

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 08 / 28 / 20

Date of meeting 09 / 02 / 20

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

Andrew P. Doman, City Attorney

Address: Lake City Law Group, 435 W. Hanley Ave., Coeur d'Alene, ID 83815

Phone number and email address: (208) 664-8115

Authorized by: Andrew P. Doman, City Attorney

name of City official

City official's signature

Subject: Meeting Rules of Order and Procedure

Summary of what is being requested: Adopt Robert's Rules of Order as the official parliamentary procedure governing City Council meetings, as well as City Planning and Zoning Commission and other

City public meetings.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No Budgeted? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

Sandpoint City Elected Officials

Yes

Sandpoint City Commissions and Committees

Yes*

**Staff liaisons will notify.*

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: No need

4. Is an enforcement plan needed? Yes No Additional funds needed? Yes No

5. Have all the affected divisions been informed about this agenda item? Yes No

This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: August 28, 2020

TO: MAYOR AND CITY COUNCIL

FROM: Andrew P. Doman, City Attorney

SUBJECT: Meeting Rules of Order and Procedure

DESCRIPTION/BACKGROUND: A standard of parliamentary procedure is necessary for the purpose of maintaining order and consistency during meetings. Throughout the City's history, *Robert's Rules of Order* governed City Council meeting procedure, until 2012, when it was replaced by a handbook published by Washington State University. The National Association of Parliamentarians (NAP) bases its opinions and instruction on *Robert's Rules of Order Newly Revised* (often abbreviated RONR), which is, according to the NAP and commonly understood to be, the most widely used parliamentary authority in the United States, first published as the *Pocket Manual of Rules of Order for Deliberative Assemblies* in 1876 and, since that time, expanded and updated several times, with the current/11th edition published in 2011. The 12th edition, scheduled to be released September 1, 2020, contains new provisions for electronic meetings, among other updates.

STAFF RECOMMENDATION: Adopt *Robert's Rules of Order* as the official parliamentary procedure governing City Council meetings, as well as City Planning and Zoning Commission and other City public meetings.

ACTION: Approve the proposed Ordinance, which will amend Sandpoint City Code Title 1, Chapter 5, Section 3-N-1, Rules of Order: Procedure, and approve the Ordinance Summary.

WILL THERE BE ANY FINANCIAL IMPACT? No, not outside of the adopted budget.

HAS THIS ITEM BEEN BUDGETED? Newspaper publication of adopted ordinance summaries, as required by State law, is included in the City budget. Assuming the City wishes to purchase one or more copies of the new 12th edition of RONR, expenditures for the purchase of such relevant reference materials is included in the City budget.

ATTACHMENTS: Proposed Ordinance and Summary

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING CHAPTER 5 OF TITLE 1, SANDPOINT CITY CODE, PERTAINING TO MEETING RULES OF ORDER AND PROCEDURE; PROVIDING THAT THIS PROVISION SHALL BE DEEMED SEVERABLE AND THAT REMAINING SECTIONS OF SANDPOINT CITY CODE SHALL NOT BE AFFECTED BY A FINDING THAT THESE PROVISIONS ARE UNLAWFUL OR UNENFORCEABLE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: A standard of parliamentary procedure is necessary for the purpose of maintaining order and consistency during meetings;

WHEREAS: Throughout the City's history, *Robert's Rules of Order* governed City Council meeting procedure, until 2012, when it was replaced by a handbook published by Washington State University;

WHEREAS: The National Association of Parliamentarians (NAP) bases its opinions and instruction on *Robert's Rules of Order Newly Revised* (often abbreviated RONR), which is, according to the NAP and commonly understood to be, the most widely used parliamentary authority in the United States, first published as the *Pocket Manual of Rules of Order for Deliberative Assemblies* in 1876 and, since that time, expanded and updated several times, with the current/11th edition published in 2011; and

WHEREAS: With the 12th edition scheduled to be released September 1, 2020, containing new provisions for electronic meetings, among other updates, the City desires, at this time, to return to reliance on *Robert's Rules of Order* to govern parliamentary procedure during City Council meetings, as well as other public meetings held by the City of Sandpoint, including Planning and Zoning Commission and other City commission and committee meetings.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Sandpoint:

Ordinance Section 1: That Sandpoint City Code Title 1, Chapter 5, Section 3-N-1, is hereby amended as follows:

1. Procedure: The parliamentary procedure of city council meetings, as well as city planning and zoning commission and other public city meetings, shall be governed by ~~“Parliamentary Procedure Made Easier”, latest edition, published by Washington State University, a copy of which is on file in the city clerk's office~~ the latest edition of *Robert's Rules of Order* (aka *Robert's Rules of Order Newly Revised*, abbreviated RONR).

Ordinance Section 2: Repeal and Severability

- A. That any provisions of the *Sandpoint City Code* found to be inconsistent with this Ordinance be and the same is hereby repealed.
- B. Should any provision of this ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this ordinance.

ORDINANCE NO. _____

Ordinance Section 3: Effective Date

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED BY THE CITY COUNCIL as an Ordinance of the City of Sandpoint on the _____ day of _____, 2020.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

SUMMARY OF CITY OF SANDPOINT
ORDINANCE NO. _____
Meeting Rules of Order and Procedure

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING CHAPTER 5 OF TITLE 1, SANDPOINT CITY CODE, PERTAINING TO MEETING RULES OF ORDER AND PROCEDURE; PROVIDING THAT THIS PROVISION SHALL BE DEEMED SEVERABLE AND THAT REMAINING SECTIONS OF SANDPOINT CITY CODE SHALL NOT BE AFFECTED BY A FINDING THAT THESE PROVISIONS ARE UNLAWFUL OR UNENFORCEABLE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

A summary of the provisions of Ordinance No. _____, amending Sandpoint City Code Title 1, Chapter 5, Section 3, is as follows:

Section 1 amends Sandpoint City Code Title 1, Chapter 5, Section 3-N-1, with the adoption of *Robert's Rules of Order* as the official parliamentary procedure governing City Council meetings, as well as City Planning and Zoning Commission and other public City meetings.

Sections 2 and 3 provide for repeal and severability, publication, and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Melissa Ward, City Clerk

Newspaper publication date: _____