

## **RESOLUTION NO. 9, SERIES 2018**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAÑON CITY, COLORADO, ADOPTING AMENDED RULES OF PROCEDURE GOVERNING THE CONDUCT OF CITY COUNCIL MEETINGS AND COUNCIL WORK SESSIONS**

WHEREAS, the City Council has previously adopted certain Rules of Procedure governing the Conduct of the City Council Meetings (Rules of Procedure) which Rules of Procedure have been amended from time to time by the City Council; and

WHEREAS, the City Council wishes to further amend the Rules of Procedure to give greater clarity to order of business for City Council meetings; and

WHEREAS, the Rules of Procedure are intended to promote the overall efficient conduct of meetings; and

WHEREAS, the City Council believes that such regulations are in the best interest of the City;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAÑON CITY, COLORADO AS FOLLOWS:

Section 1      Following the opening ceremonies for the City Council meeting, the City Council will receive public as follows.

During the "Public Comment" segment of each meeting, upon completion of a Citizen's Request to Speak Form submitted to the City Clerk, citizens are invited to speak for three minutes on matters of interest or concern to citizens except the following:

1. Items the City Council will consider during the meeting that include an opportunity for the public to speak (public hearings or discussion)
  2. Matters that are subject to a board, commission, or hearing officer decision that will be appealable to the City Council, if a submittal has been made to initiate the decision making process.
  3. Comment from the public not recognized by the presiding officer as set forth in this Resolution.
- a. Comment on Agenda Items. All matters must be addressed from the podium unless prior arrangements are made. Citizens input will be received upon submission of a Request to Speak Form to the City Clerk. When a citizen's name is called, the

citizen shall state his or her name and address clearly for the record.

1. Each item of discussion on the agenda
  2. Each item pulled from the consent agenda
- b. Citizen input will be permitted only once per item regardless of the number of motions or discussion made during City Council's consideration of the item.
  - c. Time Limits for Speaking: The amount of time allowed to each speaker is set at three (3) minutes. The presiding officer may determine increase or decrease of time, based upon the number of persons expected to speak, in order to allow as many as possible to address the City Council within a reasonable time given the agenda. The presiding officer may ask those intending to speak to indicate their intention by a show of hands or some other means, and to move to a line of speakers, or to be seated nearby for those not able to stand while waiting. If there is a group speaking to the same subject, the presiding officer may request a representative to speak on behalf of the group.
  - d. Manner of Addressing the City Council: Comment and testimony are to be directed to the City Council. Unless otherwise directed by the presiding officer, all comments must be made into the microphone.
  - e. Yielding of Time: No speaker may yield part or all of his or her time to another speaker, and no speaker will be credited with time requested but not used by another.

## Section 2      Public Conduct during City Council Meetings:

- a. General Comment, Expressions of Support or Opposition. Members of the public are not entitled to publically comment except as provided in these Rules of Procedure and shall not engage in expressions of support or opposition, such as clapping, whistling, cheering, foot stomping, booing, hissing, speaking out, yelling or other acts that disturb, disrupt, or impede the meeting or any recognized speaker.

- b. Signs and other methods of visual assistance must be held directly in front of one's body so as not to impede the view or personal space of others.
- c. Signs and other methods of visual assistance may not be waved, held by more than one person at a time, or used in a manner that, in the judgment of the presiding officer, disrupt the orderly conduct of business.
- d. Signs and other methods of visual assistance may not be left unattended anywhere in the Council Chamber, Meeting Room or on display in the City Hall.
- e. Distribution of Literature

Distribution of fliers or other literature related to the subject matter of the agenda is permitted as part of the public comment. A copy must be provided to the City Council for the record.

- f. Video and Audio Recording

Video and audio recording by the press or other members of the public is permitted in the Council Chamber or Meeting Room only if the person making the recording is seated, standing in the back of the room behind all seated persons, or standing in any other area pursuant to the direction of the Mayor or presiding officer in his or her reasonable discretion or designated for that purpose in advance by the City in order not to disrupt the public meeting.

### Section 3      Conduct of Business

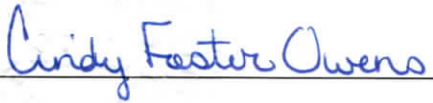

- a. All meetings where a quorum of the City Council is present shall be announced at least twenty-four (24) hours prior to the meeting in keeping with the Charter with an agenda posted according to the Colorado Open Meetings Law, C. R. S. 24-6-401 et seq.

- b. The Mayor will serve as the presiding officer at all City Council meetings. In his or her absence, the Mayor Pro Tempore will serve as the presiding officer.

Dated this 20 day of August, 2018



Preston Troutman, Mayor



Cindy Foster Owens  
City of Cañon City, Colorado

**PRINCIPLES OF CONDUCT FOR THE CITY OF CAÑON CITY COUNCIL MEMBERS,  
CITY STAFF AND THE PUBLIC**

**Adopted 20, 2018**

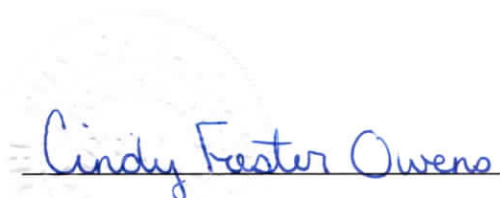
The Principles of Conduct is a supplement to the Municipal Code and the Code of Ethics and applies to the City Council, staff and public. The Principles of Conduct describes how Cañon City Council Members including their roles in the General Government Committee, Vision Committee and other positions assigned as City Council representative, staff and the public treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this Code. City Council Members are responsible for holding themselves, the staff, and the public accountable for displaying actions and behaviors that consistently model the ideals expressed in the Code to:

1. Consistently demonstrate principles of professionalism, respect, decorum and civility in working for the greater good of Cañon City.
2. Commit to working with City officials, staff and the public in a conscientious and respectful manner.
3. Refrain from abusive conduct, or verbal attack and/or harassment directed at the City Council, staff, or the public.
4. Avoid objectively offensive comments.
5. Listen courteously and attentively to all public discussions and treat all people the way you wish to be treated.

Dated this 20 day of August, 2018



Preston Troutman, Mayor



Cindy Foster Owens  
City of Cañon City, Colorado