

# **City of Waukee**

## **Rules of Procedure For Conduct of City Council Business**

**September 2019**



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## **RULES OF PROCEDURE**

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection.

## **QUORUM**

Three (3) out of the total five (5) members of the City Council constitute a quorum to do business. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Council Member shall adjourn the meeting. If no Council Member is present, the City Clerk shall adjourn the meeting.

## **AGENDA**

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special or work session meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Administrator, in consultation with the Mayor, City Council, City Clerk, and department directors will establish the agenda and the order of the agenda.

The City Administrator or the City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business, lettering and/or numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be made available electronically to each Council Member, the Mayor, City Attorney, City Administrator, and department directors no later than the Thursday preceding the meeting, with any outstanding packet documentation made available electronically no later than the Friday preceding the meeting, if available. The agenda packet for any regular council meeting shall be made available to the public on the City website no later than the Friday preceding the meeting.

The agenda packet for any special or work session council meeting shall be made available electronically to each Council Member, the Mayor, City Attorney, City Administrator, and department directors no later than the business day preceding the meeting, if available. The agenda packet for any special or work session council meeting shall be made available to the public on the City website no later than the business day preceding the meeting.

It is strongly recommended that questions concerning an agenda item or any supporting documentation for an agenda item or items be submitted by phone, e-mail or in person to the City Administrator for research and/or explanation or correction prior to 12:00 PM (noon) on the day of the meeting.

The agenda only, without supporting material, is to be available to the public by posting in those locations approved via ordinance no later than 24 hours prior to the scheduled meeting and shall be made available in the Council Chambers during each meeting.

## **LENGTH OF MEETING**

The length of any meeting shall be limited to three hours. This limitation may be extended for any particular meeting by a super majority (2/3's) vote to suspend the rules and extend the meeting by the time required. Any business remaining to be acted upon by the Council after the three hour limit shall be postponed to the next scheduled meeting.

## **CONDUCT OF BUSINESS**

### **Order of Business**

The recommended order of business for a regular council meeting shall be as follows:

Call to Order

Pledge of Allegiance

Roll Call

Open Forum

Agenda Approval

Mayor's Report

Presentations

Public Hearings

Public Hearing Action Items

Consent Agenda:

1. Bill Lists and Payroll
2. Approval of Minutes of prior council meetings
3. Approval of liquor, cigarette license applications
4. Approval of Pay Estimates, Change Orders, Certificates of Completion, Releases of Retainage
5. Setting dates for future public hearings
6. Other business considered by the City Administrator to be simple and non-controversial

Remainder of Agenda:

1. Ordinances for Adoption
2. Resolutions for Adoption
3. Other Business

Reports

Adjournment

The City Administrator, prior to the council meeting, and Mayor shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council.

### **Special Meeting**

Special meetings will be set by the Mayor, City Administrator, or at the request of three (3) Council Members.

## **Closed Session**

(Reference Code of Iowa §21.5)

A closed session may be held only by an affirmative vote of either 2/3 of the entire City Council or all of the members present at the meeting. The City Council may hold a closed session only to the extent a closed session is necessary and for the discussion of any statutorily authorized purpose as referenced in the Code of Iowa §21.5.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. The detailed minutes and audio recording of a closed session shall be sealed and shall not be open to public inspection except by order of the court as described in Code of Iowa §21.5(4). A governmental body shall keep the detailed minutes and audio recording of any closed session for a period of at least one year from the date of that meeting, or for as long as the matter is in litigation proceedings.

## **Electronic Meeting**

(Reference Code of Iowa §21.8)

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:
  - a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible. A meeting by electronic means may be conducted without complying with public access requirements if conducted in accordance with all the requirements for a closed session contained in Code of Iowa §21.5.
  - b. The governmental body complies with Code of Iowa §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
  - c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

## **Work Session Meeting**

The Council may conduct work session meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

At work session meetings the Council will receive information and presentation of issues from the City Administrator and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular or special meeting of the Council. Council may direct that matters under consideration be brought forward for formal action at a regular or special meeting, that further study be conducted if

appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken during work session or study sessions. No formal vote of the Council in favor or against any work session or study session agenda item may be taken.

Work sessions are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular or special meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a work session or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation.

### **CANCELLATION OF MEETINGS**

Every effort shall be made to ensure that meetings are held as posted. However, from time to time, there may be a need to cancel a regular, special or work session meeting shortly before the meeting begins or after the meeting has begun. Some possible reasons for cancellation include, but are not limited to, inclement weather or lack of a quorum. Council meetings may be cancelled if deemed necessary by the Mayor, Mayor Pro Tem and/or City Administrator. Following such cancellation, the City Clerk shall inform the public of the cancellation through posting in those locations approved via ordinance and through the City's social media platforms.

### **DECORUM DURING COUNCIL MEETINGS**

#### **Requirements**

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

### **DUTIES OF PRESIDING OFFICER**

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Administrator or City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the

Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting.

### **APPROVAL OF MINUTES**

The minutes of the preceding council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

### **CORRECTION OF MINUTES**

When a Council Member wishes to correct the minutes, that Council Member should contact the City Administrator in advance of the meeting with the correction. The City Administrator will then verify the correction by listening to that meeting's audio recording. Upon verification of an error in the minutes, the City Administrator will provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Administrator to verify the error.

### **RULES OF DEBATE**

#### **Presiding Officer**

The Mayor as presiding officer may debate, but may not make a motion. The major functions of the Mayor during council sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate parliamentary procedures

The Mayor Pro Tem as presiding officer may debate, vote as a regular Council Member and retains all the powers as a Council Member. The presiding officer is subject to the limitations of debate that are imposed on all Council Members.

#### **Council Member**

Every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Council Member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

## **ADDRESSING COUNCIL FROM FLOOR**

### **Open Forum**

A maximum of twenty (20) minutes will be set aside during Open Forum for members of the public to address the Council on any item on the agenda other than an item posted as a public hearing, or on any subject over which the Council has the authority to act. Any persons desiring to address the Council shall first secure permission from the presiding officer.

Persons addressing the Council will stand at the podium, giving their full name and address in a clear and audible tone of voice so that his/her name may be accurately recorded in the minutes of the meeting. All speakers must address the entire Council and will not be permitted to engage in dialogue. Individuals shall be limited to three (3) minutes speaking time, unless additional time is granted by the presiding officer. A Council Member may object to the extension of time to the speaker by the presiding officer. Such disapproval will be noted and a roll call will be taken on the question. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations on this rule.

