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**Date:** November 25, 2024  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Discussion: **Meeting Procedures (Discussion Flow / Making Motions)**

**Objective:**

To discuss possible adjustments to Town Council meeting procedures aimed at improving discussion flow, managing public comments, and clarifying motion-making processes to make more efficient, equitable meetings.

**Summary:**

Mayor Wells is proposing procedural changes to address concerns regarding meeting efficiency in Council discussions. These proposed adjustments are intended to enhance transparency, allow balanced participation, and prevent monopolization of motions. The suggested changes include:

1. **Preliminary Motions in Staff Reports:**
  - Staff reports would include a requested or recommended motion, providing a starting point for Council discussion. This approach ensures discussions remain focused on actionable outcomes.
2. **Revised Discussion Flow:**
  - **Step 1:** Each Councilor has the opportunity to share their perspective before public comment is opened. This ensures balanced participation and helps address key concerns before involving the public.
  - **Step 2:** Public comment follows Council discussion, potentially reducing redundancy by addressing resident concerns during Council remarks.
  - **Step 3:** After public comment, Council can make and vote on motions without reopening the discussion unless necessary.
3. **Limiting Actions on Discussion-Only Items:**
  - Council would refrain from making motions or approving items explicitly designated as discussion-only on the agenda. This ensures transparency and adherence to intended agenda purposes.
4. **Trial Implementation:**
  - Mayor Wells suggests implementing these changes on a trial basis, with Council input via consensus. If successful, the Council could formally adopt the changes.

**Recommended Motions:**

*This is a discussion-only item.*

**Fiscal Impact:**

There is no fiscal impact.

**Staff Recommendation:**

Staff recommends the Town Council discuss the proposed procedural adjustments and consider adopting a trial period to evaluate their effectiveness in improving meeting flow and ensuring balanced participation.