

**A review of Lapel Town Council procedures
which specify additional local guidelines to the
Indiana Association of Cities and Towns Handbook for New Council
Members.**

Adopted [Day, Month, Year]

Chapter One Introduction & Overview

As a Town Council member, you not only establish important and often critical policies for the community, but you are also a board member, and responsible for the fiscal health, of a public corporation having an annual budget of over \$1 million.

Purpose of the Lapel Town Council Rules and Procedures Manual

The Town of Lapel has prepared its own procedures manual to assist the Town Council by documenting accepted practices and clarifying expectations. Through agreement of the Town Council and staff to be bound by these practices, administration of Town Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council members in their actions. This manual will aid the Town Council in taking bold/responsible action, when necessary; to keep the Lapel Town government running in a professional and efficient manner and provide services to the residents that far exceed expectations.

Overview of Basic Town Documents

This procedures manual provides a summary of important aspects of Town Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a town council. Many other laws, plans and documents exist which bind the Town Council to certain courses of action and practices. A summary of some of the most notable documents, which establish Town Council direction, is provided below.

- *Lapel Municipal Code*: The town code contains local laws and regulations adopted by ordinances. The administrative chapter of the code addresses the role of the Town Council, Council President and Council Vice President. It also describes the appointment of certain town staff positions and advisory commissions. In addition to these administrative matters, the municipal code contains a variety of laws.
- *Indiana State Code*: The state government code contains many requirements for the operation of town government and administration of meetings of town councils throughout the state. Many of these requirements, such as open meeting laws, are also replicated within the municipal code to ensure there is broad awareness of such requirements.

Also described within the government code is the role of the Town Manager in the Council-Manager form of government, which is the practiced form of government in Lapel. Basically, this form of government prescribes that a town council's role is to establish policies and priorities, while the role of the town manager is to administer the affairs of the town government.

Annual Budget: The town's annual budget provides a description of town services and the resources used to provide services. The document contains a broad overview of the budget as well as a list of policy options that have been considered during the budget process.

Zoning Code and Subdivision Control Ordinance: Provides development standards and allowable uses.

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Orientation of New Members

It is important that members of the Council gain an understanding of the full range of services and programs provided by the organization. As new members join the Town Council, department heads are instructed to provide invitations for members to tour facilities and meet with key staff. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

Chapter Two

Lapel Town Council: General Powers and Responsibilities

Town Council Generally

The powers of a town council in Indiana to establish policy are quite broad. Essentially, councils may undertake any action related to town affairs other than those forbidden or preempted by state or federal law.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Council President and Vice President have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is the staff's responsibility to ensure the policy of the Council is upheld. The actions of staff to pursue the policy direction established by a majority vote of the Council do not reflect any bias against Council members who held a minority opinion on an issue.

Council members are encouraged to participate and provide leadership in regional, state and national programs and meetings. Council members are strongly encouraged to report to the council on matters discussed at subcommittees and other regional, state, and national board/agency/group activities in which they have been involved.

Organization of Town Council

The Town Council shall organize itself by the election of President, Vice President and Secretary at the first meeting held during each calendar year. If the President, Vice President and Secretary are not elected at the first meeting of the calendar year, the President, Vice President and Secretary will continue to serve until an election is held.

In a new year where Council Members remain the same, the Council may elect the President, Vice President and Secretary at their last meeting of the previous year. The result will be noted in the first meeting of the New Year, with the memoranda reflecting the election results.

If the President, Vice President or Secretary resigns or dies, the Town Council shall elect a successor among remaining Council Members to complete such officer's term of office.

Role of the Council President and Vice President

Council President: The Council President is to preside at all meetings of the Town Council and perform such other duties consistent with the office as may be imposed by the Council. The Council President does not possess any power of veto. As presiding officer of the Council, the Council President is to faithfully communicate the will of the Council majority in matters of

policy. The Council President is also recognized as the official head of the town for all ceremonial purposes. The Town Council elects the Council President annually.

The Council President shall also be assigned by the Town Council to consult and coordinate with the Town Manager in the development of agendas for meetings of the Town Council as outlined in Chapter 8. The scope of such a review focuses on the timing of business items and the volume of business which can be considered at any meeting. Such a review does not allow for a unilateral, unlimited delay in items to be considered by the Council. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full Town Council

Council Vice President: The Council Vice President shall perform the duties of the Council President during the Council President's absence or disability. The Vice President shall be elected annually by the Town Council.

Appointment of Town Manager, Town Attorney

The Town Council appoints three positions within the town organization: Town Manager, Town Attorney and Chief of Police. All three positions serve at the will of the Town Council. The role of the Town Manager and Town Attorney may be performed by professional service contractors.

An appointed (not a professional services contractor) Town Manager is an employee of the town and has an employment agreement, which specifies some terms of employment including an annual evaluation by the Town Council. The Town Manager is responsible for all other personnel appointments within the town except the police department and Clerk Treasurer's Office.

Appointment of Advisory Bodies and Standing Committees

The Town Council shall appoint members to [determine the committees – suggest the following be considered: Finance, Personnel, Public Safety and Infrastructure]. Each Committee shall consist of not more than two (2) members of the Town Council who shall serve as co-chairs of the Committee. Such Committees may conduct investigations or hold such hearings as they deem necessary regarding any matter before them related to their Committee purpose and shall report their recommendations, if any, to the Town Council.

Standing Committees will be appointed by the Town Council President at the first meeting in January of each year. Any documents that have been given to any Committee related to Town business shall be given to the Town Manager or Clerk-Treasurer, as a matter of record keeping, within twenty-four (24) hours.

No one shall commence any negotiations, agreements or fact finding on behalf of the Town of Lapel without documented approval from the Town Council or Town Manager.