Individuals may not speak more than once during Open Forum. Preference will be given to individuals who did not speak at the previous council meeting's Open Forum. Without the permission of the presiding officer only Council Members and the person addressing the Council shall be permitted to enter into any discussion.

### **Spokesperson for Group Presentations**

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the City Administrator prior to the meeting.

Generally, matters presented during the Open Forum which require further investigation or information shall be referred to the City Administrator., If Council determines that action is required on a subject not on the current agenda, the item may be placed on a future agenda.

### **Public Hearings**

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

The applicant or appellant presentation, if any, shall be limited to a maximum of 10 minutes; all other individuals shall be limited to a maximum of 5 minutes.

After a motion is made and seconded by a Council Member following a public hearing on the matter so moved, further discussion from the public on this matter will be denied, except upon the request of a Council Member through the presiding officer.

## **PREPARATION OF THE MINUTES**

### **Method of Keeping Minutes**

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book or file kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the subject to which their remarks relate and whether they spoke in support of or in opposition to a matter.

### **Remarks of Council Members Entered in Minutes**

A Council Member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

### **Delivery of Minutes**

The City Clerk shall cause a copy of the minutes to be forwarded to the Mayor and each Council Member and department director, typically delivered with the agenda packet for the next regular meeting.

## **PROCESSING COUNCIL MAIL**

The Mayor (or designee) is authorized to receive and review all mail generally addressed to the City Council. All correspondence not requiring Council action will be acted upon between council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

## **SPECIAL COMMITTEES**

Subject to approval of the Council, the Mayor may appoint special advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

## **PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS**

All ordinances shall be prepared or reviewed by the City Attorney. Ordinances and resolutions shall be prepared for presentation to the City Council upon the request of the Mayor, any Council Member, the City Administrator, department directors, or through the initiative of the City Attorney.

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined for administration by the City Administrator, the director of the affected department, or an authorized representative of the City Administrator.

## **COUNCIL ACTION**

(Reference Code of Iowa §380.3, 380.4)

### **Procedure for Council Action**

All Council Members shall vote electronically when called upon to do so by the presiding officer. The results of the electronic vote shall then be displayed on monitors in the Council Chambers and the results of the vote read aloud by the City Administrator or City Clerk. Under circumstances where an electronic vote is impractical, a roll call vote will be taken of all Council Members' votes. The roll call shall be taken in the following order: the Council Member who made the motion, the Council Member who seconded the motion, then at random. All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a Council Member, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances may be introduced and passed by reading the title only. Ordinances shall be read in full only when requested by a majority of the Council.

### **Disqualifications/Abstentions**

All members present at any meeting may disqualify themselves or abstain from voting, in which case the reason for the disqualification or abstention shall be publicly declared and a record made thereof.

The City Attorney is available to help Council Members decide if they should declare a disqualification or abstention on any issue.

### **Vote Required**

(Reference Code of Iowa §380.4)

A City Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance. (Code of Iowa §364.3)

#### **a. Ordinances, Amendments and Resolutions**

Passage of an ordinance, amendment, or resolution requires a majority vote of all of the members of the Council unless otherwise required by statute (i.e., passage of a Resolution of Necessity in final form). A proposed ordinance or amendment must be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed, unless this requirement is suspended by a vote of not less than three-fourths of all the members of the Council. If a proposed ordinance, amendment or resolution fails to receive sufficient votes for passage at any consideration, the proposed ordinance, amendment or resolution shall be considered defeated (Code of Iowa §380.3).

#### **b. Motions**

Passage of a motion requires a majority vote of a quorum of the Council.

Pursuant to Code of Iowa §380.4, "*all of the members of the Council*" refers to all of the seats of the Council including a vacant seat and a seat where the member is absent, but does not include a seat

where the Council Member declines (abstains) to vote by reason of a conflict of interest. A conflict of interest is defined as “a direct relationship or pecuniary interest in a matter.” However, if a Council Member declines (abstains) to vote for any other reason, that Council Member’s seat will be included in “*all of the members of the Council.*”

### **Motion to Reconsider**

A motion to reconsider may be made by any Council Member on the prevailing side. The motion requires a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered. Only one motion to reconsider an action of the council is allowed.

### **Motion to Table**

The council meeting agenda is generally modified during a council meeting when voting on the “Agenda Approval.” A motion to table an agenda item during a council meeting can only be used for a reason of urgency such as a Council Member or public participant arriving late, or needing to leave early and requesting an item be moved forward. A motion to table, for a *reason of urgency*, will only bring forward the **next** agenda item. If more than one item needs to be tabled before reaching the item in question, a motion to table several items at once could be made (i.e., “I move to table Items 8 through 15 in order to proceed with Item 16.”). A motion to table requires a second, is not debatable (the chair may ask the maker of the motion to state their reason for tabling the motion), is not amendable, requires a majority vote for passage and, if adopted, cannot be reconsidered. The tabled item(s) may then be taken from the table by motion, second, and a majority vote as soon as the interrupting issue is disposed of. A motion to table should not be used to postpone an agenda item, to limit public debate, or to suppress a minority of the Council.

Items or motions that have been tabled are not automatically placed on the agenda for the next meeting. If not taken from the table in the meeting at which tabled, there will be a notation made in the meeting’s minutes that the item(s) or motion(s) have been tabled. Council Members interested in taking action on a tabled item or motion from the previous meeting must request that the item or motion be placed on the agenda a minimum of 48 hours prior to the next council meeting.

If a Council Member wishes to take action on a tabled item or motion during the meeting at which the item or motion had been tabled, the Council Member must bring back the item or motion by moving to “take (the item or motion) from the table.” The motion to “take from the table” needs a second, is not debatable and requires a majority vote. If an item or motion is not taken from the table during the meeting at which it was tabled or by the close of the next regularly scheduled council meeting, the item or motion dies.

### **Motion to Postpone**

Postponing an item or a motion to a specific date and time ensures that the item or motion will be on the agenda at the adopted date and time. Any item or motion which is to be considered at the next meeting should be postponed to that meeting rather than tabled.

**Tie Vote**

When a tie vote occurs, the motion is lost.

**INTERPRETATION OF THE RULES OF PROCEDURE**

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Administrator shall be considered the final authority on the rules of procedure for the conduct of City Council business.

## **ADDENDA**

### **A – Travel and Training Policy and Forms**

## **TRAVEL AND TRAINING POLICY**

Elected officials may incur expenses for pre-approved training programs, conferences, and professional meetings attended for the benefit of the City.

