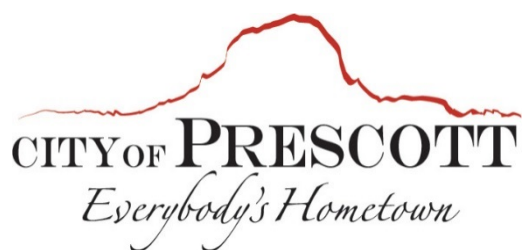


**EXHIBIT "A"**

**RULES OF PROCEDURE**  
OF THE  
**PRESCOTT CITY COUNCIL**



Incorporated  
February 27, 1883

**Adopted**  
**by Resolution No. 4415-1624**

**Effective December 19, 2017**  
**Rules of Procedure Updated November 19, 2020 (updating Council names & City Clerk)**

**RULES OF PROCEDURE  
OF THE  
PRESCOTT CITY COUNCIL**

**INDEX**

<b>RULE</b>	<b>PAGE</b>
<b>1 GENERAL RULES.....</b>	
<b>2 COUNCIL CODE OF ETHICS.....</b>	
<b>3 CITY OFFICIALS.....</b>	
<b>4 COUNCIL MEETINGS.....</b>	
<b>5 PRESIDING OFFICER.....</b>	
<b>6 CONDUCT OF MEETINGS.....</b>	
<b>7 LIMITATION OF DEBATE.....</b>	
<b>8 VOTING.....</b>	
<b>9 CITY COUNCIL AGENDA FORMAT.....</b>	
<b>10 CONSIDERATION OF PETITIONS.....</b>	

**RULE 1  
GENERAL RULES**

- A. Rules of Journal (Article II, Section 15, City Charter): The Council shall determine its own rules and order of business subject to the provisions of this Charter. It shall keep a journal of its proceedings and the journal shall be open to public inspection during regular office hours.

## RESOLUTION NO. 4415-1624

- B. Written Rules of Procedure: The rules of procedure of the Council shall be in writing and be available to all interested citizens.
- C. Rules of Parliamentary Practice: The rules of parliamentary practice, comprised in Robert's Rules of Order, latest edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with state law, these rules or with the Code or Charter of the City of Prescott.

**RULE 2  
COUNCIL CODE OF ETHICS**

City Council members and officials occupy positions of public trust. Council members and all City officials shall strictly adhere to both the spirit and the letter of the laws of the State of Arizona pertaining to conflicts of interest.

In addition to matters of pecuniary interest, Council members shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from violation of Council rules; shall refrain from appointing immediate family members, business associates, or employees to municipal boards and commissions; shall refrain from influencing the employment of municipal employees; and shall refrain from using their influence as members of the governing body in attempts to secure contracts, zoning, or other favorable municipal action for friends, immediate family members, or business associates.

**RULE 3  
CITY OFFICIALS**

- A. City Manager, City Clerk, Finance Director and City Attorney: The City Manager, Clerk, Finance Director and Attorney shall perform their respective duties as set forth in the Charter of the City of Prescott. Whenever there may be any questions concerning the interpretation of the powers and duties of the aforementioned City officials as enumerated in the City Charter, the City Council shall be the final arbitrator of any such dispute and, by a majority vote of its members, shall settle any such issue as a matter of Council policy
- B. Chief of Police: The Chief of Police or such members of the Police Department as the Chief may designate, shall be Sergeant-at-Arms of the Council meetings.
- C. Officials and Employees to Attend: The head of any department, or officer or employee of the City, when requested by the Council or City Manager, shall attend any regular or special meeting and confer with the Council on all matters relating to City business.

**RULE 4  
COUNCIL MEETINGS**

- A. Regular and Special Meetings: The City Council shall hold regular and special meetings according to the provisions of the City Charter. Council meetings shall be conducted in accordance with the procedures set forth in these rules. Regular meetings of the Council shall begin at 3:00 P.M. on the second and fourth Tuesday of each month, unless a different day or time is determined by a majority of the Council. Study sessions shall be held on the second and fourth Tuesdays of each month at 1:00 P.M., and on additional days if needed.

## RESOLUTION NO. 4415-1624

- B. Executive Sessions: The Council may meet in executive session in accordance with the procedures and purposes set forth in State law and not otherwise.
- C. Scheduling Agenda Items: The Mayor may place any item on an agenda for consideration or discussion by the Council. Any two (2) councilmen may place an item on an agenda for consideration or discussion by the Council. The Mayor or council members making such a request may designate the particular meeting date they wish the item to be discussed or considered and all reasonable efforts shall be made to accommodate that request.
- D. Withdrawing Agenda Items: When an item is initially placed on an agenda, it may only be withdrawn by the individual (Mayor or Council-members) who placed that item on the agenda.

**RULE 5  
PRESIDING OFFICER**

The Mayor or, in his absence, the Mayor Pro Tempore, shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. In the case of absence of both the Mayor and the Mayor Pro Tempore, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chairman of the meeting.

**RULE 6  
CONDUCT OF MEETINGS**

The presiding officer shall serve as Council Parliamentarian upon advice of the City Attorney. He shall preserve decorum and decide all questions of order, subject to appeal to the Council.