The Town has several standing commissions including the Parks Board, Plan Commission, Board of Zoning Appeals and Redevelopment Commission, whose appointments are established by Indiana state statute and town code. In addition, extensive special- purpose citizens committees and task forces are encouraged and are often appointed by the Town Council to address issues of interest. The following procedures reflect the policy of the Town Council regarding the appointment of volunteer citizens to the various advisory bodies of the town. The establishment of these procedures ensures that well-qualified, responsible and willing citizens are given the opportunity to serve the town and participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.

- Qualifications: A member must be knowledgeable of and experienced in the areas of interest of the board/commission on which he/she wishes to serve.
- Residency requirements are outlined in Indiana state statute and town code.
- Names to be considered for appointment will be submitted to the town council.
- While seated commission members may request that the Council seek certain qualifications from new appointees, only the Council shall review applications and make appointments to commissions.

Council Values

The Council should maintain the following values:

- High energy, open minded, achievement oriented
- Have respect and care for each other.
- Be straightforward, no hidden agendas.
- Maintain humor.
- Traditions are respected, but not binding.

Chapter 3

Support Provided to Town Council

Staff/Administrative Support

General staff and administrative support to members of the Town Council is provided through the Town Manager/Town Administration Department. Administrative services including scheduling of appointments, receipt of telephone messages, and electronic communications are available as needed. Sensitivity to the workload of support staff members in the Town Administration Department is appreciated. Please note that individuals may have other work assigned with high priority. Should requested tasks require significant time commitments, prior consultation with the Town Manager/Town Administration Department is requested.

Please Note: E-mails sent by Council members on a Town owned computer shall be considered a public record. Even though it does not create paper, sending an e-mail is more like mailing a letter than placing a telephone call. The information in the e-mail is stored on the computer network until deleted and may continue to exist on the network's back-up systems even after being deleted. As a result, e-mails can become records of the town maintained during business, and thus available for public disclosure.

Meeting Rooms

The Town Hall Administrative conference room is available for shared use by members of the Town Council. No more than 3 Town Council members may meet at any time in a meeting room without prior public notice of the gathering. This space is also used by the Town Administration as a meeting room. A larger meeting space can also be reserved for the use of Town Council members by the Town Administration Department Staff.

Mail, Deliveries

Members of the Town Council receive a large volume of mail and other materials from the public, private interests and staff. The Town Administration Department staff shall maintain a mailbox for each Town Council Member. In addition, town staff may deliver materials to the homes of Council members when materials are time sensitive. Meeting agenda materials shall be delivered in digital format via email at least 5 days prior to the scheduled Council meeting.

Chapter 4

Financial Matters

Council Compensation

State law and the town municipal code provide for modest compensation to members of the Town Council. Salaries are established by Town Ordinance

Clerk Treasurer

The Clerk-Treasurer is the financial officer for the Town. He/she is responsible for receiving and disbursing payments.

Expenditure Requests

- A. Expenditure Requests shall conform to the following lines of approval:
 - Up to \$\$\$: Department Heads May Approve
 - Up to \$\$\$\$: Department Heads with the Town Council President Approval
 - Over \$\$\$\$\$: Approval by a majority of the Town Council during a properly noticed public meeting of the Town Council meeting.
- B. The Clerk Treasurer shall have the authority to establish an expenditure request process for expenses that do not require Council approval.
- C. All expenditure requests to be brought in front of the Town Council shall be in the form developed by the Clerk-Treasurer and filed in the office of the Town Manager not later than the close of business on the 7th day prior to the Town Council meeting, unless by urgent circumstances.
- D. The Town Manager or Town Administration Department Staff shall be notified of any urgent expenditure requests 24 hours prior to the meeting of the Town Council.
- E. Any expenditure request not made pursuant to the above procedures shall be acted upon only by the suspension of rules.

Chapter 5

Communications

Overview

Perhaps the most fundamental role of a Council member is communication. Communication with the public to assess community opinions and needs-communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives is the key to success. Because the Town Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

Correspondence from Council Members

Members of the Town Council will often be called upon to write letters to citizens, businesses or other public agencies. Typically, the Council President will be charged with transmitting the town's position on policy matters to outside agencies on behalf of the Town Council. Individual members of Council will often prepare letters for constituents in response to inquiries or to provide requested information. Town Council letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate within written correspondence that they are not speaking for the Town Council as a whole, but for themselves as one member of Council. Town email accounts, hard copy letterhead and office support may be utilized in these circumstances.

After the Town Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues, town email signature, letterhead, and staff support should not be utilized. In addition, town email signature, town letterhead and staff support cannot be utilized for personal or political purposes.

Council members are often asked to prepare letters of recommendation for students and others seeking employment or appointment. It is appropriate for individual Council members to utilize town email accounts, town letterhead and their Council titles for such letters. No review by the full Council is required.

Speaking for "the town"

Similar to written correspondence, when Town Council Members are requested to speak to groups or are asked the Town Council's position on an issue, the response should reflect the position of the Town Council as a whole. Of course, a member may clarify their vote on a matter by stating, "While I voted against X, the Town Council voted in support of it." When

representing the town at meetings or other venues, it is important that those in attendance gain an understanding of the Town Council's position rather than that of an individual member.

Role of Commission/Town Department Liaison

Each member of the Council is assigned to serve in a liaison capacity with one or more town commissions or town departments. The purpose of the liaison assignment is to facilitate communication between the Town Council and the advisory body or town department. The liaison also helps to increase the Council's familiarity with the membership/staff, programs and issues of the advisory body or department. In fulfilling their liaison assignment, members may elect to attend commission meetings or staff meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

Members should be sensitive to the fact that they are often not participating members of the commission or staff members of the department. If they are not appointed and voting members of a commission, then they are there to create a linkage between the Town Council and commission or department. In interacting with commissions and town departments, Council members are to reflect the views of the Council as a body.