Approval should be requested far enough in advance so that payment can be made directly to the sponsoring organization as part of the City's regular payment cycle. Or, where feasible, payment may be made using a City credit card. Every effort should be made to receive the early registration discount, if available.

### **ELECTED OFFICIAL MEMBERSHIP IN CIVIC ORGANIZATIONS**

Each council member shall have an annual budget allocation of up to \$250.00 per fiscal year to be applied toward membership dues in civic organizations.

### **TRAVEL**

No specific mode of transportation is mandatory. However, elected officials are expected to use the most economical means available with reasonable consideration given to the time and distance involved.

#### **(A) AIR TRAVEL**

Every effort should be made to obtain the lowest possible round-trip coach fare. Any upgrades or enhancements are personal expenditures and will not be paid by the City.

Travelers should also review the following topics, as applicable to their situation: Companion / Spouse / Family Travel Expenses, Combining Personal and Business Travel, or Travel Extended to Save Costs.

#### **(B) PERSONAL VEHICLE**

Elected officials may use their personal vehicle for business travel. Elected officials using a personal vehicle for business purposes will be reimbursed based on miles traveled. Reimbursement will be at the allowable rate established by the IRS.

In determining the allowable mileage rate the IRS takes into account all automobile expenses such as fuel, depreciation, repair costs, insurance, etc. To receive reimbursement elected officials must submit documentation of total miles traveled, including origination, destination, business purpose, and number of miles per trip. The City will reimburse the driver for mileage by the most direct route.

When personal vehicles are used on City business the elected official must have adequate liability insurance coverage. The minimum prescribed liability insurance is as follows:

- \$100,000 for personal injury to, or death of, one person;
- \$300,000 for injury to, or death of, two or more persons in one accident; and
- \$100,000 of property damage.

An elected official who uses a personal vehicle on City business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. **Upon request, proof of such coverage must be provided to the Finance Director.**

Should an accident occur, to ensure full communication and disclosure between all parties, the driver should immediately contact:

- Local authorities, as required
- His / Her personal insurance company
- The City Administrator

If an elected official receives a car allowance the elected official is not eligible for a mileage reimbursement for the business use of their personal vehicle.

#### **(C) RENTAL VEHICLE**

When more advantageous to the City, as compared to other means of transportation such as a taxi, a vehicle may be rented. The traveler is responsible for obtaining the best available rate, in accordance with the City's purchasing policy, commensurate with the requirements of the trip. When renting a vehicle for business purposes the elected official should make sure to specify the City's name on the rental agreement. Personal use of the rental vehicle is prohibited.

Should an accident occur the driver should immediately contact:

- Local authorities, as required
- The rental company, in accordance with the rental agreement
- The City Administrator

#### **(D) MISCELLANEOUS AUTOMOBILE-RELATED EXPENSES**

Toll road charges and reasonable charges for parking while an elected official is traveling will be allowed. The location of the parking lot, garage, or meter as well as the business purpose of the trip needs to be documented. Obtain receipts where available.

#### **(E) OTHER FORMS OF TRANSPORTATION**

Taxi fares are allowable expenses when the date, origination, and destination are documented. When available, the use of public transportation (e.g., buses, subways) or a hotel / airport shuttle is encouraged. Reimbursement for the reasonable cost of tips related to these forms of transportation is also allowed. Obtain receipts where available.

#### **(F) Companion / Spouse / Family Travel Expenses**

Payment of expenses for companion, spouse, or other family members of the elected official is strictly prohibited.

#### **(G) Combining Business and Personal Travel**

If an elected official combines business with personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes.

If an indirect route is taken as a result of personal travel the reimbursement of expenses shall be limited to the lesser of actual costs incurred or the charges that would have been incurred via a more direct route. In the case of airfare, the elected official must document the lowest reasonable cost for round trip coach airfare to the business destination, as well as submitting actual expenses. The City will reimburse the elected official for the lesser amount.

#### **(H) Travel Extended to Save Costs**

Additional expenses associated with travel extended to save costs (e.g. a Saturday night stay for air travel) may be reimbursed when the cost of airfare plus the additional expenses would be less than the cost of airfare had the traveler not extended the trip. These additional expenses include the additional cost of lodging, meals, and incidental expenses incurred in the vicinity of the business destination. If requested, the elected official must provide documentation of the airfare savings derived from extending the trip.

#### **(I) Ground Transportation in Lieu of Air Travel**

An elected official may use ground transportation for personal reasons even though air travel is the more economical and efficient mode of transportation. In this case the cost of meals, lodging, mileage, parking, tolls, etc. while in transit by ground transportation will be reimbursed as allowed by City policy for these types of expenses. However, such costs shall not exceed the cost of airfare, based on the lowest available coach fare, plus costs to and from the airport terminal. The elected official must provide documentation of potential airfare costs (on/near the days air travel would have been utilized) before receiving reimbursement for the ground transportation.

### **Lodging**

Lodging expense is limited to the standard room rate for **single occupancy** for the minimum number of nights required to attend the function. The elected official should request the government or corporate rate where available. Retain itemized receipt.

Stay(s) prior to or beyond that required for the function is the personal responsibility of the elected official; see **Special Travel Situations: Combining Business and Personal Travel**. Any difference between the single occupancy standard room rate and actual room charges is also the personal responsibility of the elected official. See also **Special Travel Situations: Companion / Spouse / Family Travel Expenses**.

## Meals

Reimbursement shall be allowed for actual meal expenses incurred, including tips when noted. Those traveling on City business will use discretion in keeping meal costs to reasonable levels.

- Original, itemized receipts are required; or otherwise no reimbursement will occur.
- Elected officials may submit group meal expenses with documentation on the **Expense Report** of others paid for under the group receipt.
- Reimbursement for alcoholic beverages is prohibited.
- Snacks and incidental beverages are not reimbursable unless they are expensed as a substitute for the regular meals of breakfast, lunch, or dinner.
- Cost of a meal will not be reimbursed if the meal is provided as part of the meeting or conference registration, etc. being paid by the City.
- Elected officials may purchase business meals for another individual and shall be so noted including the individual's name, affiliation, City business being discussed or reason the City is paying the additional cost. See also **Business Meals**.
- If an elected official opts to purchase meals at a grocery store he / she must specify on the itemized receipt the meals and dates for which the food items are being purchased. The cost per meal must be reasonable.

## Incidentals

### Tips and Gratuities

The City will reimburse reasonable gratuities. Amount should be noted on applicable meal receipt, etc.

