CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 12-156G

A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON AMENDING THE CITY COUNCIL RULES OF PROCEDURE.

WHEREAS, pursuant to RCW 35A.12.120, the Liberty Lake City Council is required to adopt rules which relate to City Council procedures, order of business, conduct of City Council meetings, and such other matters properly related thereto; and

WHEREAS, the Liberty Lake City Council desires to amend the Liberty Lake City Council Rules of Procedure as contained in the attached Exhibit A; and

WHEREAS, the Liberty Lake City Council has reviewed the amendment to the Rules of Procedure as shown in Exhibit A and finds it to be acceptable and appropriate.

NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington as follows:

1. Rules of Procedure

The City Council adopts the amendments to Section 2 and 4 of the Rules of Procedure under the Mayor/Council form of government, as shown in Exhibit A. For decision on point of order, the City shall be governed by the most recent edition of Roberts Rules of Order, a copy of which is maintained in the office of the Liberty Lake City Clerk.

2. Best Efforts

These Rules of Procedure are designed to assist in the orderly conduct of City Council business. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, its agents and employees nor shall the same result in any invalidation of City Council action.

Adopted this 15th day of April, 2025.

Cris Kaminskas
Mayor Cris Kaminskas

ATTEST:

Rochelle Caton
Rochelle Caton, City Clerk

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

EXHIBIT A

LIBERTY LAKE CITY COUNCIL RULES OF PROCEDURE

Adopted by: Resolution 01-007
Amended by: Resolution 01-007A
Amended by: Resolution 04-007B
Amended by: Resolution 06-007B-1
Amended by: Resolution 12-156
Amended by: Resolution 12-156A
Amended by: Resolution 12-156B
Amended by: Resolution 12-156C
Amended by: Resolution 12-156D
Amended by: Resolution 12-156E
Amended by: Resolution 12-156F
Amended by: Resolution 12-156G

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Liberty Lake City Council Rules of Procedure

Adopted by: Resolution 12-156G

These rules shall be considered the Rules of Procedure for the City of Liberty Lake City Council operating under the Mayor/Council form of government. For decisions on points of order, the City shall use the most recent Roberts Rules of Order as a guide or reference.

1. GENERAL RULES

1.1 **Meetings to Be Public:** All meetings of the Council shall be open to the public with the exception of executive sessions as defined in RCW Chapter 42.30.

1.2 **Respect and Decorum:** It is the duty of the Mayor and Council members to maintain dignity and respect for their offices, city staff, and the public. While the Council is in session, the Council members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Council, nor disrupt or disparage any member while speaking. Council members and the public shall adhere to the legitimate orders of the Mayor.

Any audience member who is disruptive shall be asked to leave the meeting (per RCW 42.30.050). Continued disruptions may result in a recess or adjournment (per RCW 42.30.090).

1.3 **Quorum:** Four (4) Council members shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.4 **Attendance. Excused Absences:** Election to the office of City Council means that the citizens have entrusted City Council members with significant responsibilities in the area of governance and leadership. Regular attendance at City Council meetings is essential in fulfilling those responsibilities. The following policies are intended to establish minimum acceptable criteria for City Council meeting attendance. A Council member shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. RCW 35A.13.020 and 35A.12.060.

Members of the Council may be excused from a meeting by contacting the City Clerk, Mayor, or Mayor Pro Tem. The City Clerk, Mayor or Mayor Pro Tem shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

The following are examples of appropriate reasons for excusing an absence: illness, family, emergency, business obligation, or other City business. If excusal is for

attendance for other city business, meeting minutes will reflect which event is being attended.

Upon passage of such motion by a majority of members present, the absent member shall be considered excused, and the appropriate notation will be made in the minutes. If the motion is not passed or the above procedure is not followed, the minutes will reflect that the absence is unexcused.

It is understood that during an emergency, it is not always possible for a Council member to notify the City Clerk, Mayor, or Mayor Pro Tem of the member's absence in advance of a meeting. If this situation occurs, a motion to excuse the absent Council member can be made at the next regularly scheduled council meeting, and the vote will be reflected in the minutes.

1.5 **Remote Attendance:** From time to time, a Council member will not be able to physically attend a Council meeting but will want to be involved in the discussion and/or decision. The procedure and guidelines for permitting a Council member to attend a Council meeting remotely are as follows:

a. The Rare Occasion – Remote attendance should be the rare exception, not the rule. Examples of situations where remote attendance would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and remote attendance is needed for a quorum;
- An agenda item is of very high importance to the Council member who cannot be physically present;
- It is important for **all** Council members to be involved in a decision, but one Council member is unable to be physically present.

