

BEFORE THE COMMON COUNCIL
THE CITY OF CHARLESTOWN, INDIANA

Resolution No. 2020-R-1

**A RESOLUTION ESTABLISHING RULES OF CONDUCT
FOR THE CITY OF CHARLESTOWN COMMON COUNCIL**

WHEREAS, the City of Charlestown, Indiana (the "City") is a 3rd class City as defined by I.C. §36-4-1-1; and,

WHEREAS, the Common Council of the Council for Charlestown (the "Council") desires to establish rules of conduct for its Council meetings per the authority to do so granted by IC §36-4-6-6(3); and,

WHEREAS, the purpose of Council meetings is to transact official business necessary to promote the health, safety, welfare, and development of the City; and,

WHEREAS, establishing Rules of Conduct for Council meetings helps business to be conducted in a more orderly manner.

THEREFORE, BE IT HEREBY RESOLVED by the Council of the City of Charlestown, Indiana that effective immediately the following *Rules* shall be in effect, with regard to proceedings before the Charlestown Common Council:

- A. Rules of Order: Unless contradicted by something in these rules or by law, *Robert's Rules of Order* shall be observed at all Common Council meetings.
- B. Respect and Decorum, The Mayor and members of the Council shall maintain decorum by exhibiting respect to one another, as well as others. Those who fail to do so may be censured.
- C. Audience Decorum. Members of the public are welcomed to attend public sessions of Council meetings, but are expected to show respect to the Council and the Mayor by comport themselves with proper decorum and refraining from disrupting Council meetings. They shall not engage in audible conversations, not making overt displays of approval or disapproval (such as clapping, booing, or whistling), and shall exhibit respect to other members of the audience.
- D. Chair of Meeting: Pursuant to IC §36-4-6-8(b), the Mayor of Charlestown shall preside at all Council meetings which the Mayor attends. In the absence of the Mayor, the *President Pro Tempore* elected by the City Council per IC §36-4-6-8(b) shall preside.
- E. Regular and Special Council Meetings. Regular Council meetings will normally be held on the first (1st) Monday of each month, or at other times that may hereafter be established by the Council. Special Meetings of the City Council shall be any meeting that is not held at this regularly scheduled time.

- F. Calling Special Meetings. The *President Pro Tempore* of the Council, any two (2) elected City Council members acting in concert, or the Mayor shall have the authority to call a Special Meeting of the Council.
- G. Notice of Special Meetings. Special meetings announced at a Council meeting shall require no special notice to the Mayor, Clerk/Treasurer or Council members (collectively referred to as “the Body”). Otherwise, written, email, and telephonic notices of Special Meetings shall be provided to all members of the Body at least forty-eight (48) hours in advance of any such meeting. The Notice shall include the date, time, place, and purpose of the special meeting. In addition, notice of special meetings shall be published in accordance with IC §5-14-1.5-5.
- H. Executive Sessions: Executive Sessions of the Council may be held in accordance with IC §5-14-1.5-6.1.
- I. Sponsoring Legislation or Agenda Items. All Agenda items and legislation coming before the Council (Ordinances and/or Resolutions) must have a sponsor. The Mayor, members of the Council, or the City Clerk/Treasurer may sponsor legislation. Others who wish to have the Council address some topic may contact the Mayor or a member of the Council to request that an item be placed on the Council Agenda. Un-sponsored legislation shall not be accepted by the City Clerk/ Treasurer or placed on the Agenda.
- J. Numbering & Distribution of Legislation: The Clerk-Treasurer shall assign a number to each item of legislation (proposed Ordinance or Resolution) when it is sponsored and presented at the office of the Clerk/Treasurer. The Clerk/Treasurer shall provide copies of the meeting agenda and all proposed legislation to all members of the Council, the Mayor, the City Attorney, and the Council’s attorney at least two (2) business days prior to the meeting where the first official action regarding that proposed legislation is to be considered (by close of business Thursday for a Monday evening Council Meeting). Unless otherwise requested, delivery of proposed legislation and Agenda shall be by email.
- K. Agenda. Requests by the Mayor or a member of the Council to add an item to the Council Agenda shall be provided to the Clerk/Treasurer electronically or in writing at least two (2) business days in advance of the Council meeting (by close of business Thursday for a Monday evening Council meeting). The typical format for the Agenda shall be as follows:

Call to Order
Pledge of allegiance
Invocation
Roll Call
Approval of Agenda
Approval of Minutes
Approval of Claims
Approval of Payroll Allowance Docket
Public Comment
Mayor’s Comment
Public Hearings
Ordinances and Resolutions
Old Business
New Business

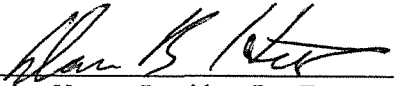
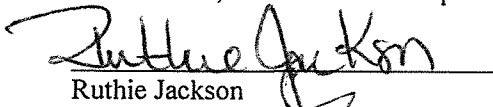


