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|  <p style="text-align: center;">CITY COUNCIL POLICY</p> | CP 1-2 |
| | Category: General |
| | Department: City Clerk |
| TITLE: City Council Meeting Procedures | Approved: June 2, 2015 |

A. Purpose

These Rules of Procedures for City Council meetings are intended to establish a standard policy for the conduct of City Council meetings. The City of Peoria is governed by A.R.S. §§ 38-431, *et seq.*, which is commonly known as the "ARIZONA OPEN MEETING LAW." It is the Policy of the City Council that all public meetings be conducted in a timely and orderly manner; that notices, agendas, and minutes of public meetings be prepared, published, and distributed; that all documentation relating to the City's open public meetings be made available to the public; and that all issues as set forth above be done in general conformance with the laws, the City Charter, the City Code, this or any other Council Policy, applicable Rules of Conduct, Procedures, and Regulations governing same, and Robert's Rules of Order, Tenth Edition, 2004.

B. Definitions

1. "Agenda." As set forth in the Order of Business, an agenda is a formal listing of items to be considered by the City Council at a noticed public meeting of the City Council. The agenda may not be changed less than 24 hours prior to the public meeting.
2. "Adjourned Meetings." A meeting ended with the purpose to continue discussion and action on pending business to another date, ceasing discussion and action of all pending agenda items until such date.
3. "Council Packet." A compilation of documents whether physical or electronic supporting the items listed on the agenda to be used by Council, staff, and the public for more in-depth information than may be presented in an oral report.

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4. "Meeting." The gathering of a quorum of members of the City Council, as a result of a public notice and agenda, to take legal action or to deliberate regarding legal action to be taken in the future.
5. "Motion." A motion is a proposal by the Council that formal action be taken by the City Council.
6. "Notice." A formal announcement to the public that sets forth the date, time, and place for which a meeting of the City Council will be held. Giving formal notice of meetings is done as provided by Statute, Charter, Code, City Policy, or other Rules or Regulations of the City Council.
7. "Ordinance." An ordinance is a Council action establishing the public policy of the City. Public policy includes zoning issues, annexations or any abandonment, laws of the City, and such. The ordinance, in addition to being referenced by number and brief title in the minutes, will be recorded and maintained by the City Clerk's Office in numerical sequence as a permanent record of the City and codified into the adopted City Code or as provided by the Peoria City Charter.
8. "Presiding Officer." The Mayor, Vice-Mayor, or other designee, who presides over the meeting of the City Council.
9. "Point of Order." Point of Order is the motion to use if the Presiding Officer is failing to operate within the City Council Meeting Procedures. The effect of the motion alerts the membership to a breach of procedure as well as requires the Presiding Officer to defend a ruling.
10. "Proclamation" a written document which may be presented by the Mayor at a Council meeting or simply noted on the Agenda recognizing a person, place, event or organization.
11. "Quorum." A quorum is the minimum number of members of the City Council who must be present in order for business to be legally transacted. With a seven-member body, a quorum is four members, unless otherwise provided by law.
12. "Resolution." A resolution is a formal form of a motion utilized to memorialize policy of the City. The resolution, in addition to being referenced by number and brief title in the minutes, will be recorded as provided by law and maintained by the City Clerk's Office in numerical sequence as a permanent record of the City. Resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another

governmental agency, or where the frequency of future references back to its contents warrants a separate document to facilitate such future reference and research. Effective dates of resolutions shall be as provided by law.

