

RULES OF ORDER FOR THE CITY COUNCIL  
OF DAVENPORT, IOWA  
Adopted March 25, 2015

MEETINGS

Rule 1. Unless otherwise set, the City Council shall meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, except for holidays, at 5:30 P.M., and the Committee of the Whole shall meet at 5:30 P.M. on the prior Wednesdays.

Rule 2. Items may be set by the City Administrator, the Mayor, a committee chair or two Council Members. The agenda for each meeting shall be posted at City Hall at least 24 hours in advance of the meeting and posted on the City web page. Agenda changes may not be made at a City Council meeting unless three-fourths of the members of the council vote to suspend the rules and approve the addition of the action item. Proclamations and recognitions, being symbolic in nature, may be added or deleted by the Mayor at any time.

Rule 3. During a meeting of the Committee of the Whole, the Committee shall consider only those items on the posted agenda or added to the agenda by a majority of the members present.

Rule 4. The Mayor or two Council Members may call a special meeting of the City Council upon verbal or written notice to the City Clerk at least 24 hours before the special meeting. The City Clerk shall provide personal notice of such a meeting to each Council Member.

Rule 5. The Chief of Police or the Chief's designee shall attend and act as sergeant at arms during all Council and Committee of the Whole meetings.

Rule 6. At Council and Committee of the Whole meetings, the City Clerk or the Clerk's designee shall call the roll and announce the presence of a Quorum. A majority of the Council constitutes a quorum. If less than a quorum is present, the Council may adjourn and compel the attendance of absent members.

Rule 7. Prior to roll call, the Mayor may ask for a moment of silence and the Pledge of Allegiance.

Rule 8. Participation shall be considerate, relevant to Council business and to the point.

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Rule 9. The following is the customary order of business at council meetings:

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Reports of City Officials
6. Approval of the Report of the Committee of the Whole, etc.
7. Approval of Appointments and Proclamations
8. Presentations to the Council, limited to five minutes each
9. Petitions and Communications from Council Members and the Mayor
10. Discussion Agenda. Action items anticipated to be individually discussed and voted upon by the Council. The Mayor and Council Members may request members of staff to explain issues on the Discussion Agenda, and may ask members of the public or staff to answer questions or speak. The discussion agenda is to be set at the Committee of the Whole meeting.
11. Consent Agenda. Council may pass these items en masse by one vote. Items on the Consent Agenda may be removed for discussion by the Mayor or a City Council member by right. After discussion the removing member may direct the item be placed back upon the consent agenda. The consent agenda is to be set at the Committee of the Whole meeting.
12. Other Ordinances, Resolutions and Motions
13. Public with Business to Present to Council  
(any person may address the Council, for no more than five minutes, to discuss business relative to the City of Davenport).
14. Reports of City Officials
15. Any executive session meeting
16. Adjourn

The following is the customary order of business at Committee of the Whole meetings.

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Reports of City Officials
5. Public Hearings
6. Presentations to the Committee of the Whole, limited to five minutes each
7. Discussion of agenda items by topical area
  - a. Community Development
  - b. Public Safety
  - c. Public Works
  - d. Finance
8. Other Ordinances, Resolutions and Motions
9. Establishment of Discussion and Consent Agenda for City Council Meeting
10. Public with Business  
(any person may address the Council, for no more than five minutes, to discuss business relative to the City of Davenport).
11. Reports of City Officials

- 12 Any executive session meeting
- 13 Adjourn

## **PRIORITY OF BUSINESS**

Rule 10. All questions relating to the priority of business shall be decided without debate.

Rule 11. Council Members should address the Council no more than two (2) times on a single item of business; the Chair may enforce a strict limit if the Chair chooses.

## **DUTIES AND PRIVILEGES OF THE MAYOR/ CHAIR**

Rule 12. The Mayor shall preserve order and decorum and shall decide all questions of order, subject to an appeal to the collective body meeting. The members of the body may override the decision of the Mayor by a two-thirds vote of those members present. The Mayor may set time limits and ground rules of process for public input for any given action item(s) appearing on the agenda; the default rules shall be one opportunity to speak with a 5 minute time limit, except for public hearings wherein there is no set time limit. The Chairs will read the items and conduct business for the topical portion of the committee of the whole meeting that corresponds with their respective chairships in accordance with these rules.

