

Mayor Steven J. Carrington  
Deputy Mayor Pamela Melin  
Council Member Richard W. Best  
Council Member Carolina Anzilotti

City Manager John Moosey  
City Clerk Shelly M. Acteson, CMC  
City Attorney Sarah Heath, Esq.

**City of Palmer, Alaska**  
**Regular City Council Meeting**  
**May 24, 2022, at 6:00 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## AGENDA

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### A. CALL TO ORDER

### B. ROLL CALL

1. Oath of Office – Appointed Council Members  
John Alcantra  
Thomas Ojala IV  
Joshua Tudor

### C. PLEDGE OF ALLEGIANCE

### D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a) **Action Memorandum No. 22-032:** Authorize the City Manager to accept the estimate to upgrade the Palmer Public Library circulation desk to fulfill the pandemic modifications per the Federal FY2022 ARPA Grant application and award. (Page 3)
2. Approval of Minutes of Previous Meetings
  - a) May 3, 2022, Special Meeting Minutes (Page 9)
  - b) May 10, 2022, Regular Meeting Minutes (Page 11)

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation from Mat-Su YMCA Advisory Board
2. Presentation from Scottish Highland Games

### F. REPORTS

1. City Manager's Report
2. Mayor's Report (Page 15)
  - Proclamation Recognizing the People's Paper and Making the Scene (Page 17)
3. City Clerk's Report
4. City Attorney's Report
  - Open Meetings Act (OMA) Overview (Page 19)

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARINGS

### I. ACTION MEMORANDA

### J. UNFINISHED BUSINESS

### K. NEW BUSINESS

**L. RECORD OF ITEMS PLACED ON THE TABLE**

**M. AUDIENCE PARTICIPATION**

**N. EXECUTIVE SESSION**

**O. COUNCIL MEMBER COMMENTS**

**P. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<b>Jun 14</b>	Regular	6 pm	
<b>Jun 28</b>	Regular	6 pm	
<b>July 12</b>	Regular	6 pm	
<b>July 26</b>	Regular	6 pm	
<b>August 9</b>	Regular	6 pm	
<b>August 23</b>	Regular	6 pm	

**City of Palmer  
Action Memorandum No. 22-032**

**Subject:** Authorize the City Manager to accept the estimate to upgrade the Palmer Public Library circulation desk to fulfill the pandemic modifications per the Federal FY2022 ARPA Grant application and award.


**Agenda of:** May 24, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Beth Skow, Library Director

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
X	Finance		05/05/2022
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **\$25,000.00**

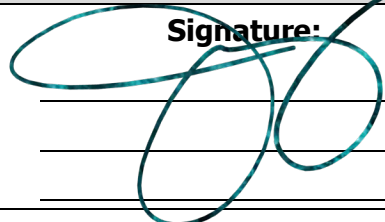
- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ \_\_\_\_\_
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    2022 Budget 08-01-10-7177 Library ARPA Grant \$39,295
- Not budgeted

Director of Finance Signature:    

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

City Council Resolution No 21-038

**Summary Statement/Background:**

The Alaska State Libraries, Archives and Museums, a division of the Department of Education and Early Development was allocated \$2,159,309 through the Institute of Museum and Library Services (IMLS) for pandemic response and recovery. Palmer Public Library applied and was awarded project ARPA funded grants. City Council accepted the grant with Resolution NO. 21-038 for the reconstruction of the circulation desk, which was installed when the library was constructed in 1985.

Palmer Municipal Code 3.21.130 requires council approval for purchase orders over \$15,000 by Action Memorandum. Action Memorandum 22-0XX is to authorize the expenditure of appropriated grant money and selection of the contractor. Ten contractors were contacted for quotes. Five contractors responded, visited the library, reviewed and measured the area. Three bids are required, the third contractor was unresponsive. Two contractors submitted quotes for the ARPA project. K & N Construction LLC estimated \$20,000 and All Seasons Property Services estimate \$26,500. K & N Construction LLC was selected as the lowest bidder.

