

**RULES OF ORDER GOVERNING PROCEEDINGS  
OF THE CITY COUNCIL  
OF THE CITY OF BETTENDORF, IOWA**

The following rules are hereby declared the rules of procedure governing the operation of the City Council of the City of Bettendorf, and exist to provide guidance for the Council member in participation in the council meeting, and to clarify the operation of the council meeting.

Rule 1        Regular meetings of the City Council shall be held on the first and third Tuesdays of each month at 7:00 o'clock p.m. at the Bettendorf Public Library Information Center. Special meetings shall be set at such times as are necessary or appropriate and may be called by the Mayor, City Administrator.

Notice of a special meeting shall be given by the Marshal by giving actual notice to the Mayor and Council when possible to do so, and by such other means as will reasonably notify the members of the meeting.

Council meetings may be canceled or changed by a majority of the members.

Rule 2        For purposes of these rules, the below terms shall be defined as follows:

Abstain. A statement by the Council member that the Council member will not vote on the matter at issue, due to actual or potential conflict of interest. Since an abstention is not a vote, it cannot be counted in the affirmative on any matter at issue.

Aye. An affirmative vote on any matter at issue.

Marshal. The person responsible for providing notice of Council meetings and agendas to the Council members. The City Administrator is hereby designated as the Marshal.

Nay. A vote in opposition to a matter at issue.

Parliamentarian. The person designated to resolve issues of procedure not covered by these rules, or to interpret procedure under these rules. The City Attorney is designated as Parliamentarian. Any person aggrieved of any decision of the Parliamentarian may appeal the ruling to the Council as a whole. The ruling of the Parliamentarian may be overturned by a simple majority of the Council.

Pass. A request by a Council member to withhold that member's vote on an issue until the remaining Council members' votes are made.

Present. A statement by the Council member that the member will not vote on the matter at issue, but wishes it known that the member is present at the meeting. For purposes of these rules, a vote of present will be considered a vote in opposition to the matter at issue.

Quorum. A quorum shall be the presence of a simple majority of the Council (i.e. four members) at any regular or special session.

Sergeant at Arms. The Chief of Police or his designee shall be designated the Sergeant at Arms, who shall, at the request of the Mayor, preserve order in the Council Chambers.

Rule 3 At the hour appointed for the meeting of the Council, the Clerk shall proceed to call the roll of all members marking the absentees and announcing whether a quorum is present. If a quorum is present, the Council shall proceed to the business before it.

The City Administrator shall be responsible for preparing an agenda of the business for the session. All items for the agenda shall be provided to the City Administrator by Wednesday, at 12:00 o'clock noon, preceding the meeting.

No item shall be added to the agenda less than 24 hours in advance of the meeting unless there is good cause stated why it is impossible or impractical to delay the item to the next meeting and the Council by  $\frac{3}{4}$  vote of the entire Council votes to add the item to the agenda. Inattentiveness to the Thursday noon deadline shall not constitute good cause.

An item shall be deleted from the agenda by the person requesting the item's addition initially at any time prior to the meeting itself.

During the meeting, an item may be removed on motion and affirmative vote of a majority of the Council members.

Rule 4 The Mayor shall serve as Chairman and preserve order and decorum.

Prior to speaking, a member shall be recognized by the Mayor. A member may request permission by either raising an arm or by saying "Mayor," or "Your Honor."

When two or more members of the Council request recognition, the Mayor shall name the member who shall be first to speak.

Rule 5 Upon request of the person holding the floor, the Mayor shall request any other person to cease disruptive behavior.

The Mayor shall be authorized to ask any member to cease or to limit discussion, or to call the question when it appears further discussion will not be meaningful.

Rule 6 When a member wishes to present any communication, petition or report received by the member from any source, such request shall be in the form of a motion to receive and file the matter.

Rule 7 Each member who shall be present when a question is stated from the Chair shall vote thereon unless directly interested in the question, in which case, no vote shall be allowed.

For purposes of this section, "directly interested in the question" shall be defined as any actual or apparent conflict of interest.

Rule 8 Each motion shall be seconded. The failure to receive a second for a motion shall preclude debate and vote on the motion. When a motion is seconded, the second shall be recognized by the Mayor.

Upon the request of any member, a motion shall be reduced to writing.

The member making the motion is hereby authorized to withdraw the motion at any time prior to vote thereon, regardless of any subsequent amendment to the motion.

