



# Council Procedures

Crystal Caldera, PhD

11/7/2023

## Citizen Participation

- Signup Sheet – Full Name and Neighborhood; or
- Comment Cards?
- Only allow Citizens to speak during Citizens to be heard?
- Gavel at exactly 3 minutes?

**GENERAL MATTERS SPEAKER CARD** (please print clearly) Date: \_\_\_\_\_

Presiding Officer:  
I would like to speak regarding the following item...

Agenda Item & Page Number (motion, resolution, ordinance, order of business or report):

	Support	Oppose	Info. Only
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Representing: \_\_\_\_\_

Remarks: \_\_\_\_\_

(Please see speaker time rules on reverse of card)

Your signature required on the back hereof is certification that your statement is true and correct and an opportunity to acknowledge whether or not you have been compensated in exchange for your statement or attendance



*City of Florence*  
**A City in Motion**

### Request to Address the City Council (Speaker's Card)

Name: \_\_\_\_\_  
*(Please Print)*

City Council Meeting Date: \_\_\_\_\_ Agenda Item No.: \_\_\_\_\_

Brief Overview of What You Wish to Discuss: \_\_\_\_\_

Do you represent an organization?  Yes  No Name of Org.: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email (Optional): \_\_\_\_\_ Phone No. (Optional): \_\_\_\_\_

Would you like to be added to the City of Florence Email Distribution Lists?

Newsletter  City Council

**NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT**

*(See Reverse Side for Instructions)*

## Council Participation

- Time-limiting Council Speech -5 minutes?
- Only allowing the council to speak twice per item – Robert Rules?
- Continuing allowing Council members to prepare presentations?

## Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	<i>"I move to..."</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>"I move to amend the motion by <del>it</del> (add or strike words or both)"</i>	No	Yes	Yes	Yes	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>	No	Yes	Yes	No	Majority
Postpone item	<i>"I move to postpone the matter until..."</i>	No	Yes	Yes	No	Majority
End debate	<i>"I move the previous question."</i>	No	Yes	Yes	No	Majority
Object to procedure	<i>"Point of order"</i>	Yes	No	No	No	Chair decision
Recess the meeting	<i>"I move that we recess until..."</i>	No	Yes	No	No	Majority
Adjourn the meeting	<i>"I move to adjourn the meeting."</i>	No	Yes	No	No	Majority
Request information	<i>"Point of information."</i>	Yes	No	No	No	No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	Yes	Yes	Yes	No	Majority

## Agenda Format

- Moving the Council Announcements and City Manager's report to the end of the Agenda?
- How about presentations – Action items first?



## Packet Items

- Mayor and Council Communication – Memo
- PowerPoint –Bullets only, end slide, SEE statement
- Anything else you would like to see?

### 7 x 7 Rule

- Seven words per line, or less
- Seven bullets per slide, or less
- Add an additional slide, if necessary
- Too many words are distracting
- Be brief
- Font at least 18 point, but use 24 point or larger when possible





*An efficient meeting succeeds at two very different goals. It allows members (a) to conduct their business and (b) to go home early...Efficient meetings allow members to conduct their business in an orderly fashion. That may not be the same thing as “finishing” the business. Complex issues may require more than one meeting to finish.*

Tomas A. Gwosdz J.D.



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