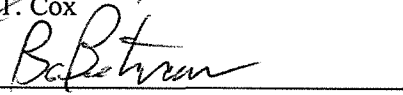
Council Comments
Adjournment

- L. Approval of Agenda. After the pledge of allegiance and invocation, the Agenda for the meeting shall be considered and approved by the Council by a majority vote. Items may be added or removed from the Agenda by a majority vote of the Council.
- M. Readings Required: An Ordinance shall require passage on two (2) readings before enactment, with those readings occurring at separate meetings, except as otherwise provided by state statute or these Rules. Resolutions may be passed on one (1) reading.
- N. Suspension of the Rules for Passage on Two Readings: For an ordinance to be enacted at the meeting where it is originally introduced, a motion must be passed by unanimous vote of the Council to suspend these Rules to allow passage of the Ordinance on its second and final reading. At a meeting where these Rules are suspended as described above, the Ordinance can pass only upon two thirds (2/3) majority vote of the Council at that meeting.
- O. Public Comment. The Mayor and Councilpersons have been elected and have a right to comment at Council meetings. There are many opportunities for citizens to exercise free speech outside of Council meetings. Audience comment at Council meetings is a privilege granted at the discretion of the Council. It may be allowed as follows:
- 1) Public Comment will be allowed for a total of up to thirty (30) minutes per regular Council meeting (not including public hearings). Generally, comments are taken in order people sign up. In the event that it appears there are more persons wishing to address the Council than the thirty (30) minute time will permit, persons residing in the City will be given priority to address the Council. If time remains after all residents have addressed the Council, non-residents may be granted the opportunity to address the Council.
 - 2) Persons wishing to address the Council may only do so only with regard to matters on the Council's Agenda for that meeting. The person must sign up to speak prior to the beginning of the Council meeting and provide the speaker's name, address, and the Agenda item the speaker wishes to address.
 - 3) Nine (9) copies of any written materials a speaker intends to present to the Council should be provided to the Clerk/Treasurer at the time the Request to address the Council is made, for distribution to the Mayor, Council, and their attorneys.
 - 4) Persons addressing the Council must restrict comments to the Agenda item identified on their Request to address the Council.
 - 5) Persons addressing the Council shall demonstrate respect for all parties, and shall comport themselves with proper decorum. Personal attacks are inappropriate.
 - 6) Each person granted opportunity to address the Council is allowed up to three (3) minutes to make comment. The Council shall designate a timekeeper. Unused time may not be ceded to another speaker. Upon a vote of a majority of the Council, a person's time to address the Council may be extended.

- 7) If a majority of the Council feels that a person addressing the Council has failed to follow these Rules, that person may have the privilege of addressing the Council at Council meetings revoked, temporarily or indefinitely. If an attendee of a Council meeting becomes disruptive, that person may be required to leave the meeting.
- P. Public Hearings: At any meeting where a *Public Hearing* is required to be held, the following procedures shall be followed:
- 1) At least thirty (30) minutes prior to the advertised time for the beginning of the public hearing the Clerk-Treasurer shall post a sign-in sheet in the meeting room for any person desiring to comment to sign up to make a comment. In order to comment the person signing the list must indicate, in writing, his/her name and residential address.
 - 2) Prior to the time the public hearing portion of the meeting commences an announcement shall be made to the effect that persons who have signed up to speak will be recognized and allowed to present information or give comment at the public hearing. Those wishing to make public comment should be reminded that public hearings are not a question-and-answer session, they are an opportunity for persons to present comment or information. Following these announcements all persons that have previously signed up to make public comment shall be provided with an opportunity to make comment.
 - 3) Nine (9) copies of any written materials the speaker wishes to present should be delivered to the Clerk/Treasurer. A copy of those materials shall be preserved as part of the public record. Copyrighted materials shall not be presented without permission of the owner.
 - 4) Each person making comment shall be allowed up to two (2) minutes to make comment. The Council shall designate a timekeeper. In the event that the number of people wishing to make comments exceeds fifty (50), comments may be limited to one (1) minute each.
 - 5) Persons addressing the Council shall demonstrate respect for all parties and shall comport themselves with proper decorum.
 - 6) When all persons on the sign-up list have had the opportunity to make comment or present information, the public comment portion of the public hearing shall be closed.
- Q. Investigations. No investigation of the departments, officers, and employees of the City, or any charges against a department, officer, or employee of the City, or into the affairs of a person with whom the City has entered or is about to enter into a contract may be commenced pursuant to I.C. §36-4-6-21 without a vote of at least three (3) members of the Council.
- R. Invocation. Any person wishing to offer an invocation or contemplative thought at a Council meeting may make submit written request to the Clerk/Treasurer for consideration by the Council.


S. Effective Date: These rules are hereby adopted, and shall take effect immediately upon passage.

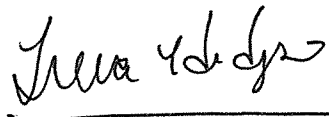
ALL OF WHICH IS RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHARLESTOWN ON THIS ____ DAY OF FEBRUARY, 2020.

	Voted In Favor	Voted Against	Abstained
 Brian Hester, President Pro Tempore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ruthie Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 B.J. Steele	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 J.T. Cox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Bo Bertram	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

2-11-2020
Date


Donna Coomer, City Clerk/Treasurer



Mayor