The balance of the ARPA grant funds have been expended for the grant requested items, laptops, touchless faucets, soap dispensers, water bottle filling systems and supplies for STEAM kits.

**Administration's Recommendation:**

Approve Action Memorandum No. 22-032.

**City of Palmer  
Resolution No. 21-038**

**Subject:** Authorizing the City Manager to Accept, Appropriate and Execute the Federal ARPA grants funded by the Institute of Museum and Library Services for the Palmer Public Library for Pandemic Modifications in the amount of \$45,295.

**Agenda of:** November 23, 2021

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Beth Skow, Palmer Public Library Director

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ 45,295.00

This legislation (√):

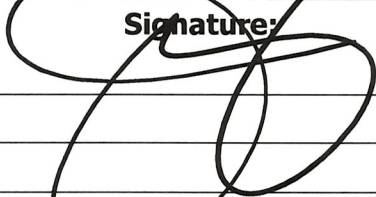
- Creates revenue in the amount of:                      \$ 45,295.00
- Creates expenditure in the amount of:                      \$ 45,295.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    2022 Budget 01-19-23-6040 \$2,500 01-19-23-6044 \$3,500
- Not budgeted                      08-01-10-7177 Library ARPA Grant \$39,295

Director of Finance Signature: 

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 21- 038
2. ARPA Easy Grant Agreement
3. ARPA Project Grant Agreement

**Summary Statement/Background:**

The Alaska State Libraries, Archives and Museums, a division of the Department of Education and Early Development, was allocated \$2,159,309.00 through the Institute of Museum and Library Services (IMLS) for pandemic response and recovery.

Two types of grants were available: Easy ARPA Grants and ARPA Project Grants for larger projects all competing for the allocated \$2,159,309. Museums, libraries, and related organizations applied for the grants: applications were 190 easy grants for \$6k, and 68 competitive Project Grants of approximately \$40k.

Palmer Public Library applied and was awarded an Easy ARPA Grant for \$6,000 and an ARPA Project Grant for \$39,295. The goals of the grants were to strengthen the services to respond to community needs and advance digital inclusion during the pandemic. The grant awards will be used for the improvement of the circulation desk to provide adequate spacing between staff and secure plexiglass from the patrons, iPads and laptops for circulation that will be CIPA compliant with the ability to zoom, touchless faucets and water fountain systems, and to supply materials for STEAM and Craft kits for children to take home.

This grant awards will assist the library with normal operating expenses

**3.21.230 Governmental and proprietary procurements.**

- A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:
  1. For contracts, including reimbursable agreements, with federal, state or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.
  2. For contracts issued pursuant to any federal, state, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with PMC 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
  3. For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service or construction to one person.
- B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of PMC 3.21.090 prior to execution.
- C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

**Administration's Recommendation:**

Approve Resolution No. 21-038

**LEGISLATIVE HISTORY**

Introduced by: City Manager Moosey

Date: November 23, 2021

Action: Adopted

Vote: Unanimous

Yes:

No:

Best  
Carrington  
Combs  
Daniels  
DeVries  
Valerius

CITY OF PALMER, ALASKA

**Resolution No. 21-038**

**A Resolution of the Palmer City Council Authorizing the City Manager to Accept, Appropriate and Execute the Federal ARPA grants funded by the Institute of Museum and Library Services for the Palmer Public Library for Pandemic Modifications in the amount of \$45,295.**

WHEREAS, the City of Palmer Public Library provides services to 15,206 registered patrons and any community member that calls or walks through the library doors; and

WHEREAS, the City of Palmer Public Library needs improvements to address community and staff safety more directly during this ongoing pandemic and any future health predicaments; and

WHEREAS, the City of Palmer Public Library staff and patron safety precautions were quickly completed by staff to assist with COVID mitigation. Permanent solutions are necessary as well as updating technology to serve patrons; and

WHEREAS, the City of Palmer Public Library has been awarded \$45,295.00 from Federal ARPA grants funded by the Institute of Museum and Library Services for the Palmer Pandemic Modifications.