Examples of situations where remote attendance **would not** be appropriate include, but are not limited to:

- Quasi-judicial hearings;
- Other public hearing(s) where maps, display boards, powerpoint presentations, or similar graphic presentations are being utilized; and
- Non hearing agenda items which depend substantially on visual aids and/or graphic presentations.

1.6 **Attendance – Procedure**

a. For a Council member to attend remotely, the Council member:

- must be able to hear the discussion on the agenda item before the Council, and
- must be able to be heard by all present in the Council chambers, and
- must be able to see any documents being shared with the Council.

b. Notification - If a Council member wishes to attend a Council meeting remotely, the Council member should notify the City Clerk, Mayor, or Mayor Pro Tem of his/her intent by noon of the meeting date.

1.7 **Attendance of City Staff:** The City Administrator, City Attorney, City Clerk, or their substitute(s) shall attend all meetings of the City Council unless excused by the Mayor. The City Administrator may report and make recommendations to the City Council and, when requested, shall participate in Council discussions. The City Attorney, upon request from the Mayor or Council, shall give an opinion on legal questions. The City Clerk shall keep the minutes of the Council, record all Council votes and actions, and perform such other duties as necessary for the orderly conduct of the meeting.

1.8 **Attendance of Media at Council Meetings:** All meetings of the Council and its committees shall be open to the media except Executive Sessions. Attendance shall not interfere with the orderly conduct of the meetings.

1.9 **Journal of Proceedings:** A journal of all proceedings (minutes) of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

2. TYPES OF MEETINGS

2.1 **Regular Council Meetings:** The Council shall meet regularly on the first and third Tuesdays of each month beginning at 6:00 p.m. and ending at 9:00 p.m. with a possible one (1) hour extension up to 10:00 p.m. by majority vote of the Council. When a Council meeting falls on a holiday or Election Day, the Council may determine an alternate day for the meeting. The location of the meetings shall be the City of Liberty Lake City Hall unless specified otherwise by a majority vote of the Council.

2.2 **Special Meetings:** Special meetings may be called by the Mayor or any three (3) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The City Clerk shall notify each member of the Council, either by telephone, e-mail, or otherwise of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered.

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.3 **Continued and Adjourned Sessions:** Any meeting of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

2.4 **Workshops:** The Council may hold workshops on the first and third Tuesday of each month, prior to a regularly scheduled City Council meeting beginning at 6:00 p.m. and ending before 7:00 p.m. The Council may also hold special workshops outside of the first and third Tuesday of each month. The purpose of a workshop is to provide the Council with information surrounding impending and/or current City business. The

workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable. The City Clerk, under the direction of the Mayor or designee, shall arrange a Council workshop agenda for the meeting. Attendance is strongly encouraged by all City Council members at the workshop and the meeting minutes will reflect the record of attendance.

2.5 **Executive Sessions:** Executive sessions may be held in accordance with the provisions of RCW 42.30.110. Any request for an executive session shall be routed through the City Attorney. The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended by announcement of the Chair or designee.

Council members, Mayor, and all participants must keep confidential all oral and written information provided during executive sessions to protect the best interests of the City. Confidentiality also includes information provided to Council members outside of executive sessions when the information is considered exempt from disclosure under the then current revision of Ordinance 234, Code of Ethics for Municipal Officers.

3. CHAIR AND DUTIES

3.1 **Chair:** The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of the Mayor and Mayor Pro Tem the Council shall elect a Chair.

3.2 **Call to Order:** The meetings of the Council shall be called to order by the Mayor or in his or her absence, the Mayor Pro Tem. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Clerk or Clerk's designee for the election of a temporary Chair.

3.3 **Points of Order:** The Chair with the assistance of the City Attorney shall determine all points of order, subject to the right of any member to appeal to the Council.

3.4 **Questions to Be Stated:** The Chair shall have stated all questions submitted for a vote, call the question, and announce the result.

3.5 **Substitution for Chair:** The Chair may call upon the Mayor Pro Tem or any other member to temporarily chair the meeting.

3.6 **Presiding Officer - Powers:** The Chair (with limitations imposed upon the Mayor by law) may move, second, debate and vote subject only to such limitations of debate as

are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Council member by reason of acting as the Chair.

