

ORONOCO CITY COUNCIL MEETING PROCEDURES

Welcome to the meeting of the Oronoco City Council. We are extremely pleased that you have shown your interest in city affairs by attending this meeting.

This handout has been prepared to familiarize you with the function and organization of the City Council and to outline for you the procedures that must be followed if you wish to actively participate in the meeting.

Thank you for attending and we wish to invite you to attend our future meetings.

Council Members

The Oronoco City Council is composed of four (4) council members and the Mayor. Council Members are elected to serve four-year, overlapping terms and the Mayor serves a two-year term. The Mayor is the presiding officer over the meeting and retains the same voting privileges as the other Council Members. The election of Council Members takes place on the second Tuesday in November during even-numbered years, and all members are elected at large. New Council Members take office on January 1st following the election.

Your Council Members this year are:

Mayor Ryland Eichhorst
Councilor Trish Shields
Councilor Beau Hanenberger
Councilor Carl Krause
Councilor Nancy Quimby

Council Meeting

The City Council meets on the Third Tuesday of each month. The meetings begin at 7:00 p.m. and are held at the Oronoco City Hall. There is always the possibility of conflict, necessitating a change in meeting date. There are also instances when a special meeting must be called to consider certain specified actions. In both instances, the residents will be informed of such meetings via the website and posting on the bulletin board in City Hall. All meetings of the full Council (regular and special) are open to the public.

COUNCIL ACTIONS

The City Council must have a *quorum*, or three members, present before it can take official action. Most board actions may be approved by a simple majority of the membership present.

The City Council has complete and final control over local city matters subject only to the limitations imposed by state law, administrative regulations set forth by agencies of the state, and of course, the will of the local residents as expressed in city elections.

PUBLIC PARTICIPATION AT REGULAR COUNCIL MEETINGS

Meetings of the City Council will follow a standard agenda. No item of business shall be considered unless it appears on the agenda for the meeting, or is approved for addition to the agenda by a majority vote of the Council Members present.

The Council allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. The Mayor (or other presiding officer) will provide the audience with this opportunity during the "Public Forum" portion of the meeting. The protocol for speakers to use in addressing issues with Council is found on the back of this sheet. Speakers are encouraged to comment on any aspect of City business, but direct or inferred comments on personality conflicts with Council or staff members will not be allowed. Personnel matters are also not appropriate

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topics as they are protected by data practice laws and such matters shall be considered in closed session as arranged by Council. Speakers who make personal attacks or campaign endorsements or statements will lose the privilege of addressing the Council in the "Public Forum."

Audience members will not be allowed to speak out during the Regular Council meeting unless they are requested to do so by the Council. Under no circumstances will disturbances or interference with the Council Meeting be tolerated.

Council agenda information is available for review at the City Hall from 9:00 a.m. to 3:30 p.m. on or on the City's website.

Thank you for coming!

PROCEDURES FOR PUBLIC FORUM/PUBLIC HEARINGS

In an effort to provide for full and open communication with the public, the City Council uses a "Public Forum" and/or public hearings to gather information via public input. Please refer to the following Guidelines and Procedures:

GUIDELINES

- The "Public Forum" segment of the Meeting shall be the first agenda item.
- The "Public Forum" affords citizens the opportunity to address the Council on a topic of your choice.
- The Council will not act upon a speaker's topic at that meeting unless it is already on the Agenda. If requests are made by the speaker, they will be referred to administration or the proper department and/or committee for review and appropriate consideration.
- Private or confidential data will not be discussed at public meetings. A speaker may not address criticism toward an individual employee during the "Public Forum." Complaints regarding employee misconduct shall be handled privately as provided by the City's Citizen Complaint Policy.
- **Handouts should be submitted to the City office no later than 12:00 p.m. on the Wednesday before the meeting. Handouts should not be submitted at the meeting. All handouts will become public documents once they are submitted.**

PROCEDURE

1. Prior to speaking, please register by writing your name and address on the sign-up sheet at the podium.
2. Begin by stating your Name and Address for the record, and then provide your comments. Speak clearly so that all may benefit from your remarks. Speakers are to remain at the podium while speaking and not approach the Council table.
3. Speakers must direct their comments to the City Council as a whole and not to one particular member, employee, or other person present.
4. Those persons wishing to speak must wait for their turn to speak as to eliminate many conversations going on at one time. There is a time limit of 3 minutes.