NOW, THEREFORE, BE IT RESOLVED, that the Palmer City Council hereby authorized the City Manager to accept, appropriate and execute the Federal ARPA grant funded by the Institute of Museum and Library Services for the Palmer Pandemic Modifications in the amount of \$45,295. The grant money will be used for the improvement of the circulation desk to provide adequate spacing between staff and secure plexiglass from the patrons, iPads and laptops for circulation that will be CIPA compliant with the ability to zoom, touchless faucets and water fountain systems, and to supply materials for STEAM and Craft kits for children to take home.

**Approved** by the Palmer City Council this 23<sup>rd</sup> day of November 2021.



Shelly M. Acteson, City Clerk



Steve Carrington, Mayor





**A. CALL TO ORDER:**

A special meeting of the Palmer City Council was held on May 3, 2022, in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL:**

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor	Sabrina Combs (Zoom)
Pamela Melin, Deputy Mayor	Richard Best
Carolina Anzilotti	

Unexcused absence:

Brian Daniels  
 Jill Valerius

Staff in attendance were the following:

John Moosey, City Manager (Zoom)	Shelly M. Acteson, CMC, City Clerk
Sarah Heath, City Attorney	Holly Dubose, Deputy City Clerk

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda

**Main Motion: Approval of Consent Agenda and Minutes**

Moved by:	Melin
Seconded by:	Anzilotti
Vote:	Approved
Action:	Motion Carried

**E. ELECTION CERTIFICATION**

1. **Resolution No. 22-016:** Accepting the Certificate of Canvass Board Results and Certifying the April 19, 2022, Special City Election

**Main Motion: Approval of Resolution No. 22-016**

Moved by:	Best
Seconded by:	Melin
Vote:	Approved
Action:	Motion Carried

## **F. AUDIENCE PARTICIPATION**

Jacki Ivie Goforth:

- Recited comments from Facebook.

Mike Coons:

- Encouraging Palmer Citizens to apply for City Council seats.
- Remarked on Council Member Daniels behavior at a prior meeting.

Erik Anderson:

- Congratulated recall efforts.
- Encouraged Council to submit a letter regarding Mat-Su Borough Ordinance 22-094.

## **G. RECORD OF ITEMS PLACED ON THE TABLE**

## **H. COUNCIL COMMENTS**

Council Member Combs:

- Thanked citizens of Palmer for allowing her to serve for the past 5 years.
- Thanked City employees for keeping the city moving.

Council Member Best:

- Thanked Alaska Farmland Trust for the opportunity to participate in “drive your tractor to work” day.

Deputy Mayor Melin:

- Thanked everyone who participated in the “Who Let the Girls Out” event
- Thanked Mr. Anderson for his information regarding ordinance.
- Thanked Council Member Combs for her service.

## **I. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 6:15 p.m.

**APPROVED this 24<sup>th</sup> day of May, 2022.**

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Shelly M. Acteson, CMC, City Clerk

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Steve Carrington, Mayor

**A. CALL TO ORDER:**

A regular meeting of the Palmer City Council was held on May 10, 2022, in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL:**

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor  
Richard Best  
Carolina Anzilotti  
Pamela Melin, Deputy Mayor

Staff in attendance were the following:

John Moosey, City Manager  
Sarah Heath, City Attorney  
Rosalie Kelly, Airport Superintendent  
Shelly M. Acteson, CMC, City Clerk  
Holly Dubose, Deputy City Clerk  
Brad Hanson, Community Development Director

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**1. Approval of Consent Agenda**

- a) **Action Memorandum No. 22-030:** Authorize the City Manager to Negotiate and Execute a 1-year Contract, with the Option to Renew up to Three Additional Years, with Combs Insurance Agency for Insurance Brokerage Services, not to Exceed \$30,000 for the First Year
- b) **Action Memorandum No. 22-031:** Confirming the Mayor’s Nomination of Beau Honeycutt for Appointment to the Airport Advisory Commission with Term ending December 31, 2024

**2. Approval of Minutes of Previous Meetings**

- a) April 12, 2022, Regular Meeting Minutes
- b) April 26, 2022, Regular Meeting Minutes