C. Meetings

1. The City Council of the City of Peoria shall meet at such times and at such places as ~~determined by City Council, adopted by the City Council at the first meeting held each year. The City Council shall meet no less frequently than once each month.~~ No meeting shall be held on a State of Arizona or City legal holiday. A "Call to the Public" may be provided at the discretion of the Presiding Officer.
 - a. Regular Meetings. Regular Meetings are held for the purpose of discussion or action of the Council on various issues deemed necessary to further the business of the City. Regular Meetings may include Consent Agenda items.
 - b. Special Meetings. Special Meetings may include Consent Agenda items. The Council may consider all those items on the Consent Agenda for the special meeting as a single item, unless the Mayor or Councilmember removes the item for individual discussion at the Special Meeting. Special Meetings may be held separately or in conjunction with any other meeting type.
 - c. Study Sessions. Study Sessions are held for the purpose of presentations and discussions on such issues that require more in-depth consideration of the City Council. No formal action of the City Council may be taken at such meetings, other than general consensus or conveying direction to staff for further action. These meetings shall not provide for a "Call to the Public".
 - d. Adjourned Meetings. Any meeting may be adjourned to a time, place, and date certain, but not beyond the next Regular Meeting.
 - e. Additional Meetings. Additional Meetings may be called by the Mayor, ~~by the common consent of four members of the Council~~ or by written request of three or more members of the City Council submitted to the Mayor. Pursuant to the City Charter, additional meetings may also be called by written request of three or more members of the Council to the City Manager and City Clerk, regardless of the concurrence of the Mayor. ~~and copied to the City~~

~~Clerk, as provided by the Peoria City Charter.~~ Additional meetings shall be titled as a Special Meeting.

- f. Executive Sessions. As provided by State law (Arizona Revised Statutes §38-431.03), the City Council may meet in CLOSED Executive Sessions as deemed necessary by the Mayor and City Council.
- g. Emergency Meetings. The Mayor and Council may call a Special Emergency Meeting to discuss or take action on an unforeseen issue where time is of the essence and sufficient time does not provide for the posting of a meeting notice 24 hours or more before the meeting in accordance with the Arizona Open Meeting Law. Notice of an Emergency Meeting of the Mayor and Council will be posted in accordance with the Arizona Open Meeting Law. Emergency Meetings shall not provide for a "Call to the Public".

D. Agenda Preparation

- 1. Agendas. The City Clerk, or designee, shall prepare agendas for all meetings of the City Council. Agendas of all meetings of the City Council shall be available no less than 24 hours prior to each meeting.
- 2. Non Executive Session Agenda Item Submittals. All City Departments will submit items for placement on the Council Agenda, as well as all attachments thereto, to the City Clerk's Office in accordance with timelines outlined by the City Clerk's Office.
 - a. City Councilmembers may submit items for placement on the Council Agenda by written request to the Mayor at least two weeks prior to the date of the Council meeting they are requesting the item to be addressed. ~~or City Manager.~~ The Mayor shall work with the Councilmembers and the City Manager to obtain the necessary documentation for placement on a Council Agenda. Pursuant to the City Charter, a written request by ~~three~~ or more members of the Council shall be filed with the City Manager and City Clerk and placed on the agenda. ~~regardless of the concurrence of the Mayor.~~
 - b. The Mayor may submit items for placement on the Council Agenda by providing notice to all Councilmembers. The Mayor shall work with the City Manager to obtain the necessary documentation for placement on a Council Agenda.

- c. The City Manager may submit items for placement on the Council Agenda by providing the appropriate documentation to the City Clerk's Office.

3. Executive Sessions. City Departments may request through, the City Manager, ~~the City Manager's Office or the City Attorney that an item may be submit items to the City Clerk's Office for~~ placement on the agenda for City Council Executive Session discussion by obtaining prior approval of the City Manager through the Mayor~~Mayor through the City Manager. The City Manager shall be copied on such submissions.~~

- a. The Mayor may submit items for Executive Session discussion by providing notice to all Councilmm-Members, City Manager and City Attorney.

- b. The Mayor, City Manager, and City Attorney shall review the items for Executive Session discussion to ensure that the item is legally permissible to be discussed in Executive Session pursuant to A.R.S. § 38-431.03, prior to submission to the City Clerk's Office.

E. Council Packets

1. Full Council packets contain the agenda and all supporting documentation related to the items on a Council Agenda for all noticed meetings of the City Council. ~~Full p~~Packets for noticed meetings of the City Council are delivered or distributed to the City Council (with the exception of Executive Session documentation).