## Business Meals

Business meals are defined as meals purchased while meeting with a business associate during a meal period to conduct official business on behalf of the City. Elected official's meal and the meal of their business associate(s) may be allowed, excluding the cost of alcoholic beverages. An **itemized receipt** must accompany the **Expense Report** form and note the following:

- Date of the meal
- Nature of the business conducted
- Name and business affiliation of all attendees

Elected officials are expected to use sound judgment and fiscal responsibility in assessing the need for business meal expenses.

## Meeting Expenses

Food or refreshments may be purchased, using City funds, for formal / posted meetings, involving elected or appointed officials, scheduled during a meal period. The City Administrator may approve expenditures for other food purchases as deemed appropriate. The qualifying event shall be noted on the food/drink receipt and/or expense reimbursement request.

## Miscellaneous Issues

Elected officials are responsible for reviewing the complete **Travel and Training Expense Policy** prior to traveling to determine allowable expenses and receipt requirements necessary for reimbursement.

**(A) Prohibited expenses** include, but are not limited to, the following:

- Personal items, including personal grooming items
- Beverages and snacks, hotel mini bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club activities
- Alcoholic beverages
- Expenses for spouses, guests or family members

**(B) Pre-Paid Expenses**

Direct payment, through the City's normal accounts payable process, may be made for prepaid expenses such as conference registrations.

Conference -related special events such as banquets are only allowable for the elected official.

**(C) Credit Cards**

The City Administrator, Director of Finance or City Clerk, may make purchases such as airfare tickets with a City credit card on behalf of the traveling elected official. The cardholder is then responsible for submitting the related receipts. **Cardholders are NOT allowed to give their card number to another individual.**

**(D) Expense Advances**

An expense advance may be secured by submitting a **Travel and Training Request form** with a reasonable cost estimate for a cash advance to the Finance Department. The amount requested should be a minimum of \$50 and should not exceed the amount budgeted for the trip, less any costs that have been prepaid by the City. Such advances shall be requested at least two (2) weeks prior to the date needed.

All other Travel and Training Policies must be followed. Original, itemized receipts must be included in the **Expense Report** to verify cash advance amount. Remaining balance of cash advance not accounted for in the **Expense Report** must be refunded to the City within 7 calendar days.

## Travel and Training Request and Expense Reimbursement Procedures

1. Keep ALL receipts. Itemized receipts are required for lodging, meals, and other miscellaneous incidental costs. Receipts are also required for airfare, auto rental, taxi fare, and registration fees. The amount of any tips or gratuities paid should be noted on the applicable receipt.
2. Expenses paid directly by the City should not be included on the elected official's Expense Report claim form, with the exception of meal expenses.

3. All receipts being reported on the elected official's Expense Report form should be attached to an 8 ½" x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Attach these behind the Expense Report form.
4. Be sure origination and destination has been noted on all taxi fares.
5. Be sure the location for toll and parking charges is included on these receipts. If receipts were not obtainable for these items reimbursement will be made for reasonable costs when the date, location, and amount paid are noted.
6. If a personal vehicle was used as transportation, document the miles traveled along with origination and destination. If mileage was not part of a "travel trip" a mileage log must be attached to the expense report documenting date, origination, destination, business purpose, and number of miles driven.
7. The amount of any travel advances must be subtracted from total expenses. If the elected official's travel advance exceeds allowable expenses the elected official must attach, to the expense report, a check, made payable to the City of Waukee, for the balance.
8. All expenses must be submitted within 30 days of the occurrence or, for routine or daily mileage reimbursement requests, at least quarterly.
9. Any reimbursements received by the employee from a third party must be promptly remitted to the City by sending a check to the Finance Department. *For example, reimbursement from FEMA for airfare costs associated with attendance at the National Fire Academy.*

**CITY OF WAUKEE  
EXPENSE REPORT**

NAME: \_\_\_\_\_ DATE \_\_/\_\_/\_\_

DEPARTMENT: \_\_\_\_\_ PURPOSE OF TRIP \_\_\_\_\_

DESTINATION OF TRAVEL \_\_\_\_\_

DATE(S) OF TRAVEL: \_\_\_\_\_ CONFERENCE DATE(S): \_\_\_\_\_

INDIVIDUALS INCLUDED ON REPORT: \_\_\_\_\_

MODE OF TRANSPORTATION <i>If paid in advance, paid to:</i>	DISTANCE	COST (paid at IRS rate)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LODGING LOCATION <i>If paid in advance, paid to:</i>	DATE	COST (attach receipts)
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____

MEALS & LOCATION	DATE	COST (attach receipts)
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____

OTHER – PLEASE DESCRIBE <i>(Taxis, Shuttles, Tolls, etc.)</i>	COST (attach receipts)
_____	_____
_____	_____
_____	_____

Reimbursement Request \$ \_\_\_\_\_  
Less Advance \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

ACCT. \_\_\_\_\_

Per diem rates for meals are not to exceed fifty dollars (\$50). Hotel bills will be reimbursed at the going rate for a regular single room at the respective hotel. Reimbursement shall be submitted to the Director of Finance within (7) calendar days after the return from the trip. These rules were adopted with Resolution No. 08-261.

Number of attachments \_\_\_ and a brief description thereof: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_/\_\_/\_\_

AUTHORIZATION \_\_\_\_\_ DATE \_\_/\_\_/\_\_

## **B – Board and Commission Appointment Policy**

1. All board and commission terms expire on January 31 with appointments beginning on February 1, with the exception of the Library Board of Trustees, which terms expire on June 30 with appointments beginning July 1.
2. All board and commission appointments are made the second regular council meeting in January, with the exception of the Library Board of Trustees, which appointments are made at the second regular council meeting in June.
3. A description of the duties and terms of office for each board and commission are listed on the city website and in print form at the City Clerk's Office.
4. The application form for serving on a board or commission is listed on the city website and in print form at the City Clerk's Office.
5. A press release is issued by the Marketing and Communications Department in early fall informing residents of opportunities to serve on boards and commissions.
6. Residents are able to submit an application for a board or commission throughout the year.
7. Applications are submitted to the City Clerk, who provides the applications to the mayor for consideration.
8. Applications are initially reviewed by the department director who oversees the specific board or commission.
9. The department director makes a recommendation to the mayor on which applicants to consider for appointment to the board and commission.
10. The mayor may interview the applicant(s) prior to deciding which applicant to recommend for appointment to the board or commission.
- 11.
12. At the regular council meeting noted in Step 2 of this policy, the mayor makes a recommendation for board or commission appointments to the city council for their consideration.
13. The city council votes on the recommendation.
14. The mayor will make recommendations to the city council for filling board or commission positions that become vacant during the year using similar procedures.