**Main Motion: Approval of Consent Agenda and Minutes as presented**

Moved by:	Anzilotti
Seconded by:	Melin
Vote:	Approved
Action:	Motion Carried

**E. COMMUNICATION AND APPEARANCE REQUESTS**

**F. REPORTS**

City Manager’s Report

City Manager John Moosey reported on the following:

- Formal introduction of Airport Superintendent Rosalie Kelly.
- Kudos to Brad Hanson for all his help with the Aviation Gathering Event.
- 25,000 People attended the Aviation Gathering on Saturday.
- Friday Fling starts this Friday.
- The Rodeo is coming back to Palmer due to high demand.
- Combs Insurance was awarded the insurance bid for the City.
- No bids were received for a newspaper bid put out to the community.
- Palmer clean up days will be taking place this weekend.

Council Member Best asked when the crosswalks will be painted to assist with pedestrian crossing. Manager Moosey said that he will consult with the Public Works Director.

#### Mayor's Report

Mayor Carrington reported on the following:

- Impressed by full parking lot and attendance on Saturday at the Aviation Gathering
- Spoke on Radio Free Palmer with host Mike Chmielewski
- Expanded on what he meant when he said a qualification for a council member was to be "brave"
- Upcoming Open Meetings Act refresher during a council meeting
- Next Tuesday will be council member interviews for the three vacant seats.

#### City Clerk's Report

City Clerk Shelly Acteson did not provide a formal report.

#### City Attorney Report

City Attorney Sarah Heath reported on the following:

- Appointment opinion and potential interview process given to council members to be discussed later in the meeting.

### **G. AUDIENCE PARTICIPATION**

Wesley Artz:

- Thanked council for signs being placed for parking issues.
- Thanked Palmer Police Department for helping with ongoing transient people issues.
- Thanked City of Palmer Public Works for maintaining Palmer's cleanliness.

Cindy Hudgins:

- Commented about council members having targets on their back and the importance of transparency.

Mike Chmielewski:

- Commented on the Mayor being featured on "Inside the City" on Palmer Free Radio.
- Noted a recent trip to Juneau and reiterated the importance of transparency.

Erik Anderson:

- Discussed City of Palmer Ordinance No. 21-018 concerning the council member appointment process.

Mayor Carrington noted that a memo clarifying the Council appointment process, provided by Attorney Heath, was available for public review.

**H. PUBLIC HEARINGS**

**1. Resolution No. 22-017:** Supporting Authorizing the City Manager to Negotiate and Sign a Memorandum of Agreement with the Mat-Su Tennis Association for the Rehabilitation of the Bill Hermann Tennis Courts and to spend \$25,000 and Appropriate and Authorize an Additional \$15,000 for Fencing, Signage Improvements, and Handicap Access

Brad Hanson, Community Development Director, provided an overview of the legislation.

Mayor Carrington opened the public hearing.

Erik Anderson:

- Provided his opinion regarding how City funds should be spent.

Cindy Hudgins:

- Questioned if other contributors are supporting the tennis court improvement project.

Council member Anzilotti:

- Requested clarification concerning the process in the event that the funds for the project are not all spent.
- 

Brad Hanson responded to Councilo inquiries.

Council Member Best applauded the successfulness of this project.

**Main Motion: To Approve Action Memorandum No. 22-020**

Moved by:	Melin
Seconded by:	Best
Vote:	Unanimous
Action:	Motion Carried

**I. UNFINISHED BUSINESS**

**J. NEW BUSINESS**

**K. RECORD OF ITEMS PLACED ON THE TABLE**

Memo from Sara Heath, City Attorney

**L. AUDIENCE PARTICIPATION**

Jackie Goforth:

- Emphasized her concern regarding by-mail ballot voting in Anchorage.

Erik Anderson:

- Disagreed with the memorandum regarding Council appointments written by the City Attorney.

**M. COMMITTEE OF THE WHOLE – Review Council Vacancies Appointment Process**

**Main Motion: To Enter Into Committee of the Whole**

Moved by:	Melin
Seconded by:	Best
Vote:	Unanimous
Action:	Motion Carried

No notes are required during this portion of the meeting.

