

Summary of Changes

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Changes relating to Hybrid Meetings

Section 8.4 Electronic Participation

Part a. 5.: changing the requirement for votes by roll call to allow for roll call at the request of any member or executive staff

This change is to better align the requirements with actual practices. The City Attorney’s Office advises roll call votes should always be conducted for adopting resolutions or ordinances when electronic participation is being used. Using roll call votes for other items can be optional.

5. All votes on the adoption of ordinances or resolutions are conducted by roll call;
other votes ~~are~~ may be conducted by roll call at the request of any Councilmember
or executive staff for clarity;

Adding a new part b. to allow for hybrid meeting participation

This language is necessary in order to allow for participation both within a physical meeting room and via a virtual component for council members, staff, presenters, and the public.

Hybrid meetings. Meetings of the City Council, including work sessions, may include a virtual component in order to allow for hybrid participation in the meeting room and via electronic participation by Councilmembers, staff, presenters, and the public. The preference and expectation of Councilmembers is to attend Council meetings in person when possible. When in-person attendance is not possible, remote attendance is preferable to not permitting participation or delaying the conduct of public business. Participation by remote attendance shall comply with this section and any applicable laws.

1. Remote attendance means participation by video or audio means, such as a webinar platform, which is clear, uninterrupted and allows two-way participation;
2. Councilmembers may participate in a meeting by remote attendance when travelling, due to health considerations, or when unusual or unforeseen circumstances do not allow in person attendance but the Councilmember still wishes and is able to be part of the meeting. Councilmembers who are ill but still able to participate in proceedings are encouraged to participate by remote attendance'
3. At least one Councilmember is present at the regular meeting location, and the meeting location is fully accessible to the public;
4. The technology used for hybrid meeting participation must allow for Councilmembers participating electronically to be heard in the meeting room, and the activities in the meeting room to be heard by anyone participating electronically;
5. A Councilmember who is participating in a meeting via remote attendance shall (a) be entitled to participate in all Council matters in the same capacity as a Council member in a physical attendance; (b) be counted for purposes of establishing quorum; (c) have the opportunity to express comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and adopted procedures; (d) shall be heard, considered, and counted as to any vote taken; and (e) be subject to the requirement of Charter § 3-14 that every member when present must vote and have such member's vote taken and recorded by the City Clerk and placed in the Council proceedings;
6. All votes on the adoption of ordinances are conducted by roll call; other votes may be conducted by roll call at the request of any Councilmember or executive staff;
7. The Mayor, Mayor-Pro Tem or other presiding officer shall have the discretion to mute anyone participating through remote attendance when distracting and extraneous noise is occurring through that remote attendance. The presiding officer may delegate the authority to mute remote participants to the meeting host controlling the meeting platform. The presiding officer shall use best efforts to recognize and provide opportunity for Councilmembers participating via remote attendance to contribute to the discussion and express comments, as well as for members of the

public participating through remote attendance to provide public comments during portions of the meeting open to public participation;

8. To the extent possible, full and timely notice is given to the public setting forth the time and location of the meeting, the fact that some members of City Council may participate electronically, and the right of the public to view or participate in the meeting either at the meeting location or via an electronic platform; and
9. During meetings allowing public participation subject to these policies and protocol, members of the public can participate from the meeting room or electronically via a virtual platform.

Section 9.2 Councilmembers

Adding language allowing remote participation by council members during hybrid meetings

This language clarifies that council members may choose to participate in a regular Council meeting or work session via a virtual platform when hybrid meetings are available.

Councilmembers are expected to attend all regularly scheduled Council meetings and Work sessions. In case of emergency, e.g. illness, Councilmembers should notify the City Manager, City Clerk or Mayor in advance of the meeting if at all possible. Members detained but expecting to attend should, whenever possible, notify the Mayor or City Clerk which can be done by calling the City Manager, the City Clerk, or the Police front desk, as appropriate. In accordance with section 8.4, a member may also elect to participate in a regular Council meeting or work session electronically through a virtual mechanism when hybrid meetings are available. Electronic participation in a hybrid meeting constitutes being present at that meeting. Councilmembers should notify the Mayor or City Clerk of their intent to participate electronically in any meeting offering hybrid participation options.

Councilmembers who wish to be excused from a regular meeting should make this request as early as possible but no later than the regular meeting preceding the anticipated absence. This will assist in scheduling important items to obtain the participation and vote of all Councilmembers.

