



Kalama City Council - Council Agenda Item Information Form

Agenda Item: 6A – Council Rules of Procedures

Meeting Date **March 21, 2018**

Prepared by: **Coni McMaster, Clerk/Treasurer**

Subject: **Council Rules of Procedure**

Summary: Recent concerns from the Mayor, Councilmembers, staff, and the City Attorney regarding procedural issues for meetings, and certain activities have brought the issue to the forefront. Many cities adopt rules of procedures either as policies or as part of the City code. Some of these can be attendance policies including attendance by teleconference or video, meeting decorum, agenda setup, correspondence, consent agenda, voting and motions. The Council can also decide to adopt individual policies addressing a single issue such as allowing members to attend meetings via speaker phone or skype which has been discussed previously.

Recommendation: Staff is inquiring as the Council's desire to draft a set of rules of procedure. The Clerk would collect samples from other cities, and Municipal Research and work with a Councilmember to draft a set of procedures for review by the City Attorney and Mayor and then presented to the full Council for consideration and adoption.

If the Council does not wish to look at a full set of procedures then staff would like the Council to consider the draft ordinance on the allowance for attendance at meetings via either a speaker phone or a video link such as Skype which is attached.

Included in the Current Year's Budget YES NO If No – Fiscal Impact:

Funding Source if not included in the current Budget

Alternatives:

► Draft/Suggested Motion: