

Council Agenda Summary

June 15, 2021

Key Staff Contact: Anissa Hollingshead, City Clerk's Office, 970-350-9742

Title:

Consideration of a resolution adopting amendments to City Council's Policies and Protocol

Summary:

Greeley's Home Rule Charter §3-3 provides that the Council shall determine its own rules of procedure. Accordingly, City Council adopted, by Resolution, a compilation of rules of procedure which has been amended from time to time. The compilation includes Council's roles and responsibilities provided for in the Charter and Code, as well as general practices agreed upon since the initial 1992 adoption.

City Council reviewed its Policies and Protocol at the March 23, 2021, Work session. Subsequently, work has also continued on developing options for conducting hybrid meetings of the Council for which some of the discussed changes are required. Additional changes were also agreed upon that include general changes of a minor nature and other housekeeping updates needed to ensure the policies and protocol document matches the Council's preferences and actual practices. These changes were all provided to Council as part of the March 23 Work session, with the addition of specific hybrid meeting language developed based on guidance from the Council at that session, as well as making the addition requested by Council to Section 11.7 (i) for the order of conduct for quasi-judicial proceedings.

A full detailing of the proposed changes based on that discussion is attached to this staff report and in summary include:

<i>Changes relating to hybrid meetings</i>	
Section 8.4 Electronic Participation (pp. 21-23)	<i>Amending language in part a. (5) to adjust requirement for roll call votes to be upon request to match actual practices, and adding a new part b. to allow participation both within a physical meeting room and via a virtual component for council members, staff, presenters, and the public.</i>
Section 9.2 Councilmembers (pp. 24-25)	<i>Adding language allowing council members to choose to participate in regular Council meetings or work sessions via a virtual platform when hybrid meetings are available.</i>
Section 11.1 Quorum (page 26)	<i>Adding language clarifying electronic participation in a meeting constitutes being present for all meeting purposes, including establishing quorum.</i>
<i>Other minor general changes</i>	
Section 11.7 (f)- (j) Order of Business	<i>Amending language:</i>

(pp. 29-30)	<ul style="list-style-type: none"> • in part f to allow comment on anything not already designated as a public hearing or comment period on the agenda during the public input period; • in part g to change the verbiage used from petitions to initiatives; • in part h to remove the language allowing anyone in the meeting audience to remove something from the consent agenda; • in part i to add a staff rebuttal period to the order of process for a quasi-judicial hearing and to add a separate order of process for legislative items; and • in part j to add resolutions to the types of items that may be found on the New Business portion of the agenda.
Section 8.1 Meetings of Council Defined (page 19)	Adding serial emails to the definition of meetings of Council for clarity and to stay in line with state statute, and updating the code citation for the 2021 Greeley Municipal Code.
Section 11.2 (b) Rules of Order (page 26)	Amending the language to change to adopting the most recent version of Robert's Rules of Order to govern the Council's proceedings.
Section 12.1 (d) Council Chambers (page 31)	Amending language to be clear smoking is prohibited in any meeting space.
Housekeeping changes	
Section 4.6 Code of Conduct (d) (ii) (page 10)	Adding language to reflect the addition of the Deputy City Manager role.
Section 6.2 Communication & Correspondence (pp. 16-18)	Amending language in parts a, c, d and e to reflect responsibilities between the City Manager's Office and the City Clerk's Office.
Section 10.1 Agenda Procedures (page 25)	Amending language to reflect responsibilities between the City Manager's Office and the City Clerk's Office.
Section 14.2 (c) and (d) Citizen Boards and Commissions- Application and Appointment (pp. 34-35)	Amending language to add clarity and bring into alignment with practices currently followed, and consolidating language about term limits.

Fiscal Impact:

Does this item create a fiscal impact on the City of Greeley?	N/A
If yes, what is the initial, or, onetime impact?	
What is the annual impact?	
What fund of the City will provide Funding?	
What is the source of revenue within the fund?	
Is there grant funding for this item?	N/A
If yes, does this grant require a match?	
Is this grant onetime or ongoing?	
Additional Comments:	

Legal Issues:

None.

Other Issues and Considerations:

None.

Strategic Work Program Item or Applicable Council Priority and Goal:

The work done by the Clerk to Council program of the City Clerk's Office operates with the goal of supporting, informing, and recording the work of the City Council and making information about that work accessible to the public. This goal ties directly to the Council's identified strategic outcomes of *Good Governance* and *Accessible & Connected Community*.

Decision Options:

- 1) Adopt the resolution as presented; or
- 2) Amend the resolution and adopt as amended; or
- 3) Deny the resolution; or
- 4) Continue consideration of the resolution to a date certain.

Council's Recommended Action:

A motion to adopt the Resolution.

Attachments:

Draft Resolution

Council's Policies and Protocol-markup version (Exhibit A to the resolution)

Summary of Changes to Council Policies and Protocol