Councilmembers are expected to be in their seats one minute before meeting start time for microphone checks. Any Councilmember participating in a meeting through a virtual platform should log into the online portion of the meeting at least five minutes prior to the meeting start time in order to ensure their connection is in place.

Section 11.1 Quorum

Adding language clarifying electronic participation constitutes being present

This language clarifies that council members participating in a regular Council meeting or work session via a virtual platform or any telephonic or electronic means as part of an emergency or hybrid meeting are considered present and are part of the meeting quorum.

A majority of the members of the entire Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time. Electronic participation subject to the requirements of either 8.4 (a) for emergency meetings or 8.4 (b) as part of a hybrid meeting constitutes being present for all meeting purposes, including establishing

quorum. The only action Council may take in the absence of a quorum is the motion to adjourn.

Other General Changes

Order of Business clarifications

Section 11.7 Order of Business

Part f.: Input from members of the public: shifting what the public can comment on, and updating a reference from City Manager's Office to City Clerk's Office

The shift to allow comment on anything not already designated as a public hearing or comment period on the agenda allows the public the ability to state their thoughts on other agenda as well prior to the Council taking action, while the updated reference to the Clerk's Office for signing up to speak is a housekeeping change to align with actual practice.

- f. Input from members of the public.** Members of the public may address the Council on any subject not already listed for public hearing or public comment on the agenda by securing the permission of the presiding officer. A total of 15 minutes may be spent on Input from members of the public and individual speakers may be limited to three (3) minutes or other time based on the meeting's agenda. Persons who have notified the City ~~Manager's~~Clerk's Office, in advance of the meeting, of their desire to speak will be recognized by the presiding officer without further action and at the outset.

Part g: change reference from petitions to initiatives

This change matches the verbiage typically used on agendas and in meetings.

g. Reports and ~~Petitions~~Initiatives.

- (2) ~~Petitions~~Initiatives. Any Councilmember may bring before the Council any business that the member feels may be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting.

Part h.: changing who can request an item be pulled off the consent agenda

This change brings the protocols more in alignment with actual meeting practice, and makes clear that only council members and staff may request an item be pulled from the consent agenda.

- h. Consent Agenda.** The Consent Agenda is intended to allow the City Council to expedite those items that are of a routine nature and not controversial. The Consent Agenda is provided as a convenience and time savings to the citizens attending the Council meeting.
Councilmembers ~~or anyone in the meeting audience~~ may request an item on the Consent Agenda be "pulled" and considered separately under "Pulled Consent Agenda Items" in the order they were listed.

Part i.: adding an additional step to quasi-judicial matters and an order of handling for legislative items

These additions:

- 1) Add a new step 5 to the order of handling for quasi-judicial matters:

FOR QUASI-JUDICIAL MATTERS:

- (1) City Staff presentation
- description and analysis
 - recommendation
 - subject to Council questions

- (2) Applicant or Petitioner presentation
 - subject to Council questions
- (3) Public presentation
 - subject to Council questions
 - Council may limit time of speakers
- (4) Applicant or Petitioner rebuttal, if requested
 - Council may limit time of speakers
- (5) Staff response, if requested
 - subject to Council questions
- (6) Public discussion closed
- (7) Council discussion
- (8) Council decision

- 2) Clarifies the different format in public hearings followed based upon whether an item is legislative in nature or is a quasi-judicial matter:

FOR LEGISLATIVE MATTERS:

- (1) City Staff presentation (if requested)
 - description and analysis
 - recommendation
- (2) Council questions of staff
- (3) Public input
- (4) Council discussion
- (5) Council decision

Part j.: adds resolutions to type of items found under new business on a Council agenda

Adding resolutions to the list of items that can be found on the New Business portion of the agenda, to make clear this type of item may appear on the consent agenda or as new business.

- j. New Business.** Includes items in which no substantive action has yet been taken by Council; such as ordinance introductions, resolutions, appointments to various boards and commissions, scheduling of meetings.

Minor Updates

Section 8.1 Meetings of Council Defined

Housekeeping change to add serial emails to the meeting definition to stay in line with state statute.

A meeting is defined as any kind of gathering, including telephone calls and serial emails, of three (3) or more members of City Council, held to discuss public business.
(Code Chapter 2.04)

Section 11.2 Rules of Order

Part b.: updating the version of Robert's Rules of Order to the latest edition

This is largely a housekeeping change, to keep the Council working from the most current version of Robert's Rules.

- b. Reference.** The most recent edition of "Roberts Rules of Order Newly Revised" shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules, the Greeley Code of Ordinances, or the Greeley Charter.