Rule 13. The Mayor may cast a vote only on questions upon which the City Council is equally divided. The Chair may vote on all items.

Rule 14. Prior to speaking, Council Members shall wait until they are recognized by the Mayor or Chair.

Rule 15. A Council Member called to order while speaking shall immediately cease speaking. The Council Member may appeal the decision to the members of the body and they shall decide the issue on appeal without further debate.

Rule 16. While a Council Member is speaking, no other member shall hold any private discourse or create a disturbance.

Rule 17. Each Council Member shall vote "yes" or "no" or "abstain" on each question. If there is an abstention, the reason for the abstention, including a conflict of interest, will be disclosed.

## **MOTIONS AND RESOLUTIONS**

Rule 18. No motion or resolution shall be debated unless it is seconded. The Mayor / Chair may restate the motion before the vote upon it. A pending motion shall be reduced to writing if requested by the Mayor or two Council Members.

Rule 19. A motion or resolution may be withdrawn by its maker at any time before decision or amendment.

Rule 20. When a motion or resolution is entered into the minutes the name of the maker and second shall be entered also.

Rule 21. A roll call vote is required for the adoption of an ordinance, resolution, or motion (when the motion appears as a legislative action item on the discussion or consent portion of the city council agenda). The committee of the whole is primarily an agenda setting meeting for the next following City Council meeting, so accordingly all legislative action items on the committee of the whole agenda automatically advance to the next following City Council meeting unless the members table or otherwise delete the item.

Rule 22. When a question is under debate, a motion to table takes priority over other motions except a motion to adjourn.

Rule 23. Motion to Adjourn. A motion to adjourn the City Council is always in order except when adjournment was the last preceding motion. A simple motion to adjourn cannot be amended or debated; however, a motion to adjourn to a time certain is open to amendment and debate.

## **Chairships**

Rule 24. Chairships. The Mayor shall appoint one Council Member as chair and one as vice chair for the areas of Community Development, Public Safety, Public Works, and Finance. The chair and vice chair shall act as liaisons between the Council and the staff in regards to these areas. As former Standing Committees are abolished, all Council Members and the Mayor may participate as of right in the debate or discussion of agenda items under these topical areas during committee of the whole meetings.

Rule 25. Other Special Council Chairships. The Mayor may appoint special council committees. All such special committees shall consist of three Council Members, unless some other number is specified. The Mayor shall appoint one of the Council Members as chair. All special committee reports shall briefly describe the matter referred, and the conclusion to which the committee arrived, to be stated in the form of a recommendation. The acceptance of a final report from a special committee shall discharge that committee.

Rule 26. Persons wishing to address the Council on specific issues are encouraged to attend meetings of the Committee of the Whole so that their comments may be taken into consideration when setting the agenda for the following Council meetings.

Rule 27. Chairs shall be mindful that the public is provided with the opportunity to speak to the items to be discussed.

## **SUSPENSION AND AMENDMENT OF RULES**

Rule 28. These rules may be suspended by three-fourths vote of the members of the Council.

Rule 29. These rules may be amended at a regular council meeting by two-thirds vote of all members upon notice at a preceding regular meeting.

## **APPROPRIATIONS**

Rule 30. Appropriations. No appropriation of City funds shall be passed by the Council at the same meeting it is first proposed; without unanimous consent. This provision does not apply to items previously budgeted by the Council.

## **ADDITIONAL AUTHORITY**

Rule 31. The most recent version of the document entitled "Basic Procedures Used to Conduct Business in Davenport" is herein incorporated by reference.

Rule 32. The most 10<sup>th</sup> edition of Robert's Rules of Order shall serve as guidance on any question as to procedure not covered under these rules, "Basic Procedures Used to Conduct Business in Davenport", city ordinance or state law.