Typically, assignments to commission liaison positions are made at the beginning of a Council term. The Council President will request liaison assignments, which are desired by each member and will submit recommendations to the full Council of the various committees, boards, commissions and town departments, which Town Council members will represent as a liaison. The Council President shall appoint the Commission liaisons for one-year terms.

Another role for the liaison to Boards and Commissions and Certain Subjects (Annexation, Rules and Procedures) is to determine if an issue related to the Board, Commission or Certain Subjects has a stated Council policy position. If so, then the liaison is responsible for working with Town Staff to implement Council Policy.

If an issue does not have a stated Council policy position, the liaison shall work with Town Staff to formulate recommendations through review and analysis to be presented to the Town Council for consideration.

Liaison positions for the Town of Town Council shall be as follows:

- Parks and Recreation (Park Board)
- Utilities (Utility Department and Utility Service Board if Established)
- Public Safety
- Planning/Zoning
- Town Administration
- Economic Development and Redevelopment

State Legislation, Propositions

The Town Council is frequently requested to act on pending state legislation. The Council has adopted the practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation's purpose and a listing of those entities both in support of and against the proposed legislation.

Proclamations

Ceremonial proclamations are often requested of the town in recognition of an event or individual. Proclamations are not statements of policy but a way the town can make special recognition of an event (e.g., Public Safety Week). As part of his/her ceremonial responsibilities, the Council President is charged with administration of proclamations. Individual Council members do not issue proclamations.

Chapter 6 Conflicts & Liability

Conflict of Interest

State laws are in place, which attempt to eliminate any action by a Council member, which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

State Law requires that each elected official and some appointed officials complete and submit a conflict of interest form each year. The form is Appendix ?? to this document.

At any time, a member believes a potential for conflict of interest exists, he/she is encouraged to consult with the Town Attorney or private legal counsel for advice. Staff may also request an opinion from the Town Attorney regarding a member's potential conflict.

If it is determined that a conflict of interest does exist, the Town Council Member shall be required to recuse themselves from all action taken by the full council regarding the matter causing the conflict. The Town Council Member shall be required to publicly announce the conflict and their intention to recuse themselves from the matter.



Chapter 7

Interaction with Town Staff/Officials

Overview

Town Council policy is implemented through professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. The Town of Lapel has a tradition of positive relationships between members of the Town Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

Council-Manager Form of Government

Lapel has adopted a Council- Manager form of government. Basically, this structure reflects that it is the Town Council's role to establish town policy and priorities. The Council hires a Town Manager or Administrator to implement this policy and undertake the administration of the organization. If the Town Manager is hired and present, the Town Council is to work through the Town Manager in dealing with town staff except the Police Department and other Town elected officials such as the Clerk Treasurer. In the absence of a Town Manager, the Town Council President may assume the role of Town Manager. Council Members may bring police issues to the Town Manager or the Police Chief. The Police Chief does not report to the Town Manager. The Chief reports to the Board of Police Commissioners (the Town Council acts as the Board of Police Commissioners in Lapel) but works closely with the Town Manager to resolve Council issues or concerns.

The Council-Manager form of government became popular nationally at the turn of the 20th century as part of a government reform movement. The model has matured in that town management is now considered a profession with many managers having degrees in public administration and devoting their careers to work with cities and towns.

The Council is like a board of directors while the Town Manager acts as the Chief Operating Officer (COO) and runs the organization on the Council's behalf.

The Town Manager is hired by the Town Council to enforce its laws, to direct the daily operations of town government, to prepare and monitor the municipal budget, and to implement the policies and programs initiated by the Town Council. The Town Manager is responsible to the Town Council rather than to individual Council members and directs and coordinates the various departments except the Police Department and Clerk Treasurer's office.

Council/Manager Relationship

The employment relationship between the Town Council and Town Manager honors the fact that the Town Manager is the COO of the town. The council and the Town Manager are a participatory team, and the Town Council should avoid situations that can result in town staff being directed, intentionally or unintentionally, by one or more members of the Town Council. Regular communication between the Town Council and Town Manager is important in

maintaining open communications. All dealings with the Town Manager, whether in public or private, should respect the authority of the Town Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Town Manager.

The Town Council is to evaluate the Town Manager on a regular basis to ensure that both the Town Council and Town Manager agree about performance and goals based on mutual trust and common objectives. Lapel Town Councils shall utilize the following areas of performance when evaluating the Town Manager: leadership, judgment and problem solving, communications, interpersonal/community relations, economic development strategy and ability to accomplish goals and objectives.

As in any professional relationship, it is important that the Town Manager keeps the Town Council informed. The Town Manager respects and is sensitive to the political responsibility of the Town Council and acknowledges that the final responsibility for establishing the policy direction of the town is held by the Town Council. The Town Manager communicates with the Town Council in various ways. In addition to the formal Council meetings, there shall be a formalized approach by holding monthly briefing meetings with individual Council members (so-called "1x1" meetings) and through "Town Updates" typically distributed on [What Day?]. Communication must be undertaken in such a way that all Council members are treated similarly and kept equally informed. It is equally important that the council provide ongoing feedback, information and perceptions to the town manager including some response to written communication requesting feedback.

Town Manager Code of Ethics

The Town Manager is subject to a professional code of ethics from his/her professional association. It should be noted that this code binds the Town Manager to certain practices, which are designed to ensure actions are in support of the town's best interests. Violations of such standards can result in censure by the professional association.

Town Council/Town Attorney Relationship

The Town Attorney is the legal advisor for the Council, Town Manager and department heads. The general legal responsibilities of the Town Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the Town's interest, as determined by the Town Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) to keep Town Council and staff apprised of court rulings and legislation affecting the legal interest of the town. It is important to note that the Town Attorney does not represent individual members of Council, but the Town Council as a whole.