# **City of Waukee**

## **Rules of Procedure For Conduct of City Council Business**

**September 2019**



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## **RULES OF PROCEDURE**

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection.

## **QUORUM**

Three (3) out of the total five (5) members of the City Council constitute a quorum to do business. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Council Member shall adjourn the meeting. If no Council Member is present, the City Clerk shall adjourn the meeting.

## **AGENDA**

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special or work session meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Administrator, in consultation with the Mayor, City Council, City Clerk, and department directors will establish the agenda and the order of the agenda.

The City Administrator or the City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business, lettering and/or numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be made available electronically to each Council Member, the Mayor, City Attorney, City Administrator, and department directors no later than the Thursday preceding the meeting, with any outstanding packet documentation made available electronically no later than the Friday preceding the meeting, if available. The agenda packet for any regular council meeting shall be made available to the public on the City website no later than the Friday preceding the meeting.

The agenda packet for any special or work session council meeting shall be made available electronically to each Council Member, the Mayor, City Attorney, City Administrator, and department directors no later than the business day preceding the meeting, if available. The agenda packet for any special or work session council meeting shall be made available to the public on the City website no later than the business day preceding the meeting.

It is strongly recommended that questions concerning an agenda item or any supporting documentation for an agenda item or items be submitted by phone, e-mail or in person to the City Administrator for research and/or explanation or correction prior to 12:00 PM (noon) on the day of the meeting.

The agenda only, without supporting material, is to be available to the public by posting in those locations approved via ordinance no later than 24 hours prior to the scheduled meeting and shall be made available in the Council Chambers during each meeting.

## **LENGTH OF MEETING**

The length of any meeting shall be limited to three hours. This limitation may be extended for any particular meeting by a super majority (2/3's) vote to suspend the rules and extend the meeting by the time required. Any business remaining to be acted upon by the Council after the three hour limit shall be postponed to the next scheduled meeting.

## **CONDUCT OF BUSINESS**

### **Order of Business**

The recommended order of business for a regular council meeting shall be as follows:

Call to Order

Pledge of Allegiance

Roll Call

Open Forum

Agenda Approval

Mayor's Report

Presentations

Public Hearings

Public Hearing Action Items

Consent Agenda:

1. Bill Lists and Payroll
2. Approval of Minutes of prior council meetings
3. Approval of liquor, cigarette license applications
4. Approval of Pay Estimates, Change Orders, Certificates of Completion, Releases of Retainage
5. Setting dates for future public hearings
6. Other business considered by the City Administrator to be simple and non-controversial

Remainder of Agenda:

1. Ordinances for Adoption
2. Resolutions for Adoption
3. Other Business

Reports

Adjournment

The City Administrator, prior to the council meeting, and Mayor shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council.

### **Special Meeting**

Special meetings will be set by the Mayor, City Administrator, or at the request of three (3) Council Members.

## **Closed Session**

(Reference Code of Iowa §21.5)

A closed session may be held only by an affirmative vote of either 2/3 of the entire City Council or all of the members present at the meeting. The City Council may hold a closed session only to the extent a closed session is necessary and for the discussion of any statutorily authorized purpose as referenced in the Code of Iowa §21.5.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. The detailed minutes and audio recording of a closed session shall be sealed and shall not be open to public inspection except by order of the court as described in Code of Iowa §21.5(4). A governmental body shall keep the detailed minutes and audio recording of any closed session for a period of at least one year from the date of that meeting, or for as long as the matter is in litigation proceedings.

## **Electronic Meeting**

(Reference Code of Iowa §21.8)

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:
  - a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible. A meeting by electronic means may be conducted without complying with public access requirements if conducted in accordance with all the requirements for a closed session contained in Code of Iowa §21.5.
  - b. The governmental body complies with Code of Iowa §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
  - c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

## **Work Session Meeting**

The Council may conduct work session meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

At work session meetings the Council will receive information and presentation of issues from the City Administrator and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular or special meeting of the Council. Council may direct that matters under consideration be brought forward for formal action at a regular or special meeting, that further study be conducted if

appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken during work session or study sessions. No formal vote of the Council in favor or against any work session or study session agenda item may be taken.

Work sessions are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular or special meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a work session or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation.

### **CANCELLATION OF MEETINGS**

Every effort shall be made to ensure that meetings are held as posted. However, from time to time, there may be a need to cancel a regular, special or work session meeting shortly before the meeting begins or after the meeting has begun. Some possible reasons for cancellation include, but are not limited to, inclement weather or lack of a quorum. Council meetings may be cancelled if deemed necessary by the Mayor, Mayor Pro Tem and/or City Administrator. Following such cancellation, the City Clerk shall inform the public of the cancellation through posting in those locations approved via ordinance and through the City's social media platforms.

### **DECORUM DURING COUNCIL MEETINGS**

#### **Requirements**

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

### **DUTIES OF PRESIDING OFFICER**

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Administrator or City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the

Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting.

## **APPROVAL OF MINUTES**

The minutes of the preceding council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

## **CORRECTION OF MINUTES**

When a Council Member wishes to correct the minutes, that Council Member should contact the City Administrator in advance of the meeting with the correction. The City Administrator will then verify the correction by listening to that meeting's audio recording. Upon verification of an error in the minutes, the City Administrator will provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Administrator to verify the error.

## **RULES OF DEBATE**

### **Presiding Officer**

The Mayor as presiding officer may debate, but may not make a motion. The major functions of the Mayor during council sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate parliamentary procedures

The Mayor Pro Tem as presiding officer may debate, vote as a regular Council Member and retains all the powers as a Council Member. The presiding officer is subject to the limitations of debate that are imposed on all Council Members.

### **Council Member**

Every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Council Member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

## **ADDRESSING COUNCIL FROM FLOOR**

### **Open Forum**

A maximum of twenty (20) minutes will be set aside during Open Forum for members of the public to address the Council on any item on the agenda other than an item posted as a public hearing, or on any subject over which the Council has the authority to act. Any persons desiring to address the Council shall first secure permission from the presiding officer.

Persons addressing the Council will stand at the podium, giving their full name and address in a clear and audible tone of voice so that his/her name may be accurately recorded in the minutes of the meeting. All speakers must address the entire Council and will not be permitted to engage in dialogue. Individuals shall be limited to three (3) minutes speaking time, unless additional time is granted by the presiding officer. A Council Member may object to the extension of time to the speaker by the presiding officer. Such disapproval will be noted and a roll call will be taken on the question. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations on this rule.

