

---

---

CITY  
COUNCIL

RULES OF PROCEDURE

City of Independence, Missouri

---

Adopted September 8, 1964

AMENDMENTS

Amended: 12/27/65  
Amended: 4/29/68  
Amended: 7/22/68  
Amended: 5/11/70  
Amended: 5/25/70  
Amended: 1/18/71  
Amended: 6/26/72  
Amended: 11/15/76  
Amended: 5/4/81  
Amended: 12/7/81  
Amended: 5/3/82  
Amended: 4/4/83  
Amended: 12/15/86  
Amended: 3/16/87  
Amended: 5/7/90  
Amended: 2/16/93  
Amended: 1/5/98  
Amended: 10/18/99 (Res. #4639)

Record of prior amendments filed with Res. #4639

---

Amendments Since 10/18/99 Readoption

Amended: 10/04/04 Res. # 5110

## TABLE OF CONTENTS

1. Authority
2. General Rules
3. Types of Meetings
4. Chairman and Duties
5. Order of Business and Agenda
6. Ordinances, Resolutions, and Motions
7. Creation of Committees, Boards and Commissions
8. Citizens' Rights
9. Suspension and Amendment to These Rules

## 1. Authority

1.1 Charter: Section 2.16 of the Charter of the City of Independence provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

## 2. General Rules

2.1 Meetings to be Public: All official meetings of the Council shall be open to the public. The journal of proceedings shall be open to public inspection. (Charter - Sec. 2.17)

2.2 Quorum: Four members of the Council shall constitute a quorum. (Charter - Sec. 2.16)

2.3 Compelling Attendance: The Council may compel the attendance of absent members (Charter - Sec. 2.16).

2.4 Journal of Proceedings: An account of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council. (Charter - Sec. 2.12)

2.5 Ordinances: Confined to One Subject Exceptions: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title. (Charter - Sec. 2.19)

2.6 Right of Floor: Any member desiring to speak shall be recognized by the Chairman, and shall confine his or her remarks to one subject under consideration or to be considered.

2.7 City Manager: The City Manager, or Acting City Manager, shall attend all meetings of the Council, unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council, but shall have no vote.

2.8 City Counselor: The City Counselor, or Acting City Counselor, shall attend all meetings of the Council, unless excused and shall, upon request give an opinion, either written or oral, on questions of law.

2.9 City Clerk: The City Clerk, or Acting City Clerk, shall attend all meetings of the Council, unless excused and shall keep the official minutes and perform such other duties as may be requested by the Council. The City Clerk shall act as the Council's parliamentarian.

2.10 Officers and Employees: Department heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings.

2.11 Rules of Order: "Roberts Rules of Order Newly Revised" shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules.

## 3. Types of Meetings

3.1 Regular Meeting: The Council shall meet in the City Council Chambers in the Independence City Hall for Regular Council Meetings. The Regular Council Meetings are to commence at 6:00 p.m., on the first and third Monday of each month, unless otherwise specified at least two (2) weeks in advance.

3.2 Special Meetings: Special meetings may be called by the Mayor or by any four members of the Council. (Charter - Sec. 2.17). The call for a special meeting shall be filed with the City Clerk in written form, except that announcement of a special meeting, during any regular meeting at which all members are present, shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, the hour and location of the special meeting and shall specify the subject or subjects to be considered. No special meeting shall be held until at least twenty-four hours (24) after this call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.

3.3 Adjourned Meetings: Any meeting of the Council may be adjourned to a later date, time, and specified location, provided that no adjournment shall be for a longer period than until

the next Regular Meeting.

3.4 Study Sessions: The Council may meet informally in Study Sessions, at the call of the Mayor or of any four members of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal.

3.5 Executive Sessions: The Council may meet in Executive Session, at the call of the Mayor or any four members of the Council, to privately discuss matters of confidential concern to the well being of the City government. Executive sessions shall be held to discuss: (1) Personnel matters, (2) Consideration of acquisition of Property for public purposes, (3) Potential or pending litigations in which the City has an interest, (4) Labor negotiations or (5) Any matter covered under the attorney/client privilege.

#### 4. Chairman and Duties

4.1 Chairman: The Mayor, if present, shall preside as chairman at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. (Charter - Sec. 2.5 and 2.6). In the absence of both the Mayor and the Mayor Pro Tem, the Council shall elect a Chairman.

4.2 Call to Order: The meetings of the Council shall be called to order by the Mayor or, if absent, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Clerk.

4.3 Preservation of Order: The Chairman shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

4.4 Point of Order: The Chairman shall determine all points of order, subject to the right of any members to appeal to the Council. If any appeal is taken, the questions shall be, "Shall the decision of the Chairman be sustained?"

