

MOUNTAIN VILLAGE TOWN COUNCIL
Rules for the Conduct of Meetings and
General Business

Revised July 2017

I. Conduct

- Council is expected to uphold a high standard of civility toward each other and to abide by the Town's Code of Ethics.
- Civility is expected between Council and the public, and among members of the public while in meetings; rude behavior will not be tolerated.
- All participants in Council meetings are to refrain from profanity.
- Robert's Rules of Order shall govern the conduct of meetings.
- Council is to strive for brevity and to avoid redundancy and will encourage the same of the public.
- The Mayor is charged with the primary role of enforcing Council's rules of conduct. Council is also encouraged to courteously ask each other to refrain from inappropriate behavior if it occurs (that is, Council can "call" each other on inappropriate behavior to reinforce the ethic of the group as a whole or to support the Mayor's efforts to achieve the same effect).
- Council members are encouraged to speak with staff, or each other, if they have questions or objections to recommendations coming before the body.
- Cell phones should be turned off during meetings and only if absolutely necessary left on in silenced mode. In a quasi-judicial hearing, cell phones must remain off.
- Council is expected to refrain from sidebar conversations to the extent possible so as not to detract from another speaker

II. Setting the Town Council Agenda

- The Mayor sets the agenda.
- Council members wishing to add an item to the agenda should contact the Mayor by the agenda deadline which is noon two weeks prior to the meeting date. Council members desiring to amend the agenda during the meeting for the purpose of adding an item shall first consult with the Town's legal counsel to determine the appropriateness of the proposed amendment. If deemed appropriate by legal counsel, the Council member desiring to amend may do so after being recognized by the Mayor and then offering the motion to amend the agenda. The Council member so moving shall briefly explain the appropriateness of the amendment, but may not substantively address the item until such time as the Council has considered the motion and approved it. Motions to amend the agenda require a 2/3 vote of the quorum present. If the motion to amend the agenda is approved, the item shall then be considered and action taken, if appropriate. If the motion to amend fails, the issue dies without further discussion.

III. Public Hearings on Action Items

- Mayor opens public hearing
- Mayor introduces item (reading the item from the agenda and making any prefatory remarks)
- Staff provides report, including brief relevant history of and context for the item

- Council poses questions to staff
- Public Comment is opened
 - Each member of the public speaks only once.
 - The public is asked to refrain from duplicating the comments of others if possible.
 - The public is asked to avoid engaging in dialogue with each other but instead to address the Council and the audience in general.
 - If a large audience is present, the Mayor may set a time limit (i.e. 2-3 minutes) for each speaker
- Public comment is closed and the matter brought to Council
- Council motion is placed on floor and acted on consistent with Robert's Rules of Order for making and entertaining motions.

IV. Work sessions

- Work sessions are designed to permit less formal discussion among Council members and the public on issues of importance to the community. No formal action by Council shall be taken in a work session.
- The Mayor, in his/her discretion may entertain commentary from the public either in the form of a public hearing or in a more interactive format depending on the topic, number of speakers present and time constraints.
- While no formal action may be taken at work sessions, Council may provide direction to staff for further work or other related matters.

V. Public Discussion

- Public Discussion shall not last more than forty-five (45) minutes per council meeting unless otherwise directed by the Mayor.
- Any member of the public wishing to address the Council during public discussion shall first approach the podium and state his/her name and address as well as their relation to the topic of discussion for the record and then proceed to make his/her comments. If any member of the public claims to represent one or more persons, / he/she shall, after making his/her introduction and prior to making his/her comments, disclose who /he/she represents and state the name and address of the person or persons so represented.
- Public comment by members of the public is not designed for interactive dialogue between the Council and the public but is designed for members of the public to make a public statement of position. Consequently, members of the public shall make their statement of position known to the Council without an expectation of a response from Council.
- . Members of the public will be asked to speak only once on the topic unless additional comments are approved by the Mayor and/or Council. If a member of the public would like to ask a question of Council, he/she must first request permission of the Mayor to do so. If the Mayor consents, members of the public shall be allowed a five (5) minute maximum for questions and Council's response unless otherwise directed by the Mayor. If more than five (5) minutes is necessary, an appointment with a Council member or staff should be scheduled.
- No personal attacks or arguments.
- No grandstanding for the audience.
- People speaking on the same issue will be asked to refrain from redundancy.

VI. Flow of Information

- Information requests from Town Council to staff:
- For minor or readily available information from Town Hall (i.e. a copy of an ordinance or minutes to a meeting), Council should ask the Town Manager (or Mayor as necessary) for assistance and will be provided the item without further ado.
- Council should refrain from making individual requests for information from staff other than through the Town Manager.
- Council, except through the Mayor or Town Manager, should refrain from instructing or requesting an individual staff member to perform any task.
- For items that require substantial research, analysis or compilation of information not readily available, requests should be made to the Town Manager. Staff, at the Town Manager's direction, will undertake the task and provide the information requested if it is reasonable in terms of time. Information so provided will be copied to all Council members. If the Town Manager believes the request for research or analysis is too onerous to be coming from one member of Council or has concerns regarding its appropriateness, she will bring the matter before the full Council to determine if there is agreement that the task should be undertaken.

Information going to Council:

- Mail addressed to individual Council members is held by the Town Clerk and given to Council members on meeting days.
- Mail that is time sensitive or emails received by staff will be forwarded via email to Council.