Individuals may not speak more than once during Open Forum. Preference will be given to individuals who did not speak at the previous council meeting's Open Forum. Without the permission of the presiding officer only Council Members and the person addressing the Council shall be permitted to enter into any discussion.

### **Spokesperson for Group Presentations**

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the City Administrator prior to the meeting.

Generally, matters presented during the Open Forum which require further investigation or information shall be referred to the City Administrator., If Council determines that action is required on a subject not on the current agenda, the item may be placed on a future agenda.

### **Public Hearings**

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

The applicant or appellant presentation, if any, shall be limited to a maximum of 10 minutes; all other individuals shall be limited to a maximum of 5 minutes.

After a motion is made and seconded by a Council Member following a public hearing on the matter so moved, further discussion from the public on this matter will be denied, except upon the request of a Council Member through the presiding officer.

## **PREPARATION OF THE MINUTES**

### **Method of Keeping Minutes**

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book or file kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the subject to which their remarks relate and whether they spoke in support of or in opposition to a matter.

### **Remarks of Council Members Entered in Minutes**

A Council Member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

### **Delivery of Minutes**

The City Clerk shall cause a copy of the minutes to be forwarded to the Mayor and each Council Member and department director, typically delivered with the agenda packet for the next regular meeting.

## **PROCESSING COUNCIL MAIL**

The Mayor (or designee) is authorized to receive and review all mail generally addressed to the City Council. All correspondence not requiring Council action will be acted upon between council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

## **SPECIAL COMMITTEES**

Subject to approval of the Council, the Mayor may appoint special advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

## **PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS**

All ordinances shall be prepared or reviewed by the City Attorney. Ordinances and resolutions shall be prepared for presentation to the City Council upon the request of the Mayor, any Council Member, the City Administrator, department directors, or through the initiative of the City Attorney.

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined for administration by the City Administrator, the director of the affected department, or an authorized representative of the City Administrator.

## **COUNCIL ACTION**

(Reference Code of Iowa §380.3, 380.4)

### **Procedure for Council Action**

All Council Members shall vote electronically when called upon to do so by the presiding officer. The results of the electronic vote shall then be displayed on monitors in the Council Chambers and the results of the vote read aloud by the City Administrator or City Clerk. Under circumstances where an electronic vote is impractical, a roll call vote will be taken of all Council Members' votes. The roll call shall be taken in the following order: the Council Member who made the motion, the Council Member who seconded the motion, then at random. All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a Council Member, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances may be introduced and passed by reading the title only. Ordinances shall be read in full only when requested by a majority of the Council.

### **Disqualifications/Abstentions**

All members present at any meeting may disqualify themselves or abstain from voting, in which case the reason for the disqualification or abstention shall be publicly declared and a record made thereof.

The City Attorney is available to help Council Members decide if they should declare a disqualification or abstention on any issue.

### **Vote Required**

(Reference Code of Iowa §380.4)

A City Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance. (Code of Iowa §364.3)

#### **a. Ordinances, Amendments and Resolutions**

Passage of an ordinance, amendment, or resolution requires a majority vote of all of the members of the Council unless otherwise required by statute (i.e., passage of a Resolution of Necessity in final form). A proposed ordinance or amendment must be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed, unless this requirement is suspended by a vote of not less than three-fourths of all the members of the Council. If a proposed ordinance, amendment or resolution fails to receive sufficient votes for passage at any consideration, the proposed ordinance, amendment or resolution shall be considered defeated (Code of Iowa §380.3).

#### **b. Motions**

Passage of a motion requires a majority vote of a quorum of the Council.

Pursuant to Code of Iowa §380.4, "*all of the members of the Council*" refers to all of the seats of the Council including a vacant seat and a seat where the member is absent, but does not include a seat

where the Council Member declines (abstains) to vote by reason of a conflict of interest. A conflict of interest is defined as “a direct relationship or pecuniary interest in a matter.” However, if a Council Member declines (abstains) to vote for any other reason, that Council Member’s seat will be included in “*all of the members of the Council.*”

### **Motion to Reconsider**

A motion to reconsider may be made by any Council Member on the prevailing side. The motion requires a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered. Only one motion to reconsider an action of the council is allowed.

### **Motion to Table**

The council meeting agenda is generally modified during a council meeting when voting on the “Agenda Approval.” A motion to table an agenda item during a council meeting can only be used for a reason of urgency such as a Council Member or public participant arriving late, or needing to leave early and requesting an item be moved forward. A motion to table, for a *reason of urgency*, will only bring forward the **next** agenda item. If more than one item needs to be tabled before reaching the item in question, a motion to table several items at once could be made (i.e., “I move to table Items 8 through 15 in order to proceed with Item 16.”). A motion to table requires a second, is not debatable (the chair may ask the maker of the motion to state their reason for tabling the motion), is not amendable, requires a majority vote for passage and, if adopted, cannot be reconsidered. The tabled item(s) may then be taken from the table by motion, second, and a majority vote as soon as the interrupting issue is disposed of. A motion to table should not be used to postpone an agenda item, to limit public debate, or to suppress a minority of the Council.

Items or motions that have been tabled are not automatically placed on the agenda for the next meeting. If not taken from the table in the meeting at which tabled, there will be a notation made in the meeting’s minutes that the item(s) or motion(s) have been tabled. Council Members interested in taking action on a tabled item or motion from the previous meeting must request that the item or motion be placed on the agenda a minimum of 48 hours prior to the next council meeting.

If a Council Member wishes to take action on a tabled item or motion during the meeting at which the item or motion had been tabled, the Council Member must bring back the item or motion by moving to “take (the item or motion) from the table.” The motion to “take from the table” needs a second, is not debatable and requires a majority vote. If an item or motion is not taken from the table during the meeting at which it was tabled or by the close of the next regularly scheduled council meeting, the item or motion dies.

### **Motion to Postpone**

Postponing an item or a motion to a specific date and time ensures that the item or motion will be on the agenda at the adopted date and time. Any item or motion which is to be considered at the next meeting should be postponed to that meeting rather than tabled.

**Tie Vote**

When a tie vote occurs, the motion is lost.

**INTERPRETATION OF THE RULES OF PROCEDURE**

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Administrator shall be considered the final authority on the rules of procedure for the conduct of City Council business.

## **ADDENDA**

### **A – Travel and Training Policy and Forms**

## **TRAVEL AND TRAINING POLICY**

Elected officials may incur expenses for pre-approved training programs, conferences, and professional meetings attended for the benefit of the City.

Approval should be requested far enough in advance so that payment can be made directly to the sponsoring organization as part of the City's regular payment cycle. Or, where feasible, payment may be made using a City credit card. Every effort should be made to receive the early registration discount, if available.

