
Sec. 2-223. Rules of procedure; press releases.

(a) *Adoption of rules; discussion of motions; authority of chairperson.*

- (1)** The commission shall adopt, subject to the approval of the city council, such rules and regulations governing its proceedings as it may deem proper. Such rules and regulations shall not be inconsistent or in conflict with the ordinances, resolutions, and regulations of the city.
- (2)** A motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion will ensue for a reasonable time. Discussion by members, or by opponents or proponents of a question before the commission, shall terminate whenever a member shall call for a vote upon the question, or whenever the chairperson shall so rule; provided that, with respect to public hearings required by statute or ordinance, full opportunity to be heard has been given to interested persons.
- (3)** Whenever any question of procedure or qualification is raised at a commission meeting, the chairperson shall rule thereon. A member may move to overrule the chairperson's decision, which motion must be approved by a majority vote of the members present in order to carry.

- (b) *Voting.*** Voting shall be by roll call vote. The chairperson shall be entitled to vote on any matter before the commission.
- (c) *Department reports.*** The commission shall take no final action on any matter before it without first obtaining reports from the city departments concerned.
- (d) *Press releases.*** Releases and statements to the public and press in the name of the commission shall be made only by the chairperson.
- (e) *Applicability of Robert's Rules of Order.*** Any question of order or procedure not covered by this section shall be decided according to the latest edition of Robert's Rules of Order, insofar as it may be applicable.
- (f) *Minutes.*** Minutes and records shall be kept of all proceedings by the secretary, who shall forward all records of meetings to the city secretary for distribution to the city council.

(Code 1987, ch. 2, subch. R, § 4; Code 1995, § 13.02.004)