



**MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, FEBRUARY 13, 2024
IMMEDIATELY FOLLOWING
THE REGULAR COUNCIL MEETING
CITY HALL BOARD ROOM**

Mayor Louismet opened the meeting at 9:15 p.m. Councilmembers in attendance included: Bill Walsh, Heidi Hughes, Andrea West, Kevin Edberg and Steven Engstran. Staff members in attendance included: City Manager Lindy Crawford, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

1. Parliamentary Procedure Discussion

City Attorney Gilchrist provided general information about parliamentary procedure. He described the purpose of procedural rules as a way to establish an orderly process that facilitates efficiency in conducting of a body's business in a way that achieves the will of the majority while protecting the rights of the minority. In January 2008, the City Council adopted a resolution making Robert's Rules of Order the official guide for conducting business meetings. City Attorney Gilchrist addressed various areas of the guide book, noting that only a small portion of the procedures pertain to "small boards", or City Council meetings, with some not being applicable or appropriate. For example, following Open Meeting Law requires strict regulations and there are specific protocols for closing a meeting.

Councilmembers and staff discussed several topics of parliamentary procedure, including fundamental use of a second motion; opportunities for public comment, specifically applicants; procedures for when amendments are proposed or withdrawn, or when an amendment is complete opposite of what staff is proposing; order of business relating to asking for motions and opening it up for discussion, and expectations of City Attorney Gilchrist during meetings for addressing parliamentary procedure.

City Attorney Gilchrist will provide a simple reference guide of commonly-used parliamentary procedures for consideration at a future Council meeting. There was no desire to consider alternative rules of order for conducting business.

Adjourned 10:08 p.m.