Section 12.1 Council Chambers

Part d.: clarifying smoking is prohibited in any meeting space

d. Smoking. Smoking shall be prohibited in the Council Chambers or ~~the work session room~~ any designated meeting space.

Housekeeping Changes

Adding Deputy City Manager Role to references

Section 4.6 Code of Conduct

Part d. ii.: adding deputy city managers to list of senior City staff

This is a housekeeping change to reflect the change in title for the prior assistant city manager roles to deputy city managers, while retaining what is now the assistant city manager role.

- i. **Channel communications through the appropriate senior City staff.** Questions and requests for information should be directed only to the City Manager, Deputy City Managers, Assistant City Manager, City Attorney, Municipal Judge, or Department Heads. The City Manager should be copied on or informed of any request to Department Heads. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager for direction.

Updating some references from City Manager's Office to City Clerk's Office

Section 6.2 Communication & Correspondence

Parts a. & c.-e.: updating some references to City Manager's Office to City Clerk's Office

This is a housekeeping change to align the language with the practices followed in managing most Council correspondence.

- a. **Protocol.** Depend on staff to respond to citizen requests for action and other communications whether Council receives the information by telephone call, by letter, electronic mail, or through conversation in an informal setting or in a public meeting. Councilmembers may either:
 - i. Provide the City ~~Manager's~~Clerk's Office contact information to the individual, or
 - ii. Take a name, contact information and nature of the communication and forward the information to the City ~~Manager's~~Clerk's Office for response.
- c. **Correspondence received via postal mail at City offices.** The City ~~Manager's~~Clerk's Office will be responsible for managing the correspondence received through the mail for City Council. Unless a different process is provided or required by law, staff will open the correspondence (unless it is marked personal or confidential), confer with Council, and provide a response. Responses will be signed by the Councilmember to whom the correspondence was addressed, and the Mayor will sign those addressed to Council as a whole.
- d. **Citizen Input at Council Meetings.** A sign-up sheet will be available at meetings to record contact information. Most often, a speaker's questions can be answered at the meeting. If more information is needed in order to provide a response, the City ~~Manager's~~Clerk's Office will contact the speaker as soon as possible after the meeting. If a speaker's expectations are unclear, the Mayor or Manager should ask the speaker to clarify the speaker's desired outcome for the request made.
- e. **Electronic mail (email) management.** Email is simply mail in an electronic format. Mail received or sent, in any format, contains a variety of information, or content, and each email should be managed in a way that is appropriate for its content. Treat each email as if it were received in a paper format through the mail. Council's email likely will fall into two general categories:
 - ii. Email having lasting value – An email with lasting value is to be retained according to the City's Records Retention Schedule, and the retention period varies according to the informational content of the message. The content of this type of e-mail usually can be characterized as either (a) correspondence, or (b)

policy issues. Councilmembers are encouraged to forward these emails to the City ~~Manager's~~Clerk's Office for appropriate response (to correspondence) and retention (correspondence has a minimum retention of one year; some policy matters carry a permanent retention period). After the email has been forwarded to the City ~~Manager's~~Clerk's Office, the email should be deleted from the Councilmember's computer.

Section 10.1 Agenda Procedures

This is a housekeeping change to align the language with the practices followed in agenda distribution.

Prior to each meeting of Council, the City ~~Manager~~Clerk shall distribute to each Councilmember:

Boards and Commissions

Section 14.2 Citizen Boards and Commissions

Parts c. and d.:

The minor updates in this section are to add clarity and bring the language into alignment with the practices currently being followed at Council's direction. Language about term limits is being consolidated so it appears with all recruitment and qualification information, and is not duplicated again in the application and appointment section.

c. Recruitment and Qualifications

- (2) Generally, volunteers will be limited in serving on one board or commission at a time. It is at Council's discretion to appoint someone to serve on more than one board or commission at a time.
- (3) ~~The number of terms served by a citizen member, with the exception of those serving on the Water and Sewer Board, will be limited to two.~~ With the exception of the Water and Sewer Board members, the number of terms served by a board member generally shall be limited to two so as to allow broad citizen participation. Council may consider retaining board members beyond two terms on a case-by-case basis when such a continued appointment appears to be in the best interest of the board and the City.

d. Application and Appointment

- (8) ~~With the exception of the Water and Sewer Board members, the number of terms served by a board member generally shall be limited to two so as to allow broad citizen participation. Council may consider retaining board members beyond two terms on a case-by-case basis when such a continued appointment appears to be in the best interest of the board and the City.~~