4.5 Questions to be Stated: The Chairman shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in Section 6.9 of these rules.

4.6 Substitution for Chairman: The Chairman may call any other member to take the chair, such substitution not to continue beyond adjournment.

#### 5. Order of Business and Agenda

5.1 Order of Business: The general rule as to the order of business in regular meetings of the Council is stated thus:

1. Invocation

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

5. Unfinished Business

+ a. Presentations

+ b. Proclamations

+ c. Public Hearings

6. Consent Agenda - To be approved by one roll call vote

a. Reports & Recommendations of the City Manager

b. Other Reports

c. Resolutions

7. Ordinances

a. For final action - having previously received first reading

+ **Amended by Resolution # 5110 on 10/4/04**

- b. For first reading
  - c. Emergency ordinances & appropriating ordinances
  - 8. Information Only - does not require action
  - +9. Approval of Executive Session Minutes – (Only appears when needed.)
  - 10. Citizen Requests
    - a. Communications and personal appearances of citizens before the Council
  - 11. Councilmember Comments
    - a. Matters initiated by Councilmembers for study, service requests, investigation by staff or formal action at a future meeting
  - 12. Adjournment
- 5.2 Reading of Minutes: Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk previously furnished each member with a copy thereof, and has previously posted such on the City Clerk’s bulletin board.
6. Ordinances, Resolutions, and Motions
- 6.1 A. Printed or Typewritten form: All ordinances and resolutions shall be presented to the Council only in printed or typewritten form (Charter - Sec. 2.21).  
 B. Source of Funds: All ordinances authorizing an expenditure of money shall include the exact source of the funds to be expended.
- 6.2 City Counselor to Approve: All ordinances and resolutions shall be “Approved as to Form and Legality” by the City Counselor. Such approval shall be so indicated by signature on the last page of the ordinance or resolution.
- 6.3 City Manager to Review: All ordinances and resolutions shall be “Reviewed By” the City Manager. Such review shall be so indicated by signature on the last page of the ordinance or resolution.
- 6.4 Distribution of Ordinances: The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the Council at least twenty-four (24) hours before the Council meeting at which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least twelve (12) hours prior to the meeting of the Council at which said ordinance is to be considered.
- 6.5 Ordinances Deferred: Emergencies and Appropriations: Ordinances introduced at a Council meeting shall not be finally acted upon until at least the next official meeting (at least seven (7) days later), except that appropriation and emergency ordinances may be acted upon immediately, and provided further that an affirmative vote of at least five members of the Council shall be required for the final passage of an emergency ordinance. (Charter - Sec. 2.23)
- 6.6 Reading by Title Only: Upon being introduced, each proposed ordinance shall be read by title only, unless any member of the Council requests a full reading of the ordinance. (Charter - Sec. 2.21)
- 6.7 Consideration of Ordinances: Each proposed ordinance shall be read by title, or in full, two times. Except in case of a bill for an emergency ordinance or an appropriating ordinance, not more than one such reading shall be on the same day, and at least one week shall elapse between introduction and final passage.
- 6.8 Recording of Votes: The ayes and notes shall be taken by roll call for all ordinances, the Consent Agenda and any other requested item and entered upon the official record of the
- + **Amended by Resolution # 5110 on 10/4/04**