Roles and Information Flow

Objectives: It is the intent of staff to ensure Council members have free access to information from the town and to ensure that such information is communicated completely and with candor to those making the request. To carry out this responsibility, however, Council members must avoid intrusion into those areas which are the responsibility of staff. Individual Council members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Town Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council members, and to allow staff to execute priorities given by management and the Council without fear of reprisal.

Council roles: The full Town Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workload and schedules, departmental priorities, and the performance of town business.

Individual members of the Town Council should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities without the prior knowledge and approval of the Council as a whole. If a Council member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Non-police staff excluding the Clerk Treasurer staff are supervised by the Town Manager. The Town Manager determines work priorities based on a variety of factors including Council policies, daily priorities, and efficient operation of local government.

Should a Council member become dissatisfied about a department, he/she should always talk it over with the town manager or his/her designee, not the department head. Concerns about the department head must be taken to the town manager only. Individuals are responsible to initiate resolution of problems as soon as possible and not let them fester.

Access to Information: Individual Council members as well as the Council are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. Critical information will be passed to all Town Council members by appropriate personnel. The Town Manager or appropriate staff will always inform the Town Council when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress,) are under review and not available for release until complete and after review by town management. In addition, there are legal restrictions on the town's ability to release certain personnel information even to members of the Town Council. Certain aspects of police department affairs (access to restricted or confidential information related to

crimes) may not be available to members of the Council. Confidential personnel information also has restrictions on its ability to be released.

Town Council members have a responsibility to this information flow as well. It is critical that they make extensive use of staff and commission reports and commission minutes. Council members should come to meetings prepared - having read planning item documents as well as any additional information or memoranda that includes an update on major projects or evolving issues. Additional information may be requested from staff, if necessary.

Staff roles: The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council and in keeping the Council informed. Staff are obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors. The staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

Town staff will make every effort to respond in a timely and professional manner to all requests made by individual Council members for information or assistance, provided that, in the judgment of the Town Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Town Council.

The staff is also responsible for providing monthly reports including Board/Commission updates, financial statements and department updates to the Town Council.

Dissemination of Information

In cases where a staff response to an individual Town Council Member's request involves written materials which may be of interest to other Town Council Members, the Town Manager will provide copies of the material to all other Council members.

Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Council members which cannot be fulfilled based on the above guidelines should be raised by the individual Council member under the Council Comment portion of a regularly scheduled Town Council meeting. If directed by action of the Town Council, staff will proceed to complete the work within a Council-established timeline.

Staff Relationship with Advisory Bodies

Staff support and assistance is provided to commissions and task forces, but advisory bodies do not have supervisory authority over town employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the Town Manager and Town Council. The members of the commission/board/committee are responsible for the functions of the advisory body, and the chairperson is

responsible for committee compliance with the policies established by the Board or Commission.

Staff support may include preparation of a summary agenda after approval by the chairperson, and preparation of reports providing a brief background to the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

It is important that advisory bodies wishing to communicate recommendations to the Town Council do so through adopted or approved Council agenda procedures. In addition, when a commission wishes to correspond with an outside agency regarding information not expressly defined as Town policy or information that conflicts with established Town Policy, correspondence should be reviewed and approved by the Town Council. Town Policy is established in the Town Code, Comprehensive Land Use Plan, Thoroughfare Plan, Capital Improvement Plan, Ordinances, Resolutions, Parks Master Plan, Council Rules and Procedures. Individual Board/Commission members cannot make policy. Individuals who would like a commission to review a particular issue must also gain approval for such a request from the full Town Council. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Council Relationship with Advisory Bodies

The Town Council has determined that Council members should not lobby commissioners for votes. However, Council members may request that commissioners consider certain issues during their deliberations.

Restrictions on Political Involvement by Staff

Local government administrations are non-partisan entities. Reflected within the Council-Manager form of government is a principle of professional staff, which formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the town, staff members do not surrender their rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No town resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other activities while in a town uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Town Council

in these matters is requested. A Council member asking staff to sign petitions or similar items can create an awkward situation.

For management staff, the town manager strongly discourages any involvement in a local campaign even while on personal time. Such involvement erodes the tenet that staff are to provide an equal level of service to all members of the Town Council.

Chapter 8

Town Council Meetings

Meeting Schedule

Regular meetings are held [Location TDB]. The Town Council establishes meeting times and dates annually. The meetings begin at 7:00 p.m. on the 3rd Thursday of each month. Regular meetings at a different time and/or date may be called by the Council President or by two members of the Town Council. Notice must be given to the Town Council, posted in a state statute approved location and sent to the appropriate media outlet/s at least 48 hours prior (not including weekend days and holidays). It shall be the policy of the Town Council that all public meetings, excluding meetings to be held for emergency or time sensitive issues, be properly noticed at least 5 days prior to the occurrence of the meeting.

No Council meeting will be held if a regular meeting of the Council falls on a legal holiday. Council members should inform the town manager's office as soon as possible if they intend to be out of town on a set meeting date.

Special Meetings and Workshops

Special meetings and/or Workshops may be called by the Council President or by two members of the Town Council. Notice must be given to the Town Council, posted in a state statute approved location and sent to the appropriate media outlet/s at least 48 hours prior (not including weekend days and holidays). Generally, no business other than that announced should be discussed but state law does allow the Town Council to add any item to the agenda of a special meeting and/or Workshop and allows for decisions to be made by the Town Council.

At all regular meetings, public comments will be permitted in accordance with these rules and procedures.

Notice requirements shall follow state statute; memoranda of the meeting shall be taken by the Town Clerk or designee and shall be available for public inspection not later than [7 days] following the meeting.

Meeting Agenda

Per the language of this manual, it is the policy of the Lapel Town Council to develop and follow a written and interactive, digital agenda for all properly noticed Town Council Meetings and all properly noticed Town Board and Commission Meetings. State statute does not require the use of a written agenda for a Town Council meeting. If a written agenda is utilized, state statute does require that that the agenda be posted at the meeting location at least 48 hours prior to the meeting and be available to the public upon request. It shall be the policy of the Lapel Town Council that all meeting agendas be posted at the meeting location at least 5 days prior to the meeting and available to the public in digital, interactive form on the town's website at least 5 days prior to the meeting.