- A. During Council meetings, Council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or the rules of the Council. Every Council member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself to the question under debate and shall avoid all offensive or indecorous language. A Council member once recognized shall not be interrupted while speaking unless called to order by the presiding officer or unless a point of order or other privileged motion is raised by another Council member. If a Council member is called to order while he is speaking, he shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be out of order, he shall remain silent or shall alter his remarks so as to comply with the rules of the Council. A Council member, with permission of the presiding officer, may address questions to the City Manager or staff or members of the audience, but he shall confine his questions to the particular issue before the Council. If a point of order is raised and the presiding officer fails to act, any member of the Council may move to require him to enforce the rules and the affirmative vote of the majority of the Council shall require the presiding officer to act.
- B. The presiding officer shall have the authority to preserve decorum in meetings as far as the audience, staff members, and City employees are concerned. The City Manager shall also be responsible for the orderly conduct and decorum of all City employees under his direction and control. Any remarks shall be addressed to the Chair and to any or all members of the

**RESOLUTION NO. 4415-1624**

Council. No member of the staff or audience shall enter into any discussion, either directly or indirectly, without first having obtained the floor by permission of the presiding officer.

- C. Members of the public attending Council meetings shall also observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Council, or while attending the Council meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the presiding officer, and such person shall be barred from further attendance at that particular Council meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the Sergeant-at-Arms to remove such offenders from the room.
- D. Should the presiding officer fail to act, any member of the Council may move to require him to enforce the rules, and the affirmative vote of the majority of the Council shall require the presiding officer to act.
- E. Any member of the public desiring to address the Council must first be recognized by the Chair, shall complete a comment card indicating his/her name, city of residence and item on which he/she desires to speak for the record, and shall limit his/her remarks to the question under discussion. Any remarks shall be addressed to the Chair and to any members of the Council. No member of the public shall be allowed to speak for a period longer than three (3) minutes on a specific agenda item, without leave of the presiding officer.

**RULE 7  
LIMITATION OF DEBATE**

No member of the Council or public shall be allowed to speak more than once upon any one subject until all the Council members have had an opportunity to speak. Citizens groups shall identify themselves and shall be represented in presentation to the Council by one of the members of the group and cumulative or redundant speeches to the Council on the same issue shall be terminated at the discretion of the presiding officer.

**RULE 8  
VOTING**

The vote on any question shall be taken by Ayes and Nays to be electronically tabulated, and the results thereof shall be disclosed simultaneously. In the event that the vote is unable to be electronically recorded, there shall be a roll call vote. There shall be no additional debate or speaking after the vote is taken.

**RULE 9  
CITY COUNCIL AGENDA FORMAT**

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE
- V. ROLL CALL
- VI. SUMMARY OF CURRENT OR RECENT EVENTS BY PRESIDING OFFICER AND/OR CITY MANAGER
- VII. SPECIAL AWARD PRESENTATIONS, COMMENDATIONS, PROCLAMATIONS, ETC.
- VIII. CONSENT AGENDA
- IX. LIQUOR LICENSE AGENDA
- X. SPECIAL EVENT APPLICATIONS
- XI. ORDINANCES
- XII. REGULAR AGENDA
- XIII. ADJOURN

Council Agenda formats are considered to be general guidelines for the published agenda. The Mayor is authorized to deviate from the arrangement as set forth therein, or to delete a specific category from a particular agenda, at his or her discretion.

**RULE 10  
CONSIDERATION OF PETITIONS**

Only those petitions submitted in writing at a regular Council meeting by a citizen of the City shall require Council action within thirty (30) days thereafter. (Article II, Section 18, City Charter).

All other petitions submitted to the Mayor and/or Council members or other agencies of the City in the regular course of business, shall be considered in accordance with the laws of the State of Arizona, the City Charter or the City Code of the City of Prescott. (Examples: annexation, improvement district, protests, elections, etc.).

Unsigned communications or petitions, including newspaper articles or clippings, shall not be introduced in the minutes of Council meetings.

**PRESCOTT, ARIZONA**

**CITY OFFICIALS**

**Mayor**  
Greg Mengarelli

**Council members**

Alexa Scholl  
Mayor Pro Tempore

Steve Blair

Phil Goode

Billie Orr

Cathey Rusing

Steve Sischka

For Mayor and Council, contact:

(928) 777-1380

[citystaff@prescott-az.gov](mailto:citystaff@prescott-az.gov)

Michael Lamar  
City Manager

Jon Paladini  
City Attorney

Sarah M Siep  
City Clerk

**City of Prescott**  
**201 S. Cortez Street**  
**P.O. Box 2059 (86302)**  
**Prescott, AZ 86303**

**(928) 777-1100**

**EXHIBIT "B"**

**RULES OF CONDUCT AT CITY COUNCIL MEETINGS**

**MEMBERS OF THE PUBLIC SHALL OBSERVE RULES OF PROPRIETY, DECORUM AND GOOD CONDUCT SET OUT IN THE PRESCOTT CITY COUNCIL RULES OF PROCEDURE.**

**ALL REMARKS AND QUESTIONS SHALL BE ADDRESSED TO THE MAYOR AND TO MEMBERS OF THE COUNCIL. THE MAYOR MAY DIRECT THE CITY MANAGER OR STAFF TO RESPOND TO QUESTIONS POSED BY THE PUBLIC.**

**NO MEMBER OF THE PUBLIC SHALL BE ALLOWED TO SPEAK MORE THAN ONCE ON A SUBJECT AND REMARKS SHALL BE LIMITED TO THREE MINUTES UNLESS ALLOWED BY THE MAYOR.**

**GROUPS SHALL IDENTIFY A REPRESENTATIVE SPEAKER TO REPRESENT THE GROUP IN ONE PRESENTATION ON BEHALF OF THE GROUP.**

**MAKING PERSONAL ATTACKS, RUDE OR SLANDEROUS REMARKS WILL RESULT IN REMOVAL FROM THE MEETING.**