**Main Motion: To Approve the Council seat vacancy process as described in the memo from the City Attorney, dated May 9, 2022**

Moved by:	Anzilotti
Seconded by:	Best
Vote:	Unanimous
Action:	Motion Carried

**N. EXECUTIVE SESSION**

**O. COUNCIL COMMENTS**

Council Member Anzilotti:

- Welcomed new employee Rosalie Kelly to the City of Palmer.
- Reminded Council about the Alaska Vintage Market this weekend at the fairgrounds.
- Thanked Police & Public Works for transient control.
- Would like to meet with Police Chief & Manager re: transient issues.

Deputy Mayor Melin:

- Welcomed Rosalie Kelly.
- Thanked Attorney Health for well thought out procedures for appointment.
- Thanked Wes from the Palmer City Bar for bringing forward his concerns.
- Acknowledged the Palmer Police Department for their contribution to the safety of the City.
- Asked Manager Moosey to provide a staff report of city assets at Palmer Museum.

Council Member Best:

- Concurred with Deputy Mayor Melin’s request for a staff report of city-owned items at Palmer Museum.
- Mentioned the drive your tractor to work event and how special it was for our community.

**P. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 7:28 p.m.

**APPROVED this 24th day of May, 2022.**

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

\_\_\_\_\_  
Steve Carrington, Mayor

# Mayor's Report for May 24, 2022

## Palmer City Council Basics

- **Home Rule City**

Palmer is a Home Rule City in the state of Alaska. This means quite a few things, but to start with it means we follow our Palmer City Charter and Palmer City Code.

<https://palmer.municipal.codes/>

- **Meeting Agendas**

Meeting agendas follow PMC 2.04.110 (yes it spells it out).

<https://palmer.municipal.codes/PMC/2.04.110>

- **Getting Recognized**

For council members wanting to ask a question or be recognized to speak to an issue, please turn on your mic and simply say “Mr. Mayor” – questions about procedures and process are encouraged.

- **Manager Form of Government**

Most of the city employees work the city manager. They don't work for the council.

Council members are encouraged to tour city facilities, but they need to set these up with the city manager at his discretion.

<https://palmer.municipal.codes/PMC/2.05.010>

- **14% Rule**

The Palmer City Council hires the City Manager, the City Clerk and the City Attorney.

Does that mean they work for you? Sort of. They work for the council collectively. An individual council member is about 14% in charge. This also means an individual council member can't speak for the council unless the council collectively has made a decision.

- **Getting things done**

So how do you get the council to make a decision on something? Two council members

can direct staff to prepare legislation to come back to the entire council ... unless the

council votes to override the request. The City Clerk, the City Manager and the Mayor

can put things on the agenda. Also 2 council members can as well. I believe the Clerk has

a simple form to submit to do this. The best way to start is to start talking to one or

more of these key people mentioned here.

<https://palmer.municipal.codes/PMC/2.07.007>

- **When in doubt**

When in doubt, ask a question.

## **Future City Council Meetings:**

June 14 Regular City Council meeting

City Manager's Review – Executive Session

## **Informational:**

[Gravel Trains | Alaska Railroad](#)

Gravel Train Traffic Reminder With spring comes Alaska's construction season, and an associated demand for gravel. We want to remind folks traveling to, from and around Palmer that gravel train traffic is resuming. The first trains to Palmer in 2022 began running in early May.

