions and approval.
  - g) City Requested Appearances – For formal presentations from the public or other parties that have been approved by the Mayor. Presenters will generally be requested to limit their presentations to ten (10) minutes, but such time limit is subject to the discretion of the Mayor.
  - h) Citizens’ Concerns – Opportunity for the citizens of Bel Aire to bring any concerns to the Governing Body, including any commentary on an agenda item. Citizens must speak to the Governing Body from the podium, and begin their statement by providing their name and address for the City Clerk. Citizens are generally limited to a three minute presentation. The presentation is to be directed to the Governing Body. Citizens will be reminded that the Governing Body will use the opportunity to listen carefully to their presentations and may or may not respond at this point in the meeting.
  - i) Public Hearings – Certain actions require a public hearing and will be added to the agenda as needed. The public hearing is opened by the Mayor and closed by a vote of the City Council. During the Public Hearing any individual wishing to speak on the specific topic of the hearing will follow the same procedure as those set forth for presentations made under Citizens’ Concerns. The Governing Body uses the public hearing to listen carefully to the information provided, and may occasionally ask questions to clarify any particular point. Governing Body comments are reserved for after the close of the public hearing.
  - j) Reports – The Mayor, each Council Member, City Manager and City Attorney will have the opportunity to make a report to the Governing Body. In addition, committees, boards and commissions may also report to the Governing Body.
  - k) Ordinances, Resolutions and Final Actions – This section contains items that require final approval of the City Council. The Mayor will announce the action, give a brief explanation or ask staff to comment. Each Council member will have the opportunity to ask questions or make comments prior to the vote of each item. In addition, the Mayor may allow additional

discussion from the public on certain occasions. Most items under this section will have been discussed by the Governing Body at a workshop with exception of emergency actions, non-controversial items or projects underway.

- l) Discussion and Future Issues – Emerging issues can be discussed or set for a workshop. The only action taken under this section is to set future special meeting or workshop dates.
  - m) Executive Session – From time to time the Governing Body may need to discuss a limited type of items privately as permitted under the Kansas Open Meetings Act. Any member of the City Council may move to recess into executive session for an allowed purpose by stating 1) the lawfully allowed reason for the executive session, 2) the amount of time needed to discuss the topic, and 3) identifying those persons invited into the executive session. No action can be taken in an executive session. The meeting will resume at the appointed time stated for the end of the executive session.
  - n) Adjournment – When the meeting is complete, a member of the City Council may move to adjourn the meeting and must be voted upon.
- 3) Distribution of the Agenda and Council Information Packets:
- a. By noon on the Wednesday of the week prior to a regular meeting of the Governing Body, the City Manager or designee will post the agenda on the various communications utilized by the City, and will notify the media and anyone requesting notification under the KOMA.
  - b. A packet of information will be created consisting of documents related to the agenda as well as staff reports and other information of importance to the Governing Body.
  - c. By close of business on the Wednesday of the week prior to a regular meeting of the Governing Body staff will distribute the packet to all Governing Body members.
  - d. The public may review Council packets at City Hall after Council packets have been distributed and before the City Council meeting pursuant to the Kansas Open Records Act (KORA). Items of a confidential nature such as personnel issues, land transactions, trade secrets, etc. are not subject to the Open Records Act.
- 4) Public Input during Council Meetings:
- a. The public is welcome to attend regular City Council meetings.
  - b. Citizen comments are only allowed after a citizen is formally recognized by the Mayor.
  - c. Citizens who would like to address the Council should fill out a form prior to the beginning of the meeting stating their name, address and item to be discussed.
  - d. After a citizen is formally recognized, the citizen should approach the podium, state their name and address and limit comments to three (3) minutes.

- e. Most commentary is permitted at this time in accordance with the First Amendment, but the Mayor may request a person be removed if any individual fails to follow the established meeting procedures to insure a respectful and orderly process.

5) Staff Support and Participation:

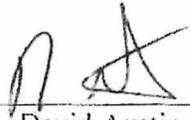
- a. The City Manager, in association with the Mayor, is responsible for the creation of the agenda and packet for the Governing Body.
- b. The City Manager shall create a report explaining each action under the Ordinances, Resolutions and Final Actions Section. In addition, the Mayor may call upon the City Manager or the Manager's designee to further explain an item. The City Council may also ask questions regarding the item under this section.
- c. Each City Department will also create a monthly report detailing the actions of their respective department over the last four weeks. This is to give Council an understanding of the duties and actions taken by each department.
- d. A financial report will be generated monthly by the Finance Director detailing cash balances, revenues, expenses and how they relate to the operating budget.
- e. Department Heads may attend meetings and may address the Council when items related to their specific department are being discussed, or make themselves available for questions.

6) General Rules of Conduct during Meetings of the Governing Body:

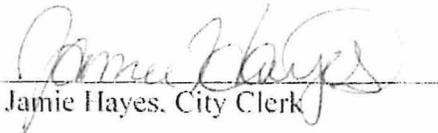
- a. Meetings of the City Council shall be conducted in accordance with Roberts Rules of Order to achieve an orderly and understandable meeting. The City Attorney shall act as parliamentarian during the meeting. Failing to follow Roberts Rules of Order shall not invalidate a lawful action of the Governing Body.
- b. The Mayor, or Council President, is responsible for the orderly progression of the meeting. The Mayor, or Council President, may request the removal of an individual from the Council Chambers if necessary to ensure safety and an orderly meeting process.
- c. City Council members, staff and the public shall seek recognition from the Mayor, or Council President, prior to speaking during the meeting.
- d. Individuals addressing the Council shall limit their remarks to the appropriate minutes under Citizen Concerns or City Requested Appearances. However, the Mayor, or Council President, may extend the permitted time at their discretion.
- e. Items under Consent Agenda are typically acted upon under one motion and vote. However, the City Council may remove an item from the consent agenda to be acted upon individually by approving a motion to that effect.

- f. Minutes of the previous meeting are required to be approved by the City Council. Corrections may be made and reflected in the motion through amendment at the time of approval.
- g. The Appropriations Ordinance must be approved as required by state statute. However, amendments to that Ordinance may be made by the City Council upon a vote.
- h. Ordinances, Resolutions and Final Actions shall be acted upon in the order they appear on the agenda. However, the Mayor, or Council President, may change the order to accommodate a speaker or speakers. Removal of an item from the agenda may be made by the Mayor. Actions to table items to subsequent meetings shall be approved by a majority of the city council.

Adopted this 18<sup>th</sup> day of November, 2014 by the Bel Aire City Council.



David Austin, Mayor



Jamie Hayes, City Clerk

Revision Date: 2009  
2014