



# Update to Council Meetings Rules of Procedure

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## 01

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.

## 02

Align recent Code changes to allow for Council to attend and vote remotely should the meeting get relocated

## 03

Clarify the purpose of community, staff, and Council reports

## 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 to midnight

## April 2024:

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



# Public Comment Data Since Oct 2022

Since on-line sign-ups for comment have been required, numbers have ranged from 1-187 in the following ways:

- 1-40 comments: 29 times (64%)
- 41-70 comments: 7 times (16%)
- 71-100+ comments: 9 times (20%)



- Change sign-up cut-off time to 5:30
- Allocate 40 speakers to speak and/or a total of 90 minutes of general public comment at beginning of meeting
- If speakers want to comment on Consent calendar and not able to speak during the first portion of public comment, they will be called to speak prior to Council's consideration to adopt Consent calendar
- Resume General Public Comment at the end of the meeting if necessary

## Items NOT Changing:

- Online sign-up required
- Comments on discussion items allowed under general public comment or during item consideration
- Can only speak to an item once

# Proposed Meeting Agenda



- A. Proclamations and Presentations
- B. Call Meeting to Order
- C. Pledge of Allegiance
- D. Roll Call
- E. City Manager's Agenda Review
- F. Community Reports
- G. Public Comment on Any Topic (40 people and/or a total of 90 mins)
- H. Public Comment Follow Up (this would include any public comment on consent items prior to Council vote if there was not enough time during Agenda item G)
- I. Councilmember Removal of Items From Consent Calendar For Discussion
- J. Adoption of Consent Calendar
- K. Consent Calendar Follow-Up
- L. Staff Reports
- M. Councilmember Reports
- N. Consideration of Items Removed from the Consent Calendar for Individual Discussion
- O. Consideration of Items Planned for Discussion (includes public comment on discussion items, as it currently does)
- P. Resumed Public Comment (if applicable)
- Q. Other Business
- R. Adjournment

Stating up to 40 comments and/or 90 minutes allows predictability for the first 40.

Hello (Name),

Thank you for signing up to participate in the Fort Collins Council meeting on Tuesday, (Month, day), starting at 6 PM. Your communication to Council allows us to make better decisions and is truly the bedrock of our democracy. Due to our rules of procedure, Council is not able to interact with each individual after comments are made; however, please know we value your input and it is taken into account as we consider policy decisions.

*You are number (anything between 1-40) signed up to speak during public comment and will be called during the first portion of General Public Comment.*

I hope you continue to stay engaged -- our future depends on it.

Kindly,

Jeni

Jeni Arndt, Mayor of Fort Collins

970-413-3146

Stating up to 40 comments and/or 90 minutes allows predictability for the first 40 and allows Mayor flexibility of speaking time which could accommodate more than 40 in 90 minutes.

Hello (Name),

Thank you for signing up to participate in the Fort Collins Council meeting on Tuesday, (Month, day), starting at 6 PM. Your communication to Council allows us to make better decisions and is truly the bedrock of our democracy. Due to our rules of procedure, Council is not able to interact with each individual after comments are made; however, please know we value your input and it is taken into account as we consider policy decisions.

*You are number (anything 41 and higher) signed up to speak during public comment. We end the first portion of General Public Comment after 90 minutes and based on your number you will likely be called during the second portion of General Public Comment which occurs at the end of the meeting.*

I hope you continue to stay engaged -- our future depends on it.

Kindly,

Jeni

Jeni Arndt, Mayor of Fort Collins

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## **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 City Council with information on specific City projects or issues of concern to City Council. Reports may be requested by either Council or staff.

## **Councilmember Reports:**

The purpose of Councilmember Reports 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.



**Questions?**

# 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            |   |  |