

COUNCIL PROCEDURES AND RULES OF ORDER

BROOMFIELD CITY COUNCIL

CITY OF BROOMFIELD, COLORADO

Adopted April 12, 1976
(Resolution 5-76)

Amended April 13, 1982
(Article III, 3.11)

Amended December 10, 1985
(Resolution 175-85)

Amended April 11, 1989
(Resolution 17-89)

Amended March 26, 1991
(Resolution 39-91)

Amended June 29, 1993
(By Motion)

Amended January 28, 1997
(Resolution 21-97)

Amended October 28, 2008
(Resolution 2008-197)

Amended June 10, 2014
(Resolution 2014-85)

COUNCIL PROCEDURES

I. CITY CHARTER

These Council Procedures are established in accordance with the Charter for the City of Broomfield ("Charter").

II. COUNCIL MEETINGS

2.1 Presiding Officer

As provided in the Charter, the Mayor or the Mayor Pro-Tem shall be the presiding officer at Council meetings. If both the Mayor and Mayor Pro-Tem are absent from a meeting of Council, the City and County Clerk shall call the meeting to order and call roll. The majority of Councilmembers present shall then elect a Temporary Chairman who shall be the presiding officer.

2.2 Regular Meetings

The Council shall meet on the second and fourth Tuesday of each month at 6:00 p.m. in the Council Chambers at the Municipal Building. The Council may reschedule regular meetings upon majority vote of the entire Council.

2.3 Special Meetings

Special meetings of the Council may be called in accordance with sections 5.2 and 5.3 of the Charter.

2.4 Study Sessions

Study sessions may be called by the Mayor at any time or by the Council at any regular Council meeting. The City and County Manager may schedule study sessions upon notice to Council. The City and County Clerk shall use diligent effort to give advance notice to each Councilmember of the time and purpose of the meeting, provided that notice will not be necessary for a study session called at a Council meeting at which a quorum is present.

2.5 City and County Clerk - Minutes

a. The City and County Clerk, or the Clerk's designee, shall attend and shall keep the minutes of each regular or special meeting of the Council in accordance with the Charter.

b. On or before the Friday preceding each regular meeting of the Council, the City and County Clerk shall cause to be delivered to each Councilmember a copy of the minutes of the preceding regular and/or special meeting.

c. Minutes will not be read if each Councilmember has been provided with a copy of the minutes in advance of the meeting at which they are to be approved.

d. Minutes shall be signed by the Presiding Officer and by the Clerk of the meeting for which the minutes are approved.

2.6 Order of Business – Agenda – Regular Meetings

a. The order of business for regular meetings of the Council will generally be:

- (1) Roll Call
- (2) Pledge of Allegiance
- (3) Review and Approval of Agenda
- (4) Petitions and Communications – ordinarily should be limited to 5 minutes
- (5) Citizens' Comments
- (6) Community and Event Updates
- (7) Consent Agenda
- (8) Board of Social Services
- (9) Board of Health
- (10) Broomfield Housing Authority
- (11) Council Business
- (12) Attorney's Report
- (13) Manager's Report
- (14) Broomfield Urban Renewal Authority
- (15) Arista Local Improvement District Board
- (16) Special Reports
- (17) Councilmember and Mayor Requests for Future Action
- (18) Councilmember Reports
- (19) Adjournment

b. The Presiding Officer may vary from the order of business if the majority of Councilmembers present approve varying the order of business. This is expected to be done upon the Review and Approval of Agenda.

c. On the Friday preceding each regular meeting of the Council, the City and County Manager shall prepare a written Agenda showing the order of business. The City and County Clerk shall cause the Agenda to be delivered to the Mayor and to each Councilmember and shall post the Agenda in two (2) public places.

d. Only the Mayor and Councilmembers may introduce new business which is not listed on the printed Agenda.

e. During Council's consideration of any matter, Councilmembers should refrain from speaking more than twice on a matter, and should not speak a second time until all Councilmembers have had an opportunity to speak once. The Presiding Officer may speak once and last on a matter.

f. With regard to requests from Councilmembers and the Mayor for future action, requests should be submitted to the City and County Manager's office at least one week before the meeting, so that appropriate public notice can be posted, as required by law.

g. On all matters involving formal action by Council other than those items subject to the Public Hearing provisions of these Procedures, members of the public may be allowed to speak, subject to reasonable time limits imposed by the Presiding Officer. Public comment will be taken subsequent to the presentation of the item for Council's consideration by the City Administration, but prior to Council's debate of the question. Any person speaking or presenting any information to the Council may be questioned by the Council and the City Administration.