- ~~2. Redacted packets contain the agenda and supporting documentation related to items that do not contain confidential information. Redacted packets will be made available as prescribed in City Code, Chapter 2, Sec. 2-201.~~

3. Supplemental documentation is documentation that was not received at the time a packet was originally printed and will be made available through the City Clerk's Office upon receipt.

- ~~4. Delivery of Packets to Councilmembers. The City Council packet for all City Council meetings shall be provided to Councilmembers in accordance with practices outlined by the City Clerk's Office.~~

F. Meeting Notices

1. Preparation and Posting of Notices.

- a. Preparation. The City Clerk, or designee, shall prepare all public meeting notices of the City Council, and shall ensure posting of a meeting notice no less than 24 hours before the date and time set for said meeting in accordance with A.R.S. § 38-431.02(C).
- b. Posting Locations. All City Council meeting notices shall be posted on the City's website and at any other~~in accordance with practices such- location(s) as outlined by the City Clerk's Office~~adopted by the City Council.
- c. Emergency Meetings. Notices and agendas for Emergency Meetings of the City Council shall be posted according to the current Arizona Revised Statutes, and upon the advice of the City Attorney.
- d. Annual Notice Posting. The City Clerk, or designee, not later than January 2nd of each year, shall post a public notice for adopted City Council meetings, stating the date, time, and place of the meetings, and where copies of the agendas may be obtained.

2. Publication of Notices and Agendas.

- a. The City Clerk, or designee, shall ensure that the Mayor and Council receive copies of all City Council meeting notices and agendas, and any documentation provided for said meeting no less than 24 hours prior to the meeting.
- b. The City Clerk, or designee, shall ensure that City Council meeting notices, agendas, and documentation, as deemed necessary, are made available to the City Manager, Deputy City Managers, City Attorney, Department Directors, Press, and others as directed by the Mayor through the City Manager, no less than 24 hours prior to said meeting.
- c. The City Clerk, or designee, may amend a published agenda as follows:
 - 1) No less than 24 hours prior to the designated meeting; and
 - 2) Upon receipt of direction from the City Manager or Mayor.

G. Meetings to Be Public

1. With the exception of Council Executive Sessions, all meetings of the City Council shall be open to the public. No person present at any executive session shall use any electronic device during the executive session that is capable of sending e-mail, text or any other form of electronic communication to any person inside or outside of the executive session. Violations of this may be addressed by the Council or City Manager in the case of staff under the City Manager.
 2. All public meetings may be recorded or photographed by means of audio, video, or photographic equipment as long as there is no interference in the orderly conduct of the meeting, and that said equipment is placed in non-hazardous locations as designated by the City's Facility Management staff.
- H. Order of Business. The Order of Business of each meeting is contained in the agenda as prepared by the City Clerk's Office. The agenda shall include topic and a brief description of the subjects that shall be taken up for consideration.
1. The Presiding Officer, or the City Council by consensus, may consider items out of sequence from the printed agenda for the meeting.
 2. In the event of an emergency, action may be taken on items not listed on the agenda; however, the action must be subsequently noticed in accordance with the Open Meeting Law.
 3. Call to Order. The meeting of the City Council shall be called to order by the Presiding Officer. If a Mayor Pro Tem has not been selected, in the absence of both the Mayor and Vice Mayor, the meeting shall be called to order by the City Clerk; whereupon, the City Clerk shall immediately call for the selection of a temporary Presiding Officer.
 4. Roll Call. Following the Call to Order and the Pledge of Allegiance, and before proceeding with the business of the City Council, the Presiding Officer shall direct the City Clerk to call or note the Roll, and the names of Councilmembers both present and absent as determined by the Clerk shall be entered into the minutes.
 5. Proclamations. ~~After the Roll Call, t~~he Agenda may contain a list of proclamations issued by the Mayor. Such proclamations need not be read or require any official action.
 6. Technological devices and attendance

a. Under the Open Meeting Law, the City Mayor may permit members to attend by teleconference. ~~A.R.S. § 38-431 permits attendance by technological devices when such members are outside Maricopa County, Arizona on the date and time of the meeting.~~

b. The policy of the City is to allow public notice and attendance of Council Meetings. In furtherance of that policy, Councilmembers shall not use any electronic device capable of sending messages to other Councilmembers or outside parties for that purpose during the public Council meeting. Councilmembers should only use electronic devices for the purposes of accessing stored information on the device or on the city's electronic network during the open public meeting.