Town Manager: The Town Manager, in consultation with the Council President, prepares the Agenda and Council Packet.

Town Council: A Council member may request an item be considered on a future agenda and, upon consensus of a majority of Council, the agenda item will be placed on the future agenda. Generally, staff will prepare a staff report in the form of a Council Action Form (see appendix ??) if formal Council action is required. Council members may make this request during the "Council Comment" portion of any properly noticed public meeting of the Town Council.

Ordinances: Ordinances are introduced by Title and Subject Matter only unless a Council member requests that the ordinance or resolution be read in its entirety. Ordinances are introduced at one Council Meeting and have a Final Reading at a subsequent Council Meeting unless there is unanimous consent to suspend the rules and have Final (typically Second) Reading at the same meeting as the Introduction. Introduction of an Ordinance does not require a vote. Approval of an Ordinance during Final Reading requires a statutory majority vote of the Town Council.

Other Business Items: Items to be voted on that are not on the agenda may be added to the Agenda only if 4 of the 5 Council Members agree. If less than four members are present, the item may only be added if there is unanimous consent. **Three (3) members may vote to add an item for discussion purposes only to the agenda.**

Staff Requests: Items identified as needing Council action, in a written staff report as part of the Council Packet, may be considered as items on the meeting agenda.

Agenda Order of Business

The Town Council establishes the general order of meetings, and the agenda shall be a reflection of this established order. This order may be changed at the discretion of the Town Council as a whole. This section summarizes each Town Council meeting component.

1. **Call to Order:** *The Town Council President or designated presiding officer shall open the meeting with the pledge of allegiance and call of the roll. This shall also be the time to elect officers.*
2. **Public Comments and Concerns:** *There is no language in state statute that requires the Council to set aside time during the Council meeting for the public to speak unless there is a properly noticed public hearing on the agenda. A public hearing is essentially a separate meeting within the Council meeting and is required by statute for certain actions by the Council. It shall be the policy of the Lapel Town Council to set aside time during Town Council meetings to open the floor for comments from the public on items not included on the present town council agenda. Individuals desiring to speak are asked to fill out a Public Request to Speak Form. One member of the public at a time shall be invited by the Town Council President or designated presiding officer to the podium to speak. Following this invitation, the member of*

the public requesting the floor shall provide their name and be given the floor for a period of 3-5 minutes. Comments should focus on a specific matter within the Council's jurisdiction with reasons for the position taken. As a rule, the Town Council will not accept video testimony. Videos may accompany in-person testimony but are subject to speaking time limits. To show videos, prior approval must be received, and review undertaken by the Town Manager's Office.

3. ***Presentations:*** *Groups and Organizations will often request agenda time to inform the Council about their plans or programs or give general information that is vital for the wellbeing of the town. It shall be the policy of the Town Council that groups and organizations request to be added to the presentation section of the agenda at least 10 days prior to the Town Council meeting. This request shall be made to the Town Manager or Town Administration Designee. This presentation is not a time when an individual resident would be given the floor to discuss an item with the Council unless the individual was representing a group or organization.*
4. ***Clerk Treasurer Report:*** *Each month the Clerk Treasurer creates town financial status reports. It shall be the policy of the Town Council to invite the Clerk Treasurer to review and present all financial reports during this time. The Town Council President or designated presiding officer shall yield the floor to the Clerk Treasurer during this time.*
5. ***Consent Agenda:*** *The consent agenda (also known by Roberts Rules of Order as a "consent calendar") groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. It shall be the policy of the Town Council to permit the approval of the consent agenda by following the following rules:*
 - *All documentation associated with consent items shall be provided to meeting participants in advance so that they can still make an informed vote on all grouped items. Team members must review the documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent group.*
 - *All Town Council Members must be given an opportunity to ask associated questions—and have them answered—before the vote. Simple questions, clarifications, or short amounts of dialogue relative to a consent item may be discussed after the motion to approve the consent agenda, but before approval. What is important is not to remove consent items entirely from the consent agenda for the sole purpose of answering a simple question, as this would undermine the efficiency of the consent agenda process.*
 - *The consent agenda shall be included as a part of the meeting agenda.*

- *At the start of the meeting, the meeting Town Council President or designated presiding officer shall ask the Town Council Members if anyone wants to discuss any of the items listed on the consent agenda.*
- *An item from the consent agenda must be moved at the request of any team member if the individual wants to vote against the specific item or wants to question any item—as the item no longer has the consolidated approval of the team. This discussion step is critical, as consent agendas may not be used to force the approval of items using a process that eliminates their individual review. If one member of the Town Council requests that an item on the consent agenda requires discussion, it shall be removed from the consent portion of the agenda and placed on the agenda under unfinished or new business for individual discussion.*
- *The Town Council President or designated presiding chair must read aloud the remaining consent items and shall ask that a motion, second and vote to be taken to approve or deny the consent agenda. If the a motion to deny the remaining items is approved, the items in the consent agenda shall be moved to the next meeting date, unfinished business or new business for further discussion.*
- *The Town Clerk Treasurer shall include in the meeting memoranda the full text of all resolutions and reports that were approved as part of the consent group, even though they were not reviewed at the meeting, but instead, before it by an individual.*

The Types of Items May be Included in the Consent Portion of the Agenda:

- *Topics of a routine/recurring nature*
- *Procedural decisions*
- *Non-controversial issues that do not require debate or deliberation.*
- *Items previously discussed for which the team has come to a consensus, but that still need an official vote* The following items are typically best suited as consent items:
 - *The previous meetings' memoranda*
 - *Claims*
 - *Payroll Register*
 - *Non-controversial resolutions*
 - *Proclamations*
 - *Annual Calendar of Meetings*
 - *Annual Town Holiday Designations*
 - *Committee appointments*
 - *Staff appointments that require confirmation*
 - *Expenditures needing full Town Council approval.*