III. PARLIAMENTARY PROCEDURE

3.1 Parliamentary Authority

Robert's Rules of Order, Revised shall be the parliamentary authority for all meetings of the Council and the rules contained therein shall govern the procedures utilized at such meetings where not inconsistent with the Charter or these Procedures.

3.2 Voting

Every Councilmember present, when a question is put, shall vote either "Yes," or "No," unless excused from voting in accordance with Section 5.5(c) or Section 6.3 of the Charter.

3.3 Reconsideration

After the decision on any question, any Councilmember who voted with the prevailing side may move for a reconsideration of any action at the same or at the next succeeding regular meeting; provided, however, that an action of the Council authorizing or relating to any contract may be reconsidered at any time prior to the final execution thereof. A motion to reconsider may be seconded by any Councilmember and shall require a majority vote of the Councilmembers in office for adoption. After a motion to reconsider has been once voted on and lost, it shall not be introduced again except by unanimous consent of the Council.

3.4 Recess - During Meeting

The Presiding Officer may, at any point in the Agenda, declare a recess for a specified time.

IV. PUBLIC HEARING - PROCEDURES

Public hearings will be conducted in accordance with the following procedures:

1. The Presiding Officer will:
 - a. Declare the public hearing open;
 - b. Announce the public hearing procedures;

- c. With the consent of Council, establish reasonable time limits for the hearing and reasonable time allocations therein;
 - d. Ask for an introductory presentation by the City Administration, if appropriate;
 - e. Ask for the petitioner's or applicant's presentation, if appropriate;
 - f. Ask for the presentation of those members of the public who would like to be heard;
2. Each side of an issue will be given an opportunity to be heard and to present their case.
3. Any person speaking or presenting any information at the hearing may be questioned by the Council and by the City Administration.
4. Following questions from Councilmembers, the Presiding Officer will declare the public hearing closed and the matter will be remanded to the Council for consideration

V.
ADDRESSING THE COUNCIL

Each person addressing the Council shall give his or her name and address for the record, shall state the subject he or she wishes to address, and shall limit the address to a reasonable time. The Presiding Officer, with the general consent of Council, may limit the time of any and all addresses.

VI.
ELECTIONS/ALTERNATES

6.1 Elections

Elections to fill vacancies on Council, to fill the position of Mayor Pro-Tem and to fill positions on Boards and Commissions shall be by secret ballot. The City and County Clerk will count the votes, and the Presiding Officer will announce the results. If none of the candidates receives the required number of votes to be elected on the first ballot, the candidate receiving the fewest votes will be dropped as a candidate unless the elimination of such name (or names in the cases of a tie vote) would leave only one candidate for the office. This process will continue until one candidate receives the required number of votes to be elected. If nominations are closed with no more candidates being nominated than there are positions to be filled, the candidate(s) so nominated shall thereby be appointed and no balloting shall be required.

6.2 Alternates

a. When a regular citizen member of a Board or Commission resigns or is removed prior to the end of his or her term, the alternate member, if any, shall automatically fill the vacancy for the remainder of the regular citizen member's term. The alternate position shall remain vacant until such time as the Council elects to fill the vacancy, usually in March of the year in which the resignation or removal occurred.

b. For those Boards and Commissions for which an alternate member has been appointed by the City Council, the alternate member shall serve in the place of a regular citizen

member at a Board or Commission meeting when such regular citizen member is absent from the meeting

VII.
AMENDMENTS

These Rules of Procedure may be amended by a two-thirds vote of the Councilmembers in office.

Adopted the 11th day of April, 1989.

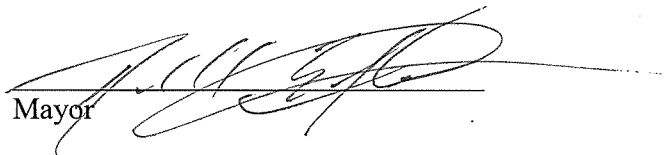
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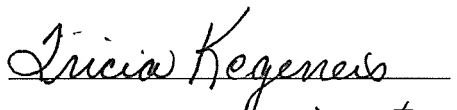
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Amended the 28th day of October, 2008.

Amended the 10th day of June, 2014.


Mayor

ATTEST:


City and County Clerk, *Deputy*