VII. Appointments to Boards and Commissions

- See Attached Policy

VIII. Telluride – County – Mountain Village Joint Quarterly Work sessions

The purpose of these gatherings is to provide a forum for informal dialogue between local governments. If items are not controversial and can be administratively implemented the relevant parties may simply take action as a result of discussion. If an issue has more of a policy or legislative nature the elected officials use this forum to gather input for subsequent consideration through their respective public hearing decision-making processes.

- San Miguel County, Town of Telluride, Town of Mountain Village and Ophir staff take turns preparing a draft agenda for comment.
- Town staff will circulate the draft agenda to Council members.
- Council members wishing to add items to these agendas should contact the Town Clerk, who will in turn advise the appropriate entity.
- Council members are encouraged to use this forum more proactively to discuss issues and ideas with the other entities.

IX. REMOTE ATTENDANCE OF MEETINGS POLICY IMPLEMENTED APRIL 2011 AND REVISED OCTOBER 2011

- Council members attending a meeting remotely will be allowed to participate and vote on non quasi-judicial matters
- Participation and voting of remote Council members on quasi-judicial matters is prohibited
- Council members may attend an Executive Session remotely only through a secure phone line and only after reading the Council affirmation below into the record.

Council Members who miss a meeting have a responsibility to “catch up” by either listening to the audio recording or viewing the video recording of the meeting.

- Questions may be sent in advance to staff or to the Town Attorney by email during a meeting

COUNCILMEMBER’S AFFIRMATION REGARDING REMOTE ATTENDANCE AT AN EXECUTIVE SESSION

I, _____, a member of the Mountain Village Town Council hereby state and acknowledge that I am attending this executive session of the Mountain Village Town Council this _____ day of _____ 2017 at a remote location away from the Town of Mountain Village and therefore I am not physically present at this executive session.

I understand and acknowledge that I am bound by all the rules of confidentiality of an executive session as if I were physically present at this meeting.

I hereby affirm that I am alone at this remote location and that the proceedings of this executive session may not be overheard by any third party outside of the room in which I am located.



**POLICY FOR BOARD/COMMITTEE/COMMISSIONS
AND OTHER TOWN COUNCIL APPOINTED POSITIONS**

For all positions appointed and filled by Town Council the following policy shall be followed:

1. Clerk's Office - Review the board and commission spreadsheet for any term expirations. Board and Commission spreadsheet is located under G:/AdminShared/Town/Town Council-Boards-Committees Contact Info and Term Limits.
2. At the Council meeting at least 30 days prior to the expiration of any member's term, the term expiration will be agendaized on the Town Council agenda to announce the pending expiration, thus keeping Council informed and allowing them to help to spread the word regarding the need for candidates.
3. Designated staff as set forth below will notify current members via phone call and written correspondence of the end of their term immediately following the Council meeting where the term expiration was discussed. Included in this correspondence should be a thank you from the Town for their service and an invitation to submit their name for candidacy for an additional term if applicable.
 - a. Ethics Commission – Town Clerk
 - b. Design Review Board – Planning and Development Services
 - c. Town Council – Town Clerk
 - d. TRAA – Town Clerk
 - e. CFA – Town Clerk
 - f. Board of Appeals – Planning and Development Services
 - g. Town Hall Subarea Task Force – Planning and Development Services
4. Once notification of the incumbents is complete, advertise the open positions by posting on the website until the deadline for letters of interest and send out an e-mail blast. E-mail changes and vacancies to the Community Relations Manager for the website posting and email blast.
5. **Require candidates to provide a letter of interest and a bio, both of which must be submitted no later than the day prior to the Council packet deadline at 5:00 p.m. for the meeting at which appointments will be made.**
6. When a letter of interest is received for any seat the Clerk or designee will check their qualifications to ensure they are eligible for that seat.
7. Appointments are placed on the Council agenda after the advertised deadline has expired. If fewer than two applicants are received a re-advertisement of the vacancy may be recommended.
8. Notify candidates that Council appointments will take place at the Council meeting following the above deadline.
9. Council may vote on the appointments by secret ballot. The Clerk's office will retain the ballots as part of the public record.

All departments must notify the Town Clerk of designated terms for members as well as titles (such as Chairman, Secretary, etc.) to include in the overall schedule maintained by the Clerk.

The exception to this policy is for Town Council members and staff serving on advisory committees (i.e. finance committee, transportation committee, etc.) which appointments are made in the course of Town Council meetings by Council action.

AFTER THE TOWN COUNCIL MEETING AND SEAT APPOINTMENTS ARE MADE

- 1) Notify applicants of appointments by e-mail. Verify the new term dates.
- 2) If the applicant has not served on a commission before, send them a copy of the current ethics code.
- 3) Update board and commission spreadsheet. Email the staff person of the particular boards with contact information of the new board member. Redistribute the spreadsheet to staff as necessary.

ADDITIONAL COUNCIL OPTIONS

- 1) The Mayor may elect to re-advertise a position if he/ she believes the applicant pool is too limiting for Council.
- 2) Council members may “move to direct staff to re-advertise the vacancy” in lieu of making an appointment if they believe the field is too limited or the public interest would be better served through re-advertisement.
- 3) Late applications will be brought to Council’s attention by staff to afford Council the opportunity to postpone the appointment and extend the deadline if it is believed that postponement would be in the public interest. Walk-in candidates may be given similar consideration at Council’s discretion. Late or walk-in applicants may not be appointed at that Council meeting; they may only be considered at a subsequent meeting. Council is under no obligation to consider late or walk-in applicants.