6. **Meeting Memoranda:** *If the meeting memoranda is removed from the Consent Agenda for the purpose of discussion or revision the following procedure this section shall be added to the agenda. Per the direction of Roberts Rules of Order, all members of the Town Council may vote to approve meeting memoranda regardless of attendance at the meeting which the memoranda are detailing. The following rules for meeting memoranda consideration in the consent agenda section or this section shall be follows:*

- *Minutes shall be submitted to the Council for approval and/or correction in draft form at least 7 days prior to the scheduled Town Council meeting.*
- *It shall be the policy of the Town Council that only members of the Council and the Town Clerk have the authority to revise the memoranda subject to a majority vote of the Town Council.*
- *Council members having only typographical corrections to the memoranda are encouraged to provide such corrections to the Town Clerk directly and need not wait to submit such corrections at a meeting. As a time saving measure, even full correction items could be written ahead and passed to the town clerk before the meeting.*

7. **Public Hearings:** *Certain legislative action by the Town Council requires the notice of and opening of a Public Hearing during the regular Town Council Meeting. Public Hearings are in essence meetings within the Town Council meeting for the purpose of giving members of the public an opportunity to speak on the action that requires the public hearing. Examples of actions requiring a public hearing include an ordinance or resolution approving an additional appropriation by the Council, the annual budget, an ordinance that establishes, raises or reduces certain fees and fines, an ordinance that authorizes the issuing of bonds or debt, an ordinance that reduced or raises utility rates.*

A NOTE ON PUBLIC HEARINGS: Public Hearings shall be opened by the presiding officer, followed by staff's brief presentation of staff report and any appropriate applicant comments. The Town Council may question staff or consultants after their presentation. The Town Council will then hear public comment, following which the public hearing is closed by motion, second and majority vote of the Town Council. The presiding officer should verbally note the time of opening and closing of the public hearing for the record.

After public hearings are closed, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding officer.

8. **Unfinished Business:** All items discussed or formally continued from a previous meeting. Items will be designated as Consider or Discuss.
 - An item labeled Consider designates that the Town Council is ready to move forward with a request for motion to approve, deny or table. Consideration items will be accompanied by all supporting documents including ordinance or resolution.
 - An Item labeled Discuss or Discussion designates that the Town Council would like to brainstorm, ask experts, collectively discuss an idea or proposal but the item is in idea stage only. An item designated Discuss or Discussion will often not be accompanied by any supporting material and the Council shall not take a vote.
9. **New Business:** New items for consideration. Includes Ordinances, Resolutions and Contracts.
10. **Department Reports (Written):** Department leaders shall submit written reports to Town Management/Administration no later than 7 days prior to the scheduled meeting date. These written reports shall be included as a live link to the digital, interactive agenda for the public and Town Council members to review. If necessary, during this portion on the agenda the Council will ask each department leader questions that may be raised because of the content of the written report or give the Department Leader time to further explain any content in the written report. It is not the intent of the Town Council to invite every department leader to the podium and give them the floor to give a full presentation of the written report.
11. **Council Member Comments and Concerns:** Provides members of the Council an opportunity to introduce discussion on matters not currently before the Council including brief announcements, questions of staff and requests for items to be placed on the agenda at a future meeting. The purpose is to allow staff and Council to provide an update or share information regarding a particular matter. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals or from the public, requests to agendaize future items, or announcements of interest to the public.
12. **Claims:** If claims are removed from the consent agenda, they shall be considered during this section of the agenda. It shall be the policy of the Town Council that the Clerk-Treasurer must submit all claims to all Council members no later than 5 days prior to the scheduled meeting date.
13. **Upcoming Meetings:** List of upcoming public meetings to include the Plan Commission, BZA, RDC and Parks Board.

14. **Adjourn:** *A motion, second and majority vote is not required to adjourn a meeting using Robert's Rules, but it shall be the policy of the Lapel Town Council to require a motion, second and majority vote to adjourn a Town Council meeting.*

General Procedures

The Town Council utilizes the most recent edition of Roberts Rules of Order to conduct Council Meetings when the Rules and Procedures Manual does not provide guidance.

Presiding Officer: The Council President is the Presiding Officer and acts as Chair at Council meetings. In the absence or incapacity of the Council President, the Vice President serves as presiding officer.

Seating arrangement of the Council: The Council Vice President is seated immediately next to the Council President. The Council President, with the approval of individual Council members, shall establish other seating arrangements for regular Council meetings.

Signing of Town Documents: The Town Council shall sign all ordinances and resolutions. Contracts and other documents which have been adopted by the Town Council and require an official signature may be signed by the Council President or Town Manager. In the event the Council President is unavailable, the Council Vice President's signature may be used.

Quorum: Three-fifths of the Council members constitute a quorum for the transaction of business.

Discussion Rules

To assist the Town Council in the development of a structure for orderly discussion of items, rules have been prepared which represent accepted practices for the management of Council meetings.

1. **Obtaining the floor:** It shall be the policy of the Town Council that the designated presiding chair of the meeting must first open the floor to members of the Town Council, staff or public to be recognized by the presiding chair and obtain the floor. This may be done by courteous request or invitation. Once a member of the public, staff or Town Council has been recognized by the presiding chair and obtained the floor, there shall be no interruptions unless a pre-determines time limit has expired and/or the chair withdraws the recognition to obtain the floor. Members of the public that have been recognized by the presiding chair must approach the podium and state their name prior to addressing the Town Council. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council members and public should be avoided.