7. Public Comment.

a. General. At the pleasure of the Mayor, individuals may address the City Council on any subject pertaining to or related to City business, whether listed on the agenda or not, and according to the prescribed schedule. However, the Mayor and City Council may not respond to such item unless the matter is listed on the agenda.

b. Speaker Request Form. All citizens and interested parties wishing to speak before the Council shall fully complete a Speaker Request Form and submit the form to the City Clerk, or designee prior to the meeting being convened. The completed forms are a public record and will be retained by the City Clerk's Office in accordance with the current State Records Retention Schedule. ~~the Official Files and are a public record.~~

c. Call to the Public. Presentation of petitions, or public comments on non-agenda items are heard under "Call to the Public".

1) The Presiding Officer may limit the number of speakers heard on non-agenda topics at any single meeting. If it appears that several speakers desire to speak regarding a single topic, the Presiding Officer will limit the number of speakers to a maximum of five.

2) All citizens and interested parties will be limited to a maximum of 3 minutes to address the Council on a non-agenda item. The time limit may be waived by the Presiding Officer.

- d. Speaker Decorum. Proper decorum must be observed by speakers in providing testimony and remarks.
- 1) During a Council meeting, no person except City Officials shall be permitted within the table area in front of the Council dais without the invitation or consent of the Presiding Officer.
 - 2) Any member of the public desiring to address the Council shall proceed to the podium after having been recognized by the Presiding Officer. At the podium, the speaker shall clearly state their name for the record. Provisions may be made for those individuals whose physical limitations prohibit them from accessing the podium area.
 - 3) The Presiding Officer shall keep control of the meeting, and require that the speakers refrain from abusive or profane remarks, disruptive outbursts, protests, or other conduct which disrupts or interferes with the orderly conduct of the business of the meeting.
 - 4) It is inappropriate for the speakers to question directly, or debate the matter under consideration with staff, other speakers, the audience, or members of the Council. All comments should be addressed through the Presiding Officer. After being recognized by the Presiding Officer, Council may question the speakers, any applicant's representatives, or City staff. Except when answering a direct question from a Councilmember, all remarks will be addressed to the Council as a whole and not to individual members.
 - 5) Personal attacks on Councilmembers, City staff, or members of the public are not allowed. Oral communications during the City Council meeting may not be used to lodge charges or complaints against any employee of the City, regardless of whether such employee is identified in the presentation by name or by any other reference, which tends to identify the employee. Any such charges or complaints against employees shall be submitted during normal business hours to the City Manager for appropriate action.
 - 6) It is inappropriate to utilize the public hearing or other agenda item for the purpose of making political speeches, including threats of political action. Engaging in such

conduct, and failing to cease such conduct upon request of the Presiding Officer, will be grounds for ending a speaker's time at the podium or, at the direction of the Presiding Officer, for removal of any disruptive person from the meeting room.

