

**RULES OF ORDER AND PROCEDURE FOR CONDUCTING
CITY COUNCIL MEETINGS
CITY OF WEST BUECHEL, KENTUCKY
ORDINANCE NO. 302, SERIES 2022**

AN ORDINANCE RELATING TO THE ADOPTION AND USE OF RULES OF ORDER AND PROCEDURE TO BE USED FOR CONDUCTING MEETINGS OF THE CITY OF WEST BUECHEL, KENTUCKY CITY COUNCIL

WHEREAS, in an effort to expedite and facilitate the transaction of business of the City of West Buechel, Kentucky, the city council desires to ensure a more fair and orderly procedure for conducting city council meetings to ensure the maximum degree of citizen participation and sharing of useful information and discussion of issues important to governing the City of West Buechel.

WHEREAS, these rules are adopted to expedite and facilitate the transaction of the business of the city council in an orderly fashion and shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the city council.

Now, therefore, be it ordained by the city council of the City of West Buechel, Kentucky that Ordinance No. 302, Series 2022, is hereby enacted and the following Rules of Order and Procedure shall be adopted and shall be used to conduct all meetings of the City of West Buechel, Kentucky city council.

The ordinance shall read in full as follows:

RULES OF ORDER AND PROCEDURE:

A. Powers and Conduct:

1. These rules are adopted to expedite and facilitate city council business in an orderly fashion. These rules shall be deemed to be procedural only. The failure to strictly observe any rules set forth herein shall not affect the jurisdiction of, or invalidate any action taken by, the city council. Moreover, no rule or procedure within this document shall remove or limit the powers and responsibilities given to the city council by state or federal law.
2. All members of the council and anyone granted the right to speak during a meeting shall be respectful of other people's time. Those involved in a meeting shall stay focused on the topics before the council and shall act efficiently during public meetings and serve as a model of leadership and civility to the community. The members of the City Council should aspire to inspire public confidence in City government.
3. The City of West Buechel City Council consists of a seven (7) member council. The Mayor of the City shall preside over all City Council meetings and shall serve as the chairperson of the council.

4. In the absence of the mayor, the council shall elect a chair. The City Attorney shall direct the meeting until such time as the council votes to select and vote on a chair.
5. Each council member has only one vote. The Mayor, as the presiding member, shall vote only in the event of a tie vote, or in other circumstances dictated under state law. Decisions shall be made only by a majority vote of a quorum.
6. The Mayor is responsible for ensuring council members, staff, and members of the public adhere to the council's adopted procedures during city council discussions, deliberations, and proceedings.
7. Although the Mayor has the authority to preserve decorum in meetings, the city attorney shall also be responsible for the orderly conduct and decorum of all meetings.
8. Council members must:
 - a. Represent the interests of the citizens of the city and should consider the interests of the citizens of the city as a whole and vote accordingly.
 - b. Be open to hearing other people's perspectives. Council members should not attempt to exercise individual authority over the city, its employees, or its enterprises.
 - c. Shall assist in preserving order and decorum and shall make all reasonable efforts to avoid purposeful delay or interruption of the proceedings.
 - d. Attend meetings and stay in attendance for the duration of each meeting.

B. Meeting Procedures

1. A council member desiring to speak during the meeting shall address the chair (the Mayor) and request permission to speak.
2. Upon recognition by the chair, the member shall:
 - a. confine his/her discussion to the question under debate at the time,
 - b. shall avoid discussion concerning or about personalities,
 - c. shall refrain from using inflammatory language,
 - d. shall refrain from personal attacks and verbal abuse, sidebar discussions, or political partisan rhetoric,
 - e. shall confine any questions to the matters before the council,