<https://www.alaskarailroad.com/corporate/community/gravel-trains>

## **Upcoming Projects:**

- **More Training for OMA (Open Meeting Act)**
- **City Manager's Review (June 14)**
- **Clarify gaps in the Code of Ethics and Conduct for Elected Officials (June)**

## **Upcoming Events:**

**Alaska Rodeo May 27-30<sup>th</sup> at Alaska State Fairgrounds. 2021 brought over 12,000 rodeo fans to the Alaska State Fairgrounds over a 3-day weekend. This year is a 4-day event including live music, vendors, carnival rides and much more.**

*Mayor Steve Carrington*





## PROCLAMATION

### RECOGNIZING THE PEOPLE'S PAPER & MAKING THE SCENE

**WHEREAS**, Josh Fryfogle created Making the Scene to provide a free and open-forum for anybody in the Mat-Su community to share their art, music, event, fundraiser, non-profit, or opinion; and

**WHEREAS**, Mr. Fryfogle created The People's Paper for local people to exercise their 1st Amendment right of free expression, at no cost to them; and

**WHEREAS**, Mr. Fryfogle also operate 95.5 The Pass radio station, allowing community members to call in community announcements at no charge; and

**WHEREAS**, Making the Scene, The People's Paper, and 95.5 The Pass sponsors, books, and produces many events in the Mat-Su; and

**WHEREAS**, One of their main priorities is supporting locally-owned businesses via their Vote Local Campaign and other events; and

**WHEREAS**, The Making the Scene, The People's Paper, and 95.5 The Pass prints 10,000 copies per issue and distributes to 200+ locations across the Mat-Su; and

**WHEREAS**, by the employment of Mr. Fryfogle's resources in presenting high quality popular entertainment as well as content that seeks to enlighten and stimulate, The Making the Scene, The People's Paper, and 95.5 The Pass has made themselves an essential part of the community.

**WHEREAS**, May 15<sup>th</sup> marked the 15<sup>th</sup> anniversary of The People's Paper & Making the Scene; and

**NOW, THEREFORE, IT IS PROCLAIMED** by the Mayor and City Council of the City of Palmer, Alaska, May 24, 2022, to be Making the Scene, The People's Paper, & The Pass 95.5 day.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 24<sup>th</sup> day of May 2022.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly Acteson, CMC, City Clerk



# Essential Guidelines for City Councils



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Follow these essential guidelines of parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

## ▶ BASICS

A quorum must be present for business to be done. Usually a quorum means a majority (more than half) of the voting members in office.

The chair runs the meeting in the service of the council. He is not the “boss” but serves as a facilitator, helping the council to hold free and fair discussion and make good decisions.

Ordinarily a councilmember must make a motion before any discussion begins. If there is no second, the motion is not taken up.

If a member makes a motion to amend the main motion, it is discussed and voted on before the main motion. After amending a motion, a vote must be taken on the main motion as amended.

After discussion, the chair calls for the vote and announces the result. The motion passes when a majority of those voting vote in favor, unless state law or your rules of procedure require a higher vote. This is different from the requirement for a quorum.

If someone “calls the question,” the chair must take a vote on whether to vote now or continue discussion. It takes a 2/3 vote to cut off discussion.

➔ over

[www.jurassicparliament.com](http://www.jurassicparliament.com)



## ► DISCUSSION

All members have equal rights, privileges and obligations. This means that discussion is not a conversation, but follows some important rules:

- The chair recognizes speakers in turn.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- Interrupting is not allowed.

Councilmembers must be courteous and respectful. They may not make inappropriate remarks such as personal remarks, insulting language, or comments that are irrelevant.

If a councilmember breaks the rules, the chair may correct him, or another councilmember may raise a point of order. The chair rules as to whether the point is correct, or not. A councilmember who disagrees with a ruling of the chair may appeal it. If another member seconds the appeal, the council decides.

The minority must be provided equal opportunity to debate, even if their views are unpopular. However, the decision of the majority voting at a meeting is the decision of the council as a whole.

## ► PUBLIC INPUT

Public hearings and other quasi-judicial proceedings must be run according to the requirements of state law.

Public comment sessions offer an opportunity for members of the public to inform the council of their views. We recommend not entering into back-and-forth exchanges. Community forums, one-on-one discussion, feedback forms on the website, surveys etc. are better channels for an exchange of views.

Under the First Amendment to the U.S. Constitution, the public is not bound by the same rules of decorum and courtesy as the councilmembers.

The public should not engage in clapping, booing, hissing or other disruptive actions, since they intimidate speakers, may suppress free speech, and impede the work of the council.

### **Essential Guidelines for City Councils**

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