

## **Rules Subcommittee**

### **Purpose**

The Rules Subcommittee shall represent the Council in guiding and setting the agendas for regular City Council meetings. The Rules Subcommittee shall also make recommendations to the City Council to support effective City Council meeting management.

### **Subcommittee Members**

The Rules Subcommittee shall be comprised of two members of the Council. As the presiding officer of the City Council, the Mayor shall be one of the members of the Rules Subcommittee and will be on the Subcommittee for a two year term. The other member of the Subcommittee shall be appointed by the Mayor with the approval of the City Council on an annual basis. The other Subcommittee member shall not serve two consecutive years but may be re-appointed to the Subcommittee after a one year break.

### **Meeting Frequency**

The Rules Subcommittee shall meet every other week on Fridays, 10 days in advance of regular City Council meetings. If the Subcommittee is unable to meet, the draft City Council agenda will be considered approved by the Subcommittee and shall be posted 6 days in advance of the City Council meeting, in accordance with the City's Open Government Ordinance.

### **Meeting Agenda**

The Subcommittee Agenda will be as follows:

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Public Forum
- IV. Approval of Subcommittee agenda
- V. Council Agenda Setting
  - a. Review final agenda for the next regular City Council meeting including consent calendar, and Agenda Item requests from Councilmembers, and provide direction on order of discussion items.
  - b. Review and provide input and direction on the draft agenda of the subsequent regular City Council meeting.
  - c. Review major discussion items listed in a rolling six month City Council agenda topics list, including any items added to this list from prior Subcommittee meetings, and provide direction on prioritization of items.
- VI. Other Discussion Items to support effective City Council meetings such as criteria for consent calendar and order of consent calendar items if pulled, time check during meetings, and delegation of authority to City Manager.
- VII. Adjournment

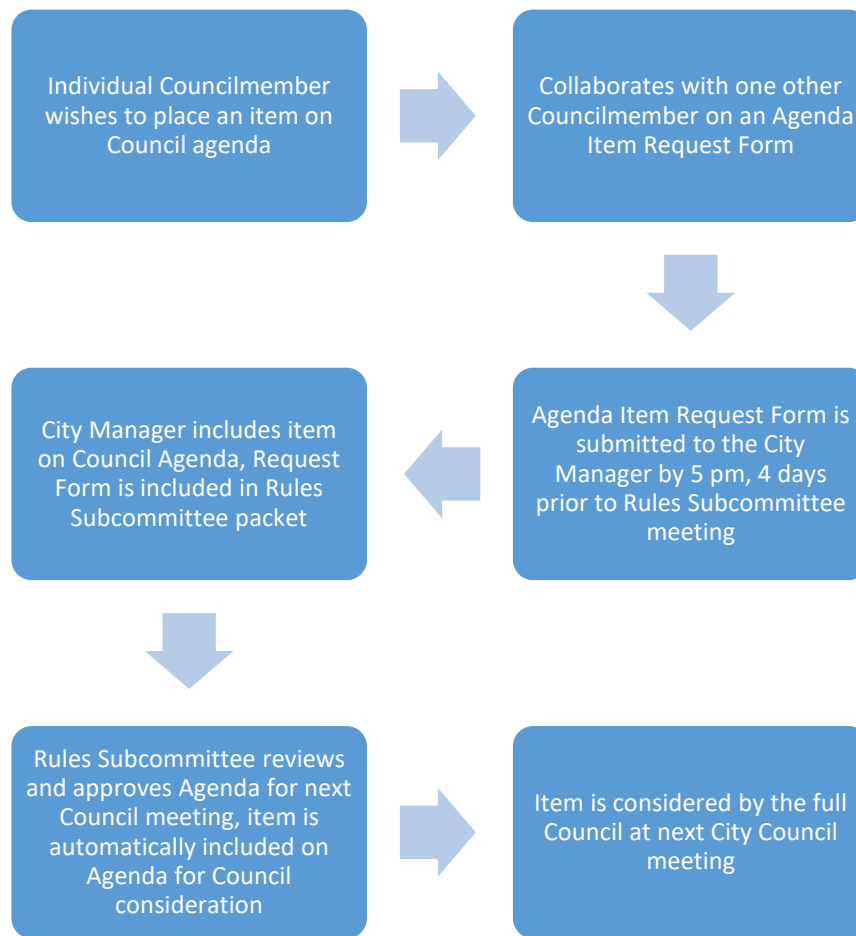
### **Requests to Add Agenda Items**

Any two Councilmembers working together are able to request items be added to a Council Agenda. Any request shall be submitted through an Agenda Item Request Form and shall include the following:

1. Names of the two Councilmembers submitting request
2. Name of Item
3. Date request is submitted
4. Item description and why it is being requested for Council consideration
5. Whether item is an urgent need and why
6. Alignment with Council Priority Area(s),
7. Timeframe within which the item would need to be heard

If two Councilmembers request an item be added to the Council agenda, the item will be added to the next draft Council agenda and come to the Rules Subcommittee for informational purposes. The request needs to be submitted to the City Manager, City Clerk, and City Attorney by 5:00 pm, five days prior to the Rules Subcommittee meeting.

Submittal of the Agenda Item Request Form shall involve minimal to no staff work, any substantive staff work on the requested item shall commence with the approval of the full Council. Individual Councilmembers can continue to request staff work on any item requiring less than 4 hours of work, however any item requiring more than 4 hours of work will need to go through the request process and will require collaboration by two members of the Council.



### **Meeting Management – Consent Calendar**

The Rules Subcommittee shall review items on Consent Calendar based on the criteria established for items to be on the Consent Calendar, the criteria includes the following:

1. Contracts for projects in approved Five Year CIP
2. Routine contracts for ongoing City operations
3. Reports to be submitted to other agencies
4. Grant requests and awards
5. Miscellaneous items that do not involve major policy or program decisions

The Rules Subcommittee recommends that any items pulled off consent calendar be heard last or at a subsequent Council meeting, depending upon the number of speakers and the anticipated length of the items that have been scheduled for discussion during that particular meeting.

A no vote, abstention, or formal recusal due to conflict of interest can be recorded without pulling an item off the consent calendar.