Please Note: It is not a requirement of state statute or Roberts Rules of Order that the Town Council must open the floor to the public during a regular meeting of the Town Council. It shall be the policy of the Lapel Town Council that a section of the Town Council Agenda shall be included for certain, open public comments and that the Town Council may consider including a designated time to open the floor to the public to comment on certain policy considerations. This public comment time may include time limits that shall be set by the Town Council. This decision shall be made by a majority vote of the Town Council and is strictly at the Town Council's discretion.

2. **Questions to staff:** A Council member shall, after recognition by the Council President, address questions to the department head or designated staff member. If a Council member has questions on an agenda item, that member should contact staff prior to the meeting to allow staff time to research a response/answer for the meeting.
3. **Interruptions:** Once recognized, a Council member is considered to have the floor, and another Council member may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Council member holding the floor shall cease speaking until the point of order or privilege is resolved.

Upon being recognized by the Council President, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Council President.
4. **Discussion limit:** A Council member should not speak more than once on a particular subject until every other Council member has had the opportunity to speak. Council members are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Council President should allow other members to speak first and then give his/her views and summarize.
5. **Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain.
6. **Right of protest:** A Council member is never required to state reasons for a dissenting vote.
7. **Calling for the question:** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A Council member may move to "call for the question" on an item which is being considered. The motion requires a second, is not debatable, and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable, and the Town Council must vote on it.

Other Protocol

Other guidelines have also been adopted to ensure meetings of the Council emphasize the importance of the business being conducted in a professional manner. Council members and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Discourage side conversations, disruptions, interruptions or delaying efforts.
3. Inform the Council President when departing from a meeting.
4. Limit disruptive behavior. Persons demonstrating rude, boisterous, or profane behavior will be called to order by the Council President. If such conduct continues, the Council President may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action. The Council has adopted a policy to discourage applause, booing or other similar behaviors from the public during meetings.
5. Recognize that only the Town Council, staff, advisory body chairs or designated representatives, and those authorized by the presiding officer shall be permitted to sit at the Council or staff tables.
6. Limit breaks of the Town Council to 5-10 minutes. The Council has authorized the Council President to resume the meeting if a quorum exists and other members have not returned from break within this allotted time.
7. Impose time limits on speakers. While the Town Council encourages and embraces the need for, and right of, public participation, it acknowledges that public comments must, at times, be limited. Therefore, the Town Council authorizes the Council President, as presiding officer, to poll the audience for an indication of the number of people wishing to speak and impose time limits of up to three minutes per speaker when necessary due to the volume of business. After the time limit, Town Council Members may ask questions of the speaker for clarification, if needed. Each speaker will be thanked for his or her participation.

Enforcement of Order: The Police Chief or his designee acts as the Sergeant-At-Arms. Any Council member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

Values of Respect: The Town Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the Town Council include:

Discussion should focus on policy matters.

Personal criticism of members is inappropriate.

Proper decorum should be displayed as other members express their views.

Treat members of the public equally

Individual council members should not pack the audience for their specific agenda items.

Public criticism of staff is inappropriate and discouraged.

Voting Procedures

When present, all Council members are to vote.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote.

A Town Council Member shall declare a conflict of interest whenever appropriate and in compliance with state law.

Consensus may be declared at the discretion of the presiding officer if there are no negative votes or objections by Council members.

Upon the request of any Council member, a roll call vote will be taken and recorded.

Abstentions: A Council Member must declare his/her intention to abstain from a vote prior to the presiding officer beginning the roll call for a vote.

Tie vote: In the event of a tie, the Clerk-Treasurer has the tie-breaking vote.

Majority vote: A statutory majority (3 of 5 members voting in favor) is required for ordinances, resolutions and contracts. All other items may be approved by a majority of the members present unless one member calls for a statutory majority vote.

Motions: There are several types of motions, each of which must meet certain requirements before a vote can be taken.

Reconsideration: Reconsideration of an item shall be allowed in accordance with the following Council guidelines. Resubmittal of issues previously acted upon is discouraged; however, requests will be considered by a majority vote of the Council. A member of the prevailing majority, when the previous vote was taken, must make a motion for reconsideration. The Lapel Town Council has determined that any motion for reconsideration should be made within two meetings of the previous action. No motion for reconsideration will be entertained after this deadline unless the Town Council determines significant new

information has arisen which warrants such action. If a member is absent from a meeting(s), a motion for reconsideration may be entertained on the first meeting of his/her return.

Notification and Advertising

The town attempts to publicize matters of significant neighborhood or community public interest, which appear on a Town Council or Planning Commission agenda, as well as all matters where advertising is required by law. Advertisements may include location maps, project descriptions and, in some instances posting of property, if required, written in plain English to fully inform all interested individuals.

Development of Agenda

Staff are required to submit reports for a Thursday Council meeting to the Town Manager by 4:30 p.m. on Thursday the week preceding the meeting. A copy of the draft agenda is transmitted to the Council President for review on the Thursday prior to the meeting. The agenda is prepared by the Town Manager with the approval of the Council President. The Town Manager reviews reports and prepares a summary of agenda items Friday Morning. All agenda packets are delivered on Friday.

General Parliamentary Procedures for the Orderly Administration of a Town Council

Meeting:

- This is a meeting of the Town Council, and the presiding chair is in control.
- No member of the Town Council, Town Staff, consultants, or the public has a right to speak until recognized by the chair.
- Speaking from the gallery without an invitation or recognition by the presiding chair is prohibited.
- Town Council members conversing with the public in the gallery is prohibited.
- Town Council Members may
- It shall be the policy of the Lapel Town Council to set aside time during each meeting to give the public an opportunity to speak. The comments from the public during this time must be respectful to elected officials, appointees, consultants and fellow members of the public. If a member of the public fails to follow the announced procedures, the member of the public will be asked to stop speaking. If the member of the public fails to comply, the presiding chair will place the meeting in recess and ask the member of the public to leave the meeting. If the member of the public fails to comply, the member of the public will be removed by the sargent of arms.