- Council. The order of this roll call shall be as follows: 1) At Large; 2) 1<sup>st</sup> District; 3) 2<sup>nd</sup> District; 4) At Large; 5) 3<sup>rd</sup> District; 6) 4<sup>th</sup> District; and 7) Mayor. (Charter-Sec. 2.21)
- 6.9 Majority Vote Required: An affirmative vote of at least four (4) members of the Council shall be necessary to pass an ordinance, but a resolution, motion, or any other proposition may be adopted by a majority voting on the issue; except as otherwise specified in the City Charter, by City Ordinance or the Revised Statutes of the State of Missouri. (Charter-Sec. 2.16) When any vote is called each Councilmember shall respond “yes (aye)”, “no”, “abstain”, or “pass”. Any Councilmember who responds “pass” shall be given an opportunity at the end of the roll call to change his or her vote to “yes (aye)”, “no”, or “abstain”. Any “pass” response not so changed shall be recorded as an abstention.
- 6.10 Tie Vote: In the event of a tie in votes on any motion, the motion shall be considered lost.
- 6.11 Numbering Ordinances and Resolutions: Upon passage, a number shall be assigned to each ordinance or resolution by the City Clerk.
- 6.12 Ordinance Passage Procedure: When passed by the Council, an ordinance shall be signed by the presiding officer and be attested by the City Clerk; and it shall be immediately filed and thereafter preserved in the office of the City Clerk. (Charter-Sec. 2.21)
- 6.13 Transfer of Appropriations: Upon the written recommendation of the City Manager, the Council may at any time transfer an unencumbered balance of an appropriation made for the use of one department, division, or purpose to any other department, division, or purpose.
- 6.14 Requests for Ordinances or Legal Opinions: Any member of the City Council may request the City Manager to have prepared proposed ordinances with such ordinances to be placed on the agenda of the next scheduled Council meeting, provided the ordinances can be drafted and distributed to members of the Council in accordance with time schedules set forth in Section 6.4 of these rules. Any member of the City Council may request written legal opinions, relating to City business, from the City Manager. Upon receiving requests for a proposed ordinance or a written legal opinion, the City Manager shall forthwith request same from the City Counselor; and upon return receipt thereof, the City Manager shall forthwith cause to have distributed the subject ordinance or written legal opinion to all members of the Council so that all members of the Council may be fully informed of the status of City affairs. Any member of the Council may, for purposes of inquiry, request verbal opinion or advise on City legal matters directly from the Counselor.
7. Creation of Committees, Boards and Commissions
- 7.1 Citizen Committees, Board and Commissions: The Council may create committees, board, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify, not inconsistent with the City Charter or Code.
- 7.2 Membership and Selections: Membership and selection of members shall be as provided by the Council if not specified by the City Charter or Code. Any committees, boards or commissions so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the Charter or Code.
- 7.3 Removal of Members of Boards and Commissions: The Council may remove any member of any board or commission which it has created or as created by the Charter of the City of Independence, but only for cause and by a vote of at least four members of the Council. (Charter-Sec. 5.8) Unless otherwise excused by the board or commission, absence from three (3) consecutive meetings will constitute cause.
8. Citizens’ Rights
- 8.1 Addressing the Council: Any person desiring to address the Council shall have the opportunity to do so by written or oral means and may submit or read petitions.

- 8.2 Oral Communications: Taxpayers or residents of the City, or other authorized representatives, may address the Council by oral communications on any matter concerning the City's business or on any matter over which the Council has control, provided, they must first notify the City Clerk Department of their desire to speak prior to noon on the Friday immediately prior to the Council Meeting in order that the same may be placed on the agenda of the Council. Speakers may address only one topic per meeting and the subject matter must be clearly indicated by the speaker. Speakers may not deviate from the stated topic.
- 8.3 Manner of Addressing the Council — Time Limit: Each person addressing the Council shall step up to the microphone at the podium, shall give his or her name and City of residence in an audible tone of voice for the record and, shall limit said address to five (5) minutes. The address shall be limited to three (3) minutes if the issue has already been presented to the Council at a Study Session or a prior Council Meeting in any manner during the past six (6) months. Groups are encouraged to select a spokesperson and limit their total presentation to ten (10) minutes. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council, without the permission of the presiding officer. No questions shall be asked the Councilmembers, except through the presiding officer.
- 8.4 Personal and Slandorous Remarks: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council shall be forthwith ordered by the presiding officer, to leave the podium and the sound will be cut from the microphone and the television camera shall be immediately directed to the presiding officer and the Council shall move on to the next item of business.
- 8.5 Speaker Rules: The time limit allotted to a speaker shall be announced by the City Clerk prior to each speaker's comments. The speaker shall be responsible for monitoring his/her time by watching the lights on the podium. When the yellow light comes on, the speaker shall have one (1) minute to wrap-up his/her comments. At the expiration of the one (1) minute, the red light will come on and the speaker shall have ten (10) seconds to conclude his/her comments, at which time the podium microphone will automatically be shut-off and the television camera shall be immediately diverted to the Council and the Council shall move on to the next item of business. If the speaker refuses to relinquish the podium he/she shall be escorted from the podium by the sergeant-at-arms. If a speaker is escorted from the podium, he/she shall be prohibited from addressing the Council for a period of six (6) months.
- 8.6 Mayor to Appoint Committee to Hear Citizen's Complaints: The Mayor of the City of Independence, Missouri, may appoint a committee of three members of the City Council to hear Citizen's complaints as the same are referred thereto by the Mayor.
- 8.7 Mayor may refer Citizens' Complaints to Executive Session: The Mayor of the City of Independence may refer Citizens' complaints to an Executive Session of the City Council if it otherwise qualifies for a closed meeting as herein provided.
9. Suspension and Amendment of These Rules
- 9.1 Suspension of These Rules: Any provision of these rules not governed by the City Charter or Code may be temporarily suspended by a vote of four members of the Council. The vote on any such suspension shall be taken by ayes and noes and entered upon the record.
- 9.2 Amendment of These Rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.