4. COUNCIL ORDER OF BUSINESS AND AGENDA

4.1 **Order of Business:** The order of business for all regular meetings may include the following as applicable unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

a. Invocation. By invitation.

b. Pledge of Allegiance. The Chair leads the flag salute.

c. Call to Order. The Chair calls the meeting to order.

d. Roll Call. The Chair calls the roll of the Council. Council members may make a motion to excuse absent Council members. Roll call will be taken at all meetings (regular, special and workshops).

e. Agenda Approval. The Chair or Mayor Pro Tem shall seek approval of the Agenda. Council members through motion and majority vote may add, delete or defer agenda items.

f. Citizens Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.

g. Announcements / Proclamations / Special Presentations. The Chair presents proclamations and requests a motion with a second for approval for each proclamation. A proclamation is an official declaration made by either the City Council or the Mayor. The City Clerk must be notified of any Proclamations or Special Presentations no later than Wednesday at 12:00 p.m. the week prior to the meeting. The duration of each presentation is limited to 15 minutes total.

h. Reports. The Chair and Council members report on committees, other meetings, and activities in which they have participated or those in which they will participate. Reports may be presented to Council by other agencies, boards & commissions, and City Staff.

i. General Business - Consent Agenda. The Chair or Mayor Pro Tem identifies the items on the consent Agenda and requests a motion with a second for approval.

The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may, at the request of any Council member, be removed and considered separately.

j. General Business - Action Items. The Action Items contain items such as contracts, purchases, and donations for which approval will involve a Motion, Second, Council Discussion, and a vote.

k. Workshop Discussions-Workshop and staff presentations on specific topics, including but not limited to, such items as proposed ordinances and resolution, public work projects, finance issues, and policy initiatives may be presented at this time. The workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable.

l. Council Comments

m. Public Hearings / Appeals. The Chair will state the public hearing procedures before each public hearing. Quasi-judicial hearings require that a decision be made by the Council which may include record review of evidence considered and that specific findings be made.

n. Resolutions. The City Clerk shall introduce the Resolution by reading its title. A Resolution is an adoption of a City policy or decision and will involve a Motion, Second, Public Comment, Council Discussion, and Vote.

o. Ordinances. The City Clerk shall introduce the Ordinance by reading its title. All Ordinances shall have two (2) readings at two (2) separate meetings, unless the Council deems it expedient to suspend this rule. Amendments to an Ordinance may be made at first or second reading. Staff will provide background information during the time of a first read Ordinance. Following the second reading, approval will involve a Motion, Second, Public Comment, Council Discussion, and a roll call vote.

p. Emergency Ordinances. Public emergency Ordinances require a vote of a majority plus one of the whole Council membership and may be made effective upon adoption.

A public emergency Ordinance is one designed to protect public health and safety, public property, or the public peace; it may not levy taxes, grant, renew, or extend a franchise to authorize the borrowing of money.

q. Introduction of Upcoming Agenda Items

r. Citizen Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.

s. Executive Session. An executive session may be convened (in accordance with the provisions of RCW 42.30.110) that is closed to the public and attended only by the Mayor, City Council, and invited participants such as the City Administrator, City Attorney, City staff and/or individuals authorized by the Mayor or City Council. The Council may go into executive session only for matters specifically allowable under state law. Any request for an executive session shall be routed through the City Attorney. The Mayor must state the reason for going into executive session and the estimated time for coming out of executive

session. Final action on matters considered

in executive session must take place in open session. Matters discussed in executive session are to be considered strictly confidential by all participants.

t. Adjournment. With no further business to come before the Council, the Mayor may move to adjourn the meeting.

4.2 **Council Agenda:** Subject to the Council's right to amend the agenda, no legislative item (Resolution or Ordinance) shall be voted on which is not on the Council agenda, except in emergency situations relating to the public's health, safety or welfare.

5. VOTING AND MOTIONS

5.1 **Voting:** Votes during Council meetings shall be conducted as follows:

a. Recorded votes occur on Ordinances and Resolutions.

b. Unless otherwise required by Statute, Ordinance or Resolution, votes shall be taken by voice except at the request of the Mayor or any Council member, a roll call vote shall be recorded by the City Clerk.

c. Each Council member shall vote on all questions and matters before the Council unless a conflict of interest or appearance of fairness disqualifies the member.

d. City Clerk will keep a record, outside of minutes, of City Council member votes for all Resolutions, Ordinances, consent agenda and action items.