The Procedure to Consider an Ordinance

An ordinance is the method used in the Town of Lapel to develop policy and local law. The state of Indiana code requires the following actions must be taken to consider (adopt or deny) an ordinance:

- The ordinance must be read at least twice [Lapel can make this a 3 read requirement like Carmel, Indiana] prior to a motion to approve or deny being considered by the Town Council.
- An ordinance shall only be read for a second time and considered for approval or denial in the same meeting if the Town Council approves a suspension of the rules with 4 out of 5 Town Council members voting in the affirmative to suspend the rules. If only 4 members of the Town Council are present during the meeting, the vote must be unanimous. If there are less than 4 members of the Town Council present, the vote to suspend the rules cannot be taken and the ordinance must be considered for a vote on second reading during the next properly noticed meeting of the Town Council.
- The Town Council is not required by Indiana State Code to read an Ordinance or Resolution in its entirety unless there is a local ordinance that requires the Town Council read a resolution or ordinance in its entirety. It shall be the policy of the Lapel Town Council to introduce and read an ordinance or resolution by title and synopsis only. If an individual Town Council Member requests that a particular resolution or ordinance be read in its entirety, a motion must be made, seconded and an affirmative vote of a majority of the Town Council must be recorded.
- Steps for ordinance approval follow:
 - 1) Recognize the ordinance consideration item on the agenda.
 - 2) If determined to be necessary, announce any special parliamentary rules or procedures that shall apply to a particular agenda item.
 - 3) If the ordinance has not been introduced by a first reading, ask for a motion to introduce the ordinance by first read.
 - 4) After the motion has been made, the presiding chair of the meeting will ask for a second. If no second is made, the motion dies and the agenda item will be moved to the next regularly scheduled meeting of the Town Council or never be considered again.
 - 5) If a second is made and recorded by the Clerk, the presiding chair will call ask for a roll call vote. If the motion is approved by a majority of the Town Council members present, the presiding chair will ask the Town

Council parliamentarian to read the ordinance by title and synopsis only. This will conclude the process to introduce an ordinance by first read.

- 6) If at least 4 members of the Town Council are present, the presiding chair may call for a motion to suspend the rules for the purpose of allowing the ordinance to be considered for approval or denial on second read during the same meeting as the ordinance's introduction.
- 7) If a motion to suspend the rules is made, the presiding chair will ask for a second to the motion. If no second is made, the motion on the table dies and the ordinance must wait until the next properly noticed public meeting of the Town Council to be considered and adopted on second reading.
- 8) If a second to the motion to suspend the rules and consider the ordinance for adoption on the second read is made, the presiding chair will ask for a roll call vote of the Town Council members. The Clerk will then call the role.
- 9) If all 5 Town Council members are present, 4 of those 5 must vote to suspend the rules. If only 4 Town Council members are present, the vote to suspend the rules must be unanimous. If 4 of 5 or 4 of 4 don't vote affirmative to suspend the rules, the motion dies and the Ordinance must be considered during the next properly noticed public meeting of the Town Council.
- 10) If 4 out of 5 or 4 out of 4 approve the motion to suspend the rules, the motion carries and the ordinance may be considered for approval or denial on second reading during the same meeting as its introduction.
- 11) The presiding chair will then ask the Town Council Parliamentarian to read the ordinance by title and synopsis only.
- 12) The presiding chair will then ask for a motion to approve or deny the ordinance.
- 13) If a no motion is made, all action on the ordinance will stop and may be considered at the next properly noticed meeting of the Town Council.
- 14) If a motion is made, the presiding chair will ask for a second.
- 15) If no second is made, the motion on the table dies and the Town Council shall move the consideration of the ordinance to the next properly

noticed public meeting of the Town Council or they may take no further action on the ordinance.

16) If a second is made, the presiding chair shall call open the floor to each individual Town Council member for a limited time for the purpose of comment and discussion. The presiding chair will open the floor to each Town Council member by roll call and the presiding chair shall be called upon last to present comment and discussion the motion on the floor. An amendment to the motion on the table may be made at this time.

17) If a Town Council member requests that an amendment to the motion be made the presiding chair shall ask for a motion to amend the motion on the table.

18) If no motion is made to amend the motion on the table, the amendment consideration is denied.

19) If a motion to amend the motion of on the table is made, the presiding chair will ask for a second to the motion to amend the motion on the table.

20) If no second is made on the motion to amend the motion on the table, the motion dies.

21) If a second is made to the motion to amend the motion on the table, the presiding chair will ask for discussion on the amended motion in the manner prescribed for discussion and comment on the original motion.

22) Once the presiding chair has finished his/her comments or expended his or her allotted time, the presiding chair will call for a roll call vote on the motion on the table to approve or deny the ordinance with or without amendment.

23) If a majority of the Town Council members present vote in the affirmative, the motion carries.

24) If a majority of the Town Council members present vote in the negative, the motion on the table with or without amendments fails.

NOTE: If an agenda item is determined to be controversial and the public has requested time to speak on the item, the Town Council may add time for public comment prior to allowing the presiding chair to open the floor to Town Council

member comment and discussion. This public comment time may be limited due to time constraints. The presiding chair should announce the rules and procedures for public comments at the beginning of the town meeting if special rules and procedures will apply to any or all agenda items during the meeting.

- **Procedure for Considering a Resolution:**

- 1) A resolution may be considered and approved without the requirement to suspend the rules and approve on a second or third read.
- 2) All other procedures necessary to approve an ordinance apply to the consideration of a resolution for approval or denial.



Chapter 9
Leaving Office

Return of Materials and Keys

During their service on the Town Council, members may have borrowed Town materials such as books or other documents. These items, along with keys to the Town Hall, are to be returned to the town at the conclusion of a member's term.

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