



# Council Meeting Rules of Procedure

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Organize the business meeting to ensure that people have the opportunity to speak on all agenda items, maintain General Public Comment, and allow Council to effectively execute the business of the City.

## **March 2020:**

- Shift to remote participation by Council and public.

## **October 2021:**

- Keep remote option for public participation.
- Allow comment on consent and discussion items during General Public Comment.
- Consent items pulled only by Councilmembers.
- Councilmembers can attend remotely but not vote.

## **July 2022 Update:**

- Require on-line sign up for public participation.
- Adopt additional guidance around conduct at meetings.
- Extend regular meetings from 10:30 p.m. to midnight.

## **April 2024:**

- Code changed to allow Councilmembers to attend and vote remotely if a meeting is relocated to a remote mode.

- Change sign-up cut-off time to 5:30 p.m. (currently 6:00 p.m.).
- Allow 60- to 90-minutes at the beginning of the meeting (Mayor would have the discretion to allow 3 minutes or less based on numbers).; **OR**
- Determine a set number of people for a determined amount of time (i.e., 20 people for 3 minutes, 35 people for 2 minutes).
- Resume General Public Comment at the end of the meeting if necessary.

## Items NOT Changing:

- Online sign-up required.
- Comments on consent and discussion items allowed.
- Can only speak to an item once.

## **Community Reports:**

The purpose of the Community Report is to provide an opportunity for organizations affiliated with the City (or partnering with the City in specific ways) to update Council and the general public on activities and accomplishments within its organization of interest to the City. Examples include County Health Department, Library District, Platte River Power Authority. Reports are provided at the request of Council or City Leadership.

## **Staff Reports:**

The purpose of the Staff Report is to provide Council with information on specific City projects or issues of concern to Council. Reports may be requested by either Council or staff.

## **Councilmember Reports:**

The purpose of the Councilmember Report is to allow Councilmembers to update one another and the community of any outside activities, meetings, or learning opportunities relevant to the business of the City.

1. What questions and feedback do Councilmembers have regarding the proposed changes?
2. Are there any other changes Councilmembers wish to consider changing in the Meeting Rules of Procedure?

# Research from other cities



City	Allow for general comment?	Is there an allotment of time for general comment?	Other
Aurora	Yes	60 minutes total; 3 minutes each	May be modified without notice.
Boulder	Yes	40 minutes; 20 people for 2 minutes each	Random selection if more than 20 people sign up.
Broomfield	Yes	90 minutes; first 15 have 3 minutes, next 10 have 2 minutes; remainder 1 minute	Residents may be given priority. May alternate between opposing groups. Additional modifications as needed.
Denver	Yes	30 minutes total; 3 minutes each	Youth pilot program; new people prioritized first.
Laramie, WY	Yes	30 minutes	
Longmont	Yes	No; 3 minutes each. First call (beginning of meeting) and last call (end of meeting).	First call restricted to Longmont residents and employees.
Loveland	Yes	60 minutes total; 3 minutes each	Up to 10 minutes to speak if speaking for at least 5 others.
Northglenn	Yes	No	Comments about agenda items are heard at the beginning; general at the end.
Pueblo	Yes	30 minutes; 5 minutes each, maximum of 6 speakers	Must draw for spots if more than 6 sign up.
Thornton	Yes	60 minutes; 3 minutes each	
Weld County	No – email only		