5.2 **Mayor:** The Mayor shall only vote where there is a tie vote between Council members with respect to matters other than the passage of Ordinances, grants or revocation of franchise or license, or any resolution for the payment of money.

5.3 **Motions:** No motion shall be considered or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Council member, it shall be read by the City Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

5.4 **Disqualification:** Any Council member who is disqualified from voting on a matter shall be excused from the Council dais and shall not participate in the debate. The Council member shall state the reason for the disqualification.

5.5 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings and decision were adopted.

6. RESOLUTIONS AND ORDINANCES

6.1 **Review by City Attorney:** All Resolutions and Ordinances shall be reviewed by the City Attorney. No Ordinance or Resolution shall be prepared for presentation to the City Council unless requested by the Mayor or three (3) Council members.

6.2 **Procedure:** The City Clerk shall introduce the Resolution by reading its title. A Resolution is an adoption of a City policy or decision and will involve a Motion, Second, Public Comment, Council Discussion, and Vote. The City Clerk shall introduce the Ordinance by reading its title. All Ordinances shall have two (2) readings at two (2) separate meetings, unless the Council deems it expedient to suspend this rule. Amendments to an Ordinance may be made at a first or second reading. Staff will provide background information during the time of a first read Ordinance. Following the second reading, approval will involve a Motion, Second, Public Comment, Council Discussion, and a roll call vote.

6.3 **Format of Ordinances and Resolutions:** Resolutions and Ordinances shall be in a format determined by the City Clerk including the numerical identification. No Ordinance or Resolution shall contain more than one subject which shall be clearly stated in the title. No Resolution or Ordinance shall be amended unless the amendment sets forth each modified section in full. Resolutions and Ordinances shall be signed by the Mayor and attested to by the City Clerk. The City Attorney shall sign all Resolutions and Ordinances to approve the form.

7. PUBLIC HEARING PROCEDURES

7.1 **Sign-in:** Prior to the start of a public hearing the Chair may require that all persons wishing to speak sign in with their name, whether they are a resident of the City of Liberty Lake proper and indicate whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, adjacent owners, etc.).

7.2 **Timing; Representation:** The City Council will take public testimony during a public hearing, the public comment period, and prior to passage of Ordinances and Resolutions. Persons appearing before the Council shall limit their comments to three (3) minutes, as kept by City Staff, displayed for public view, and enforced by the Chair. Where an organization is appearing before the City Council, it should designate a representative to speak on behalf of its members.

Written comments received for a public hearing will be acknowledged at the hearing with the commenter's name identified. Written comments will be made part of the permanent record but will not be read during the hearing.

7.3 **The Public Hearing Process:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:

a. All comments by proponents, opponents or other members of the public shall be made from the podium if attending in-person, or as recognized by the meeting chair if attending remotely; any individuals making comments shall first give their full name and if they are a resident of the City of Liberty Lake proper. If the hearing is disrupted, preventing the normal course of City business, the Council may vote to adjourn the hearing and vote on a new location as per RCW 42.30.050 and/or RCW 42.30.090.

b. If you are disabled and require accommodation, please advise the Chair or meeting host.

c. There shall be no demonstrations (i.e., applause) during or at the conclusion of anyone's presentation.

d. These rules are intended to promote an orderly system of holding a public hearing, giving every person an opportunity to be heard ensuring that no individual is annoyed or embarrassed by exercising his/her right of speech.

e. Council members shall not reply or respond in any way to testimony provided by speakers at the public hearing, except to request specific clarification.

The Chair may call City Staff to describe the matter under consideration.

The Chair calls upon proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration.

The Chair continues the public hearing to a time specific or closes the public hearing.

7.4 **Quasi Judicial Hearings:** In addition to the Rules of Order set forth in Section 7.3, the following rules should be observed during a quasi-judicial public hearing.

1. The Chair shall announce the matter for consideration and ask Council members to indicate any ex parte oral or written communications with a party, conflicts of interest, or any appearance of fairness issues. After all disclosures are made, the Chair will ask if any party to the quasi-judicial matter desires to challenge or request a Council member abstain from the decision on the matter. The challenge shall be placed on the record.

8. DUTIES AND PRIVILEGES OF CITIZENS

8.1 **Meeting Participation:** Citizens are welcome at all Council meetings and are encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. If the meeting is disrupted, preventing the normal course of City business, the Council may vote to adjourn the meeting and vote on a new location as per RCW 42.30.050 and/or RCW 42.30.090..

