

Adopted September __, 2011

REVISED RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

Insert Correct Information as to adoption:_____

**RULES OF PROCEDURE FOR THE
ROCK HILL CITY COUNCIL MEETINGS**

TYPES OF MEETINGS

Regular Meetings

The regular meetings of the Council shall be held on the second Monday of each month at 6:00 p.m. The regular meeting schedule may be changed by the Council at any time upon compliance with the notice provisions of the Freedom of Information Act. Only the business listed on the agenda shall be acted upon, except for reasonable and customary items which may be covered under miscellaneous business.

Citizens Sessions

At least one-half hour will be set aside before the regular meeting or special meeting in each month to hear citizens. This will be a very informal session designed to encourage active public participation and provide a more comfortable setting for citizens to speak, related to items not listed on the agenda.

In the event there are insufficient citizens' remarks to consume the time provided for the hearing, Council may call the formal Council meeting to order and vote to amend the agenda if an Executive Session was scheduled during the formal meeting. Council may then move into Executive Session and transact necessary business and revert to open session just prior to the regularly scheduled meeting time. This procedure does not preclude Council from returning to Executive Session later in the meeting if needed.

Special Meetings

Upon compliance with the notice provisions of the Freedom of Information Act, the Mayor, or in the absence of the Mayor, the Mayor Pro Tempore, or a majority of the members of the City Council may at any time call a special meeting. Special meetings, when required, will normally be scheduled for 6:00

p.m. on the fourth Monday of the month. Only the business stated in the written agenda accompanying the notice of the meeting may be transacted at the special meeting, except for miscellaneous business items as provided above.

Council Workshops

Upon compliance with notice provisions of the Freedom of Information Act, the City Council may periodically hold workshops to discuss issues of a policy or business nature and to determine the necessity for further action. Workshops will be considered informal sessions of City Council and no votes or decisions shall be made at these meetings.

Executive Sessions

The Council may hold executive sessions from time to time as provided by law.

AGENDA PROCEDURES

(a) The office of the City Manager shall prepare the agenda for the meeting. The Mayor and each member of the Council shall receive a copy of the agenda and it shall be available for public inspection when it is distributed to the Mayor and Council. In addition to agenda items prepared by the office of the City Manager, members of Council may also place items on the agenda.

(b) The order of business will be as prescribed by the City Code. However, in order to expedite the meeting process, routine and recurring items may be grouped together under one heading on the agenda. These "consent items" will be considered at one time requiring one motion for approval and one vote. If any Council member wishes to discuss a consent item separately or vote on it as an individual action, that item will be separated from the list and considered with the regular agenda. The rest of the consent agenda would then be voted on the one motion-one vote process.

PUBLIC PARTICIPATION

At regular and special meetings:

Persons desiring to address the City Council during the citizens' session should be present at the applicable citizens' session preceding the Council meeting and must register in

writing prior to the beginning of the session with their full name, address and subject matter. As to matters set forth on the agenda for which there is no public hearing, no person in addressing the City Council, except as otherwise provided herein, shall be allowed to speak more than a total of five (5) minutes cumulative but the time may be in smaller multiple increments totaling five (5) minutes unless the Mayor allows an extension of time. The Mayor, as the presiding officer, may in his or her discretion shorten the time for speaking when an unusually large number of persons have registered to speak.

At Public Meetings:

- (1) Zoning. At hearings involving amendments to the zoning ordinance, proponents of the amendment shall be heard first and shall be provided a total of fifteen (15) minutes notwithstanding the number of persons desiring to be heard. Opponents of the amendment shall be heard after proponents and shall be provided a total of fifteen (15) minutes notwithstanding the number of persons desiring to be heard. Proponents may speak a total of two (2) minutes in rebuttal. The time of proponents or opponents may be extended by an affirmative vote of a majority of the Council members present.
- (2) Other hearings. At public hearings other than zoning hearings, each person addressing Council is limited to five (5) minutes cumulative total. The Mayor may, in his discretion, extend the time for speaking.
- (3) Unless the Mayor or presiding officer allows otherwise, once a matter has been the subject of a public hearing, persons will not be allowed to address the Council on the matter at a subsequent Council meeting or at a subsequent informal session devoted to hearing from citizens.
- (4) Members of the public may speak only once per topic and must confine remarks so as to be germane to such topic.

MEETING PROCEDURES

Parliamentary procedures will be followed in the conduct of the Council meetings. The City Attorney will function as a

parliamentarian. The Mayor will preside at all meetings of the Council except in his or her absence, the Mayor Pro Tempore will preside. The Mayor may also pass the gavel upon his or her request upon consent of Council.

The Presiding officer shall determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and shall entertain and rule on objections from other members on this ground.

When a measure is presented for consideration to the Council, the Mayor shall recognize any Council member desiring to speak. When two or more Council members wish to speak, the presiding officer shall name the member who is to speak first.

A "call for the question" is an unofficial request to proceed to a vote. It is an expression of the desire of a member that the Council should move along with the business at hand. No vote is taken and no action is required.

A member wishing to actually close or terminate further debate on an issue should move the "Previous Question." The motion is not debatable or amendable and must be adopted by a two-thirds majority of those present and voting. If the motion is approved then the motion or amendment then pending must be voted upon.

The Mayor or any other member of Council may participate and be present by telephone if they are out of town or too ill to attend in person so long as the following conditions are met:

(a) The City Manager must be informed in writing no later than three (3) hours before the meeting;

(b) If the member of Council is absent due to an illness, they must include in a statement with the above mentioned notice an indication that they have not been advised by their doctor to avoid making decisions with legal ramifications;

(c) A quorum of the Council members is physically present at the meeting place and remain physically present throughout the meeting;

(d) The member(s) attending by teleconference can hear any and all comments made by the public, staff, and other Council members (whether attending in person or telephonically) at such meeting;

(e) Each of the members of the public, the staff, and other Council members (whether attending in person or telephonically) can hear the comments, motions and vote(s) of the member(s) attending such meeting telephonically. If communication is interrupted or the quality of communication is poor, the Council can vote to terminate the teleconference and/or request the non-present member to be excused from the teleconference and in such event, the non-present member shall be deemed absent;

(f) The individual presiding over the meeting is physically present during the meeting;

(g) Other than establishing the telephone connections, there shall be no communications between the member(s) attending by telephone and other members of council, unless such communication is part of the meeting, and can be heard by the members of the public in attendance;

(h) All of the comments, motions, and votes of the member(s) attending telephonically must be capable of being recorded in the minutes of the meeting; and

(i) In the event that the Mayor or other member of Council abuses the privilege of attending meetings by telephone, a majority of members of Council may vote to discontinue such privilege for such person with good cause. It is the intent of Council that this privilege be used sparingly and only when necessary. Further, it is not expected for members of Council to maintain a perfect attendance policy.