- 7) After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission of the Presiding Officer.
- e. Documents. Exhibits, letters, petitions, and other documentary items presented or shown to the City Council on a public hearing item become part of the record of the public hearing. Twelve collated sets of written or graphic materials should be provided by the speaker prior to the commencement of the hearing to allow for distribution to the City Council, key City staff, and a copy for the City Clerk to include in the public record of the hearing. Reduced copies (8 1/2" x 11") of large graphic exhibits should be provided as part of the sets of materials for distribution as provided above. This requirement may be waived for signed petitions submitted by neighborhoods or other citizen groups, although these groups are required to present the originals to the City Clerk for the Record, and are encouraged to provide copies as set forth above.
 - f. Scheduled Public Appearance. This item allows a citizen to speak on a specific item before the Council, including presentation of petitions, with the process being as follows:
 - 1) A Scheduled Public Appearance Form is obtained from the City Clerk and, when completed, is returned to the City Clerk for submission to the City Manager.
 - 2) The City Manager (or designee) shall research the issue to determine if it may be handled administratively or will require Council discussion. If it is determined that the matter should be placed before the City Council, the City Manager shall ensure that documentation, if any, is compiled, and the material forwarded to the City Clerk in the same manner as other issues needing to go before the Council. If the City Manager determines that the subject should not be placed on a Council Agenda, an individual wishing to have an item on the agenda as a "Scheduled Public Appearance" may ask that the request be forwarded to the Mayor for consideration or obtain the written

request of three members of the City Council, and submit that request to the City Clerk.

- 3) At the direction of the Mayor or City Manager, the City Clerk shall place the item on an agenda of the City Council, and shall advise the citizen of the date and time of the meeting.
 - 4) At the direction of the Mayor or City Manager, a “Scheduled Public Appearance” may include a specific action item if placed on a Council Agenda.
 - g. Call to the Public - Agenda Item. At the appropriate item on the agenda, the Presiding Officer will, in the order in which the Speaker Request Form was received, call by name each individual who has asked to speak on a specific agenda item. Those speaking before Council will be allowed 3 minutes to address the Council, but time limits may be waived by the Presiding Officer. ~~upon consensus of the Council.~~
8. Reports by the City Manager. The City Manager or his designees may briefly report regarding activities occurring in the City or that may be impacting the City. ~~Such reports shall be listed under this item.~~
 9. Reports by Members of the City Council.
 - a. ~~a.~~—Any Councilmember may briefly report to the City Council regarding activities that the Councilmember has participated in on behalf of the City—. Reports may not involve items that will be the subject of future Council discussions.
 1. If a Councilmember wishes to display a city-produced advertisement or video, the Councilmember must submit the media to the City Clerk’s Office at least one week prior to the Council meeting.
 2. The media will be reviewed by the City Manager, and the Mayor will make a final determination on whether the media may be displayed during that Councilmember’s report at the Council meeting.
 3. Any media provided on a personal thumb drive or other removable media mechanism must first be reviewed by the City’s Information Technology Department for security purposes.
 4. Displayed media should be no longer than —3 minutes in length.

4-5. Displayed media must adhere to all other relevant and applicable laws and policies.

- b. In addition to information allowed to be presented by a Councilmember, the Mayor may also use “Reports from Mayor” to announce appointments to ad hoc Committees, provided such appointments are specifically listed on the agenda.
 - c. The Mayor may briefly report to the City Council regarding activities that the Mayor has participated in on behalf of the City. The Report from the Mayor may not involve items that will be the subject of future Council discussions. If the Mayor desires to report on a number of non-action items, they shall be listed under the Report from the Mayor Item
10. Adjournment. The open public meetings of the Mayor and City Council may be adjourned without motion and vote.
- I. Participation at Meetings of the Council.
1. Debate. The Presiding Officer may debate, subject to such limitations of debate as are imposed on all Councilmembers as defined in Robert’s Rules of Order. He/she shall not be deprived of any of the rights and privileges of a Councilmember by reason of his/her status as Presiding Officer. If the Presiding Officer desires to personally engage in extended debate on questions before the Council, or to either move or second a motion, he/she should turn the Chair over to the Vice Mayor, or another Councilmember until action on the issue under discussion has been completed.
 2. Question to be Stated. The Presiding Officer shall state the substance of each motion that has been seconded and called for a vote. Following the vote, the Presiding Officer shall verbally announce whether the motion carried or was defeated.
 3. Decorum and Order.
 - a. Presiding Officer. The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak unless they have first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