8.2 **Citizen Comments:** Under agenda item "Citizens Comments", citizens may address any item they wish by completing and submitting a yellow "Request to Speak" form

or by notifying the remote meeting host. They shall first obtain recognition by the Chair who shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. The Chair and Council will receive comments without reply or discussion unless the Chair or Council request clarification. Following such comments, if action is required or has been requested, the Chair or council may place the matter on the current agenda or a future agenda or refer the matter to staff for action or investigation and a report at a future meeting.

All written comments shall be submitted to and received by the City Clerk no later than 4:00 p.m. on the date of the City Council meeting. Written comments received will be acknowledged during the meeting and the Clerk will provide written comments to the Council in advance of the meeting.

8.3 **Subjects on the Current Agenda:** Pursuant and subject to Section 8.2, any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair by completing and submitting a Request to Speak form or notification to the remote meeting host. Speakers shall identify whether they are a resident of the City of Liberty Lake proper.

8.4 **Manner of Addressing the Council:** All remarks shall be addressed to the Chair and not to any individual Council member. No questions shall be asked of the Council members.

8.5 **Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any general matter concerning the City. The written communication may be submitted by direct mail, email, or by addressing the communication to the City Clerk who will distribute copies to the Council members. The communication will be entered into the record.

8.6 **Disruptive Conduct:** Any audience member who is disruptive shall be asked to leave the meeting (per RCW 42.30.050). Continued disruptions may result in a recess or adjournment (per RCW 42.30.090).

9. FILLING COUNCIL VACANCIES AND SELECTING MAYOR [PRO TEM]

9.1 **Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 35A.13.020. To fill the vacancy with the most qualified person available until the next general election of non-partisan municipal candidates which are held in odd-numbered years, the Council will distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.

9.2 **Application Procedure:** The Council will draw up an application form which contains relevant information. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Council member.

9.3 **Interview Process:** All qualified candidates who apply by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing names. To promote fairness, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants may be asked to answer questions submitted to them in advance of the interview and questions posed by each Council member during the interview process. The Council members will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Depending on the number of applicants, Council may choose to extend deliberations through the next Council meeting.

9.4 **Selection of Council Member:** The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

9.5 **Duties of Mayor Pro Tem:** In the temporary absence of the Mayor, the Mayor Pro Tem shall perform the duties and responsibilities of the Mayor with regard to the conduct of meetings and business of the City, with the exception of the hiring and firing of City staff.

9.6 **Selection of Mayor Pro Tem:** The Mayor Pro Tem will be selected by the Council members. The term for Mayor Pro Tem shall be two (2) years from the date of election. Council members may each nominate one person for Mayor Pro Tem. Nominations require a second.

Each Council member shall be given the opportunity to submit a nomination for Mayor Pro Tem. After all nominations are made, the Mayor will call for a vote on the nominations in the order they were made. Voting will be by voice or a recorded vote. As soon as one nominee receives a majority vote of four (4) votes of the Council, that Council member will be declared the Mayor Pro Tem. There will only be a vote for the Mayor Pro Tem if all City Council members are present at the meeting. Votes of all seven (7) City Council members will be recorded in the record.

9.7 **Removal of Mayor Pro Tem:** The Mayor Pro Tern may be removed from office upon a vote of four (4) Council members.

10. PREPARATION OF AGENDA

10.1 **Staff Duties:** The City Clerk, under the direction of the Mayor or his or her designee, will prepare the agenda for each Council meeting setting forth a brief description of each item to be considered by the Council. The agenda, prior to submission to the Council, shall be reviewed by the Chair. A link to the agenda packet will be available at the Library, and a hard copy of the agenda and packet will be available for public viewing at the front desk of City Hall. Portions of the packet may be printed for the public upon request.

10.2 **Agenda Items:** An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, a Council member, or the City Administrator.

10.3 **Timing of Preparation:** The agenda will be put in final form by 1:00 p.m. Friday prior to the following Tuesday evening Council meeting. Agendas will be distributed to the City Council and City Staff by 5:00 p.m. Friday. Agenda materials will be available on the City's website for the media and public on the Friday before the regular meeting. Nothing contained herein shall prevent the Mayor, Council members, or the City Administrator from adding a matter to the agenda prior to the City Council approval of the agenda according to Section 4.

11. SUSPENSION AND AMENDMENT OF RULES

11.1 **Suspension of These Rules:** Any provision of these rules may be temporarily suspended by a vote of a majority of the Council.

11.2 **Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.