### **ELECTED OFFICIAL MEMBERSHIP IN CIVIC ORGANIZATIONS**

Each council member shall have an annual budget allocation of up to \$250.00 per fiscal year to be applied toward membership dues in civic organizations.

### **TRAVEL**

No specific mode of transportation is mandatory. However, elected officials are expected to use the most economical means available with reasonable consideration given to the time and distance involved.

#### **(A) AIR TRAVEL**

Every effort should be made to obtain the lowest possible round-trip coach fare. Any upgrades or enhancements are personal expenditures and will not be paid by the City.

Travelers should also review the following topics, as applicable to their situation: Companion / Spouse / Family Travel Expenses, Combining Personal and Business Travel, or Travel Extended to Save Costs.

#### **(B) PERSONAL VEHICLE**

Elected officials may use their personal vehicle for business travel. Elected officials using a personal vehicle for business purposes will be reimbursed based on miles traveled. Reimbursement will be at the allowable rate established by the IRS.

In determining the allowable mileage rate the IRS takes into account all automobile expenses such as fuel, depreciation, repair costs, insurance, etc. To receive reimbursement elected officials must submit documentation of total miles traveled, including origination, destination, business purpose, and number of miles per trip. The City will reimburse the driver for mileage by the most direct route.

When personal vehicles are used on City business the elected official must have adequate liability insurance coverage. The minimum prescribed liability insurance is as follows:

- \$100,000 for personal injury to, or death of, one person;
- \$300,000 for injury to, or death of, two or more persons in one accident; and
- \$100,000 of property damage.

An elected official who uses a personal vehicle on City business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. **Upon request, proof of such coverage must be provided to the Finance Director.**

Should an accident occur, to ensure full communication and disclosure between all parties, the driver should immediately contact:

- Local authorities, as required
- His / Her personal insurance company
- The City Administrator

If an elected official receives a car allowance the elected official is not eligible for a mileage reimbursement for the business use of their personal vehicle.

#### **(C) RENTAL VEHICLE**

When more advantageous to the City, as compared to other means of transportation such as a taxi, a vehicle may be rented. The traveler is responsible for obtaining the best available rate, in accordance with the City's purchasing policy, commensurate with the requirements of the trip. When renting a vehicle for business purposes the elected official should make sure to specify the City's name on the rental agreement. Personal use of the rental vehicle is prohibited.

Should an accident occur the driver should immediately contact:

- Local authorities, as required
- The rental company, in accordance with the rental agreement
- The City Administrator

#### **(D) MISCELLANEOUS AUTOMOBILE-RELATED EXPENSES**

Toll road charges and reasonable charges for parking while an elected official is traveling will be allowed. The location of the parking lot, garage, or meter as well as the business purpose of the trip needs to be documented. Obtain receipts where available.

#### **(E) OTHER FORMS OF TRANSPORTATION**

Taxi fares are allowable expenses when the date, origination, and destination are documented. When available, the use of public transportation (e.g., buses, subways) or a hotel / airport shuttle is encouraged. Reimbursement for the reasonable cost of tips related to these forms of transportation is also allowed. Obtain receipts where available.

#### **(F) Companion / Spouse / Family Travel Expenses**

Payment of expenses for companion, spouse, or other family members of the elected official is strictly prohibited.

#### **(G) Combining Business and Personal Travel**

If an elected official combines business with personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes.

If an indirect route is taken as a result of personal travel the reimbursement of expenses shall be limited to the lesser of actual costs incurred or the charges that would have been incurred via a more direct route. In the case of airfare, the elected official must document the lowest reasonable cost for round trip coach airfare to the business destination, as well as submitting actual expenses. The City will reimburse the elected official for the lesser amount.

#### **(H) Travel Extended to Save Costs**

Additional expenses associated with travel extended to save costs (e.g. a Saturday night stay for air travel) may be reimbursed when the cost of airfare plus the additional expenses would be less than the cost of airfare had the traveler not extended the trip. These additional expenses include the additional cost of lodging, meals, and incidental expenses incurred in the vicinity of the business destination. If requested, the elected official must provide documentation of the airfare savings derived from extending the trip.

#### **(I) Ground Transportation in Lieu of Air Travel**

An elected official may use ground transportation for personal reasons even though air travel is the more economical and efficient mode of transportation. In this case the cost of meals, lodging, mileage, parking, tolls, etc. while in transit by ground transportation will be reimbursed as allowed by City policy for these types of expenses. However, such costs shall not exceed the cost of airfare, based on the lowest available coach fare, plus costs to and from the airport terminal. The elected official must provide documentation of potential airfare costs (on/near the days air travel would have been utilized) before receiving reimbursement for the ground transportation.

### **Lodging**

Lodging expense is limited to the standard room rate for **single occupancy** for the minimum number of nights required to attend the function. The elected official should request the government or corporate rate where available. Retain itemized receipt.

Stay(s) prior to or beyond that required for the function is the personal responsibility of the elected official; see **Special Travel Situations: Combining Business and Personal Travel**. Any difference between the single occupancy standard room rate and actual room charges is also the personal responsibility of the elected official. See also **Special Travel Situations: Companion / Spouse / Family Travel Expenses**.

## Meals

Reimbursement shall be allowed for actual meal expenses incurred, including tips when noted. Those traveling on City business will use discretion in keeping meal costs to reasonable levels.

- Original, itemized receipts are required; or otherwise no reimbursement will occur.
- Elected officials may submit group meal expenses with documentation on the **Expense Report** of others paid for under the group receipt.
- Reimbursement for alcoholic beverages is prohibited.
- Snacks and incidental beverages are not reimbursable unless they are expensed as a substitute for the regular meals of breakfast, lunch, or dinner.
- Cost of a meal will not be reimbursed if the meal is provided as part of the meeting or conference registration, etc. being paid by the City.
- Elected officials may purchase business meals for another individual and shall be so noted including the individual's name, affiliation, City business being discussed or reason the City is paying the additional cost. See also **Business Meals**.
- If an elected official opts to purchase meals at a grocery store he / she must specify on the itemized receipt the meals and dates for which the food items are being purchased. The cost per meal must be reasonable.

## Incidentals

### Tips and Gratuities

The City will reimburse reasonable gratuities. Amount should be noted on applicable meal receipt, etc.