- b. Councilmembers. Any Councilmember desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, may speak.
 - c. Employees. Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applied to members of the Council. The City Manager shall ensure that all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the Council or members of the public shall first be recognized by the Presiding Officer.
 - d. Public. Members of the public attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Unauthorized remarks, demonstrations from the audience, or other conduct which disrupts or interferes with the orderly conduct of the business of the meeting shall not be permitted by the Presiding Officer, who may direct a Police Officer present to remove such offender(s) from the room.
4. Enforcement of Decorum. A sworn peace officer of the State of Arizona shall attend each meeting of the City Council, and is designated as the ex-officio Sergeant-at-Arms of the Council. It shall be the duty of the Sergeant-at-Arms to preserve the peace and civility of the meeting and follow the directions of the Presiding Officer within the laws and ordinances of the State of Arizona and the City of Peoria.
5. Conflict of Interest. All Councilmembers are subject to provisions of the Arizona Revised Statutes, City Charter and City Code relative to conflicts of interest. Any Councilmember declaring a conflict of interest must leave the dais and is encouraged to move to the Council Chamber Executive Session Conference Room during debate and vote on the issue.
6. Procedures in Absence of Rules. In the absence of a rule herein, Robert's Rules of Order shall be used to govern a point or procedure.
7. Rulings of Presiding Officer Final, Unless Overruled. The Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any decision or ruling of the Presiding Officer shall be final. The Presiding Officer, or Council by majority vote of those present, may suspend strict observance of any Policies, Rules, Regulations or Procedures, and any applicable provision of Robert's Rules for the timely and orderly progression of the meeting.

8. Appeal the Ruling of the Presiding Officer. Immediately following the Presiding Officer's ruling, a motion to appeal the ruling can be made by any member of the Council. The motion must be seconded and deemed a precedential motion. The ruling can be overridden or suspended by a majority vote of the Councilmembers present and voting. If not appealed, the Presiding Officer's ruling shall be binding and legally effective for purposes of the matter under consideration.

- J. Motions. In order to introduce and place an item before the City Council for debate and possible action, a motion must be made.
 1. Processing of Motions.
 - a. ~~When a motion is made and seconded, it shall be repeated by the Presiding Officer or Clerk before Council may debate the issue.~~ A motion may not be withdrawn by the movant -without consent of the member seconding.
 - b. Prior to discussion commencing on a motion, the movant may modify the motion with the concurrence of the second, or if the mover modifies the motion, the member who seconded has the right to withdraw the second. The modified motion must either be seconded or be deemed to have died for lack of a second.
 - c. Prior to discussion on the motion, a member of the City Council may request the mover accept a modification to the original motion. If the proposed modification is accepted by the original movant and the second concurs, the modified motion is considered to be on the table.
 2. Division of Question. If the question contains two or more parts, the Presiding Officer may, and upon request of a Councilmember shall, vote on each part separately.
 3. Precedence of Multiple Motions. When a motion is made, only the motions listed below may be considered while the original motion is pending. If multiple motions from the following list are made while the original motion is pending, the precedence of the motions shall be considered in the following order:

Fix the time to adjourn
Adjourn
Recess

Raise a question of Privilege
Call for Orders of the Day
Lay on the Table
Previous Question
Limit or extend limits of debate
Postpone to a certain time (Definite)(Same as “Carry Over” or
“Continue”)
Commit (Refer or remand to a Committee)
Amend
Postpone Indefinitely (“Kills”)
Main Motion

4. Motion to Postpone Indefinitely. A motion to postpone indefinitely is used to effectively “kill” a main motion. A motion to postpone is debatable. Debate on the motion to postpone indefinitely can go fully into the merits of the main motion and can be held after the motion is considered pending (a motion and second has been made and restated by the Presiding Officer).
5. Motion to Lay on the Table. A motion to table is used to temporarily postpone action on a pending motion. A motion to table may not be used to “kill” a main motion and cannot be amended or debated. If the motion to table prevails, the matter may be “taken from the table” at any time prior to the end of the next scheduled meeting containing regular agenda items.
6. Motion to Limit or Terminate Discussion. A motion to limit or terminate discussion shall be used to limit or close debate on, or amend the main motion. A motion to limit or terminate discussion cannot be debated and can be amended only as to the length of speeches or when the vote will be taken. In order to pass, a motion to limit or terminate requires a two-thirds vote of the Council. If the motion to limit or terminate discussion fails, debate on the main motion shall be reopened.
7. Motion to Amend.
 - a. A motion to amend must be related to the pending motion on the floor and can be debated. Only two amendments may be pending at any one time.
 - b. Amendments shall be voted on first. Adoption of the amendment does not adopt the motion; it only changes the motion on the floor. After adoption of the amendment, the motion may be further amended.