3. When there is more than one speaker on the same subject, city council members will delay their comments until after all speakers on the subject have been heard.
4. No member shall address the chair or demand the floor while a vote is being taken.
5. Upon demand of any member for roll call vote, made before the result is announced, the roll shall be called for yes and no votes upon any question before the city council. Once a demand for roll call is made, all discussion on the question before the council shall cease and no discussion or explanation of a vote shall be made.
6. All motions for amendment of an Ordinance shall be made prior to the second reading of the proposed Ordinance. Once a proposed Ordinance is read twice, a roll call vote on the proposed Ordinance shall be taken.
7. Any city council member shall have the right to express dissent from or protest any ordinance, resolution or other action of the city council and shall have the reason for the dissent or protest entered in the minutes.
8. The meetings of the city council shall be called to order by the mayor.
9. The chair may call for a recess at appropriate points in the meeting agenda, if necessary.
10. Order of Business:
 - A. A written agenda for each regular meeting shall be prepared under the direction of the mayor with assistance from the city clerk.
 - B. The order of business of each meeting shall be as contained in the agenda.
 - C. The agenda shall be a listing by topic of subjects to be considered by the city council and shall be delivered to members of the city council in advance of each meeting as early as practicable.
 - D. In the event any member of the city council desires to add an item or items to a meeting agenda, a city council member shall make an appropriate request to the Mayor to add the agenda item. Once approved by the Mayor, the item shall be added to the agenda. Any request for a topic to be added to a meeting agenda shall be made to the Mayor at least one week prior to the scheduled meeting.
 - E. Agendas and committee packets will be available to City Council members as soon as possible prior to the scheduled council meeting. Each council member shall be responsible for retrieving their packet from City Hall prior to the scheduled meeting.
 - i. City Council members acknowledge that all agenda packets provided to members prior to a scheduled meeting are draft documents and shall not be disseminated until such time as the documents have been acknowledged and accepted during the scheduled meeting.

These packets are provided for the purpose of preparation for the open meetings and may not include final, accurate information.

F. Speakers:

i. Each agenda shall provide a short period of time for individuals to speak directly to the council. In order to speak at a scheduled Council meeting, a speaker must register with the Clerk's office staff prior to the start of the meeting. This period to register begins at the conclusion of the prior regularly scheduled meeting and ends prior to the start of the meeting in which the person intends to speak. Persons registering with the Clerk may leave their name and address and shall notify the clerk of the topic in which they will speak. All persons that desire to comment are encouraged to register as far in advance as possible to allow council members the opportunity to gather information and prepare for the subject being addressed. Moreover, the following rules shall apply:

a. Speakers shall address their comments to the governing body.

b. Speakers may file copies of their remarks or supporting information with the city clerk.

c. A person who addresses the city council during a meeting must limit their remarks to the topic identified when he or she registered to speak.

d. Speakers will have approximately three (3) minutes to speak regardless of the number of items they wish to address unless the mayor grants longer periods of time. The mayor may also shorten the amount of time if there are high numbers of individuals wishing to speak. The mayor may determine the order in which speakers are called. The order in which speakers are called is not required to be in the order items appear on the agenda, nor are all speakers on an item required to be called at the same time.

e. Personal complaints, especially those of a derogatory nature against any official or employee of the city shall not be discussed at a council meeting. Citizens wishing to make such complaints shall be instructed that the same should be first processed and handled through the mayor's office. Then, if the citizen feels appropriate action has not been taken, it shall be proper for the complaint to be communicated in writing to the members of the council. The city attorney, or designee, should be consulted regarding confidentiality, rights to privacy and other legal concerns.

G. Public Hearings:

i. The mayor shall schedule public hearings on the city council's agenda in accordance with state law.

H. Administrative Staff and City Employees:

i. During city council meetings, members of the administrative staff and employees of the city shall observe the same rules, procedures, and decorum applicable to members of the city council.

I. Citizens and Other Visitors:

i. Everyone attending the meeting **will refrain from private conversations** while the city council is in session.

ii. All cellphones and computers/devices with sound shall be silenced during all city council meetings.

iii. Citizens and other visitors attending city council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the city council.

iv. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted.

v. No placards, banners, or signs will be permitted in the city council chamber during a meeting of the council. Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

vi. Any person making personal, impertinent, profane or slanderous remarks or who become boisterous while addressing the city council or while attending the city council meeting shall be removed from the meeting by the police chief, or his designee. The person removed shall be barred from the building during that session of the city council. In addition to removal, violations of this rule may be subject to criminal penalties as authorized by the Kentucky Revised Statutes.

J. Enforcement:

i. The city police chief, or his designee, as chief law enforcement officer, shall be present at council meetings unless excused by the mayor, and shall act as sergeant at arms for the city council and shall furnish whatever assistance is needed to enforce the rules of the city council.

This Ordinance shall be effective from and after its passage, approval, and publication as required by law.

1st Reading 10/13/2022

2nd Reading 11/10/2022

Passed and Approved 11/10/2022

Mayor Brenda Moore
Mayor Brenda Moore

Attested By:

Debbie Batliner
Debbie Batliner, City Clerk/Treasurer