## Business Meals

Business meals are defined as meals purchased while meeting with a business associate during a meal period to conduct official business on behalf of the City. Elected official's meal and the meal of their business associate(s) may be allowed, excluding the cost of alcoholic beverages. An **itemized receipt** must accompany the **Expense Report** form and note the following:

- Date of the meal
- Nature of the business conducted
- Name and business affiliation of all attendees

Elected officials are expected to use sound judgment and fiscal responsibility in assessing the need for business meal expenses.

## Meeting Expenses

Food or refreshments may be purchased, using City funds, for formal / posted meetings, involving elected or appointed officials, scheduled during a meal period. The City Administrator may approve expenditures for other food purchases as deemed appropriate. The qualifying event shall be noted on the food/drink receipt and/or expense reimbursement request.

## Miscellaneous Issues

Elected officials are responsible for reviewing the complete **Travel and Training Expense Policy** prior to traveling to determine allowable expenses and receipt requirements necessary for reimbursement.

**(A) Prohibited expenses** include, but are not limited to, the following:

- Personal items, including personal grooming items
- Beverages and snacks, hotel mini bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club activities
- Alcoholic beverages
- Expenses for spouses, guests or family members

**(B) Pre-Paid Expenses**

Direct payment, through the City's normal accounts payable process, may be made for prepaid expenses such as conference registrations.

Conference -related special events such as banquets are only allowable for the elected official.

**(C) Credit Cards**

The City Administrator, Director of Finance or City Clerk, may make purchases such as airfare tickets with a City credit card on behalf of the traveling elected official. The cardholder is then responsible for submitting the related receipts. **Cardholders are NOT allowed to give their card number to another individual.**

**(D) Expense Advances**

An expense advance may be secured by submitting a **Travel and Training Request form** with a reasonable cost estimate for a cash advance to the Finance Department. The amount requested should be a minimum of \$50 and should not exceed the amount budgeted for the trip, less any costs that have been prepaid by the City. Such advances shall be requested at least two (2) weeks prior to the date needed.

All other Travel and Training Policies must be followed. Original, itemized receipts must be included in the **Expense Report** to verify cash advance amount. Remaining balance of cash advance not accounted for in the **Expense Report** must be refunded to the City within 7 calendar days.

## Travel and Training Request and Expense Reimbursement Procedures

1. Keep ALL receipts. Itemized receipts are required for lodging, meals, and other miscellaneous incidental costs. Receipts are also required for airfare, auto rental, taxi fare, and registration fees. The amount of any tips or gratuities paid should be noted on the applicable receipt.
2. Expenses paid directly by the City should not be included on the elected official's Expense Report claim form, with the exception of meal expenses.

3. All receipts being reported on the elected official's Expense Report form should be attached to an 8 ½" x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Attach these behind the Expense Report form.
4. Be sure origination and destination has been noted on all taxi fares.
5. Be sure the location for toll and parking charges is included on these receipts. If receipts were not obtainable for these items reimbursement will be made for reasonable costs when the date, location, and amount paid are noted.
6. If a personal vehicle was used as transportation, document the miles traveled along with origination and destination. If mileage was not part of a "travel trip" a mileage log must be attached to the expense report documenting date, origination, destination, business purpose, and number of miles driven.
7. The amount of any travel advances must be subtracted from total expenses. If the elected official's travel advance exceeds allowable expenses the elected official must attach, to the expense report, a check, made payable to the City of Waukee, for the balance.
8. All expenses must be submitted within 30 days of the occurrence or, for routine or daily mileage reimbursement requests, at least quarterly.
9. Any reimbursements received by the employee from a third party must be promptly remitted to the City by sending a check to the Finance Department. *For example, reimbursement from FEMA for airfare costs associated with attendance at the National Fire Academy.*

**CITY OF WAUKEE  
EXPENSE REPORT**

NAME: \_\_\_\_\_ DATE \_\_/\_\_/\_\_

DEPARTMENT: \_\_\_\_\_ PURPOSE OF TRIP \_\_\_\_\_

DESTINATION OF TRAVEL \_\_\_\_\_

DATE(S) OF TRAVEL: \_\_\_\_\_ CONFERENCE DATE(S): \_\_\_\_\_

INDIVIDUALS INCLUDED ON REPORT: \_\_\_\_\_

MODE OF TRANSPORTATION <i>If paid in advance, paid to:</i>	DISTANCE	COST (paid at IRS rate)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LODGING LOCATION <i>If paid in advance, paid to:</i>	DATE	COST (attach receipts)
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____

MEALS & LOCATION	DATE	COST (attach receipts)
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____
_____	__/__/__ - __/__/__	_____

OTHER – PLEASE DESCRIBE <i>(Taxis, Shuttles, Tolls, etc.)</i>	COST (attach receipts)
_____	_____
_____	_____
_____	_____

Reimbursement Request \$ \_\_\_\_\_  
Less Advance \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

ACCT. \_\_\_\_\_

Per diem rates for meals are not to exceed fifty dollars (\$50). Hotel bills will be reimbursed at the going rate for a regular single room at the respective hotel. Reimbursement shall be submitted to the Director of Finance within (7) calendar days after the return from the trip. These rules were adopted with Resolution No. 08-261.

Number of attachments \_\_\_ and a brief description thereof: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_/\_\_/\_\_

AUTHORIZATION \_\_\_\_\_ DATE \_\_/\_\_/\_\_

## **B – Board and Commission Appointment Policy**

1. All board and commission terms expire on January 31 with appointments beginning on February 1, with the exception of the Library Board of Trustees, which terms expire on June 30 with appointments beginning July 1.
2. All board and commission appointments are made the second regular council meeting in January, with the exception of the Library Board of Trustees, which appointments are made at the second regular council meeting in June.
3. A description of the duties and terms of office for each board and commission are listed on the city website and in print form at the City Clerk's Office.
4. The application form for serving on a board or commission is listed on the city website and in print form at the City Clerk's Office.
5. A press release is issued by the Marketing and Communications Department in early fall informing residents of opportunities to serve on boards and commissions.
6. Residents are able to submit an application for a board or commission throughout the year.
7. Applications are submitted to the City Clerk, who provides the applications to the mayor for consideration.
8. Applications are initially reviewed by the department director who oversees the specific board or commission.
9. The department director makes a recommendation to the mayor on which applicants to consider for appointment to the board and commission.
10. The mayor may interview the applicant(s) prior to deciding which applicant to recommend for appointment to the board or commission.
- 11.
12. At the regular council meeting noted in Step 2 of this policy, the mayor makes a recommendation for board or commission appointments to the city council for their consideration.
13. The city council votes on the recommendation.
14. The mayor will make recommendations to the city council for filling board or commission positions that become vacant during the year using similar procedures.