- c. A substitute motion must be related to the subject. The vote is taken on whether the substitute motion will replace the main motion.
- 8. Motion to Continue. A motion to continue to a definite time can be amended and debated only as to the appropriateness of postponement and time set.

K. Voting Procedure

1. Casting a Vote.

- a. In acting upon every motion, the vote shall be taken by casting a mechanical yes/no vote, voice, or roll call or any other method as determined by the Presiding Officer by which the vote of each member of the City Council may be ascertained clearly.
- b. The vote on each motion shall be entered in the records by number of votes for or against. Members casting a vote in the minority shall be identified by name in the record. The record also shall include the name/s of any member not casting a vote by reason of being absent from the room at the time of the vote.
- c. If a Councilmember has declared a Conflict of Interest and is absent during the roll call vote, the City Clerk shall include "Absent for the Vote due to a declared Conflict of Interest" in the official minutes as part of the results of the vote.
- d. If the roll call method of voting is used, the City Clerk shall call the names of all members in accordance with practices outlined by the City Clerk's Office.
- e. Councilmembers shall not explain their vote during the voting process.

2. Failure to Vote.

- a. All members of the City Council are required to vote, pursuant to Article II, Section 18 of the Peoria City Charter and the Peoria City Code (1992), unless the issue involves the conduct of the member or a declared conflict of interest.

- b. Should a member fail to vote, his/her "vote" shall be counted with the majority of votes cast; however, in the event of a tie vote, his/her "vote" shall be counted as a "No".
3. Reconsideration. Any member of the City Council who voted with the majority on an item may move for reconsideration. Reconsideration of any item must be held no later than the first regular meeting following the meeting where the item was acted upon. After a motion for reconsideration has been acted upon, no other motion for reconsideration thereof shall be made without the unanimous vote of the Council.
4. Tie Votes. A tie vote is a lost vote as a majority was not obtained.

L. Minutes of Council Meetings

1. The City Manager shall ensure staff attendance at all meetings of the City Council for the purpose of producing minutes of each meeting to be kept on file and of record in the Office of the City Clerk.
2. To the extent possible, all open public meetings shall be recorded by means of audio or video technology and retained as provided in the current applicable retention schedule.
3. All minutes of the City Council are deemed to be Public Records. However, Executive Session minutes are not subject to public disclosure.
4. Minutes of Executive Sessions (and if taped, the tape recordings) shall be confidential, are maintained and secured by the City Clerk, and may be accessed only as provided by Arizona Revised Statutes. Any confidential documentation provided to the City Council and used during Executive Session discussion shall be provided to the City Clerk, who shall maintain and secure the documentation. Such documentation is a public record and may be subject to disclosure unless independently confidential by law.
5. Minutes of all Open Public Meetings of the City Council may be approved under the Consent Agenda, unless removed for discussion and separate action.
6. ~~Minutes of all meetings of the City Council are available through subscription for a fee as determined by ordinance of the City, and are available through the City's Web site.~~

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APPROVED:



Cathy Carlat, Mayor

APPROVED AS TO FORM:



Stephen ~~M. Kemp~~J. Burg, City Attorney

Adopted: 08/26/98, CC #258-8C [Prior Numbering: PPR Section 1-9]
Amended: 7/10/07, CC #SS3B
Amended: 1/05/10, CC #9R
Amended: 1/07/14, CC #28R
Amended: 6/02/15, CC #8C