Rule 9 In all cases where a resolution or motion is entered on the minutes of the Council, the name of the members moving and seconding the same shall be entered also.

Rule 10 In all cases of the adoption, repeal or amendment of an ordinance, the ayes and nays shall be taken and entered on the record. Further, on all motions except motions to refer to committee, the ayes and nays shall be taken and entered on the record.

Rule 11 When a question is under debate, the only motions in order shall be:

To adjourn. This motion shall always be in order except when a member other than the movant is in possession of the floor, when the members are in the process of voting, when a motion to adjourn was the last proceeding motion, or when it has been decided that the previous question shall be taken.

A motion to adjourn cannot be amended and cannot be debated.

The previous question. This motion if passed ends all further motions and debate and causes the motion being debated to be voted upon immediately. A motion of the previous question is not debatable.

To lay on the table. This motion ends debate by resolving to defer any action or vote on the matter at issue at that time. This motion is not debatable.

To postpone, indefinitely. This motion shall not be debatable and if successful, the matter under discussion shall not be taken up again during the same meeting.

To adjourn to a certain day. This is debatable and if successful precludes further action on any matter until the meeting date specified.

To amend. This is debatable, and if successful shall amend the subject matter at issue. However, an amendment to an amendment to the subject at issue shall not be allowed.

To refer. This is debatable, and if successful shall end the debate on the item at issue by referring the item to a standing committee, without causing a vote on the item itself to be taken.

Rule 12 A motion to reconsider the vote on any item may be made at any time subsequent to the vote at that meeting. A motion to reconsider being once made and decided in the negative shall not be renewed.

A motion to reconsider must be made by a member who voted in the majority or by any member who was absent or by any member who did not vote upon the matter initially considered.

No motion to reconsider a motion to reconsider shall be allowed.

Rule 13 No item shall be placed on the Council agenda without going through Committee of the Whole. Items on Committee of the Whole.

The Mayor shall be an ex officio member of all committees.

Rule 14 The City Administrator shall forward all papers to the appropriate committees and officers as soon as possible after the reference has been made.

Rule 15 In all proceedings to amend or change an ordinance or section thereof, the proposed amendment shall contain the entire ordinance or section thereof to be amended or changed, and the former ordinance or section shall be repealed. In other words, an ordinance or section shall not be amended by striking out, inserting, or adding words; but the former ordinance or section shall be repealed and the new one as amended written out in full and substituted in its place.

Rule 16 These rules may be temporarily suspended by consent of three-fourths (3/4's) of the members present, but shall not be repealed, altered or amended, unless by concurrence of a majority of all members of the Council.

Rule 17 An appeal from any ruling or decision of the Parliamentarian is always in order immediately following such ruling, and in such cases the Mayor shall state to the Council the decision has been appealed and forthwith submit the appeal to the Council, and the Clerk shall call the roll, and the decision shall stand, unless a majority of the members present vote against the ruling.

Rule 18 All questions as to procedure not covered herein shall be determined under Robert's Rules of Order.

Rule 19 Each regular Council Meeting shall have an item on the agenda entitled "Public Request of the City" wherein any person may bring to the Council any request for City action, or ask questions on City

policy or procedure. Depending on only the complexity of the question, the Mayor shall either ask the appropriate staff person to respond, or shall direct the Administrator or Administrator's designee to prepare a written response which shall be given to the person and shared with the Council.

It is expected that the request of any one person should be able to be stated within one minute; however, the Mayor may extend the time a person may speak if doing so will not disrupt the orderly proceeding of the council in its session. If a person requires additional time, the Administrator or Administrator's designee shall be directed to meet with the person, reduce the comment or question

to writing, prepare a response and provide both the question and response on the consent Agenda (or regular agenda as appropriate) of the following meeting to receive and file.

All comments or questions received during this portion of the agenda shall be made with proper decorum. Comments except as outlined above shall be deemed out of order and shall not be allowed.

Any person may communicate any matter to the Council via written document. All documents shall be submitted to the City Clerk, who shall stamp the same "received" and shall place them on the Consent Agenda for the following regular Council Session to be received and filed. Any person desiring assistance in preparing a written statement to the Council may request assistance from the City Administrator or the Administrator's designee.

Nothing in this rule shall be deemed a restriction on the ability of a constituent to talk to his or her Council Representative outside the Council Meeting or to prohibit comment during the public hearing on the matter subject to such hearing.