BURLINGTON CITY COUNCIL CHARTER CHANGE COMMITTEE 9/12/2018

Charter Change Committee

Minutes

September 12, 2018

CR 17 (P&Z)

Present: Chair Joan Shannon (JS), Councilors Richard Deane (RD), Max Tracy (MT)

Staff: City Attorney Eileen Blackwood (EB)

JS called meeting to order at 5:25 pm.

1. MT moved agenda; RD seconded. Unanimous

2. RD moved minutes, MT seconded. Unanimous

3. No members of public present

4.01 Review of Council rules: At the last City Council meeting, there was not time to discuss, so JS invited councilors to give input. No one has received any comments.

Rule 2. Committee discussed whether they are ok with the temporary president process and decided that because situation occurs rarely, no change is needed.

Rule 4. Committee is comfortable with proposed changes.

Rule 5. Committee discussed whether to add a rule that if the time set for an item expires, there would have to be a non-debatable vote to extend the time. Committee agrees that the President should keep the time for each item as set in the agenda and encourage conclusion of the debate and resolution of the item in a timely manner. JS would like to go a step further to a motion, but after discussion, the Committee agreed to add the above. EB to draft language.

The Committee discussed and would like to add a sentence stating that the council president can set time limits based on the number of councilors wishing to speak to the issue, but no more than 5 minutes. EB to draft language.

The Committee discussed the rule limiting public forum to 30 minutes. The Committee decided that it was better to delete that provision than try to arrange other options for public forum. JS noted the law allows limiting public forum to the issues on the agenda. RD suggested extending the time to 45 minutes. JS suggested that priority be given to those speaking to agenda items. Other comments can be heard when the item occurs or if not related to a vote, at the end of the item. The Committee decided to float these ideas to the council. EB will draft language.

JS suggested that new councilor training include Robert's Rules and that City Attorney's Office do a review with any councilors who want to attend. The Committee discussed and agreed that a Member Responsibility should be to be familiar with Robert's Rules. The City Attorney's Office should issue an updated Robert's Rules summary sheet and include it in a binder for new councilors.

Rule 6. Regarding passing the gavel, the Committee decided to change the president "shall" to "may." EB will draft.

Rule 7: The Committee decided to add "staff" to the sentence on not attacking motives. The Committee discussed moving the 5 minute rule to 5(b) and asking members to comply with that time limit. The Committee decided to except appointments from the rule that all votes must be yes/no and that all councilors must cast a vote. JS feels that for appointments, councilors should be able to vote "no" for any nominee. The Committee is comfortable with the other proposed changes. EB will draft.

Rule 9: JS noted that the Council used to allow friendly amendments and discussion was held. The Committee decided that it would be helpful to add Robert's Rules provision that once a motion is made and seconded, a vote must be taken to amend it.

Rule 12: The Committee supports the proposed language. The Committee discussed options for councilor participation when they cannot attend the meeting. The legal conditions should be laid out and the Council should explore what technical options are required for full participation. A web-based solution, such as Face Time, should be explored. Further discussion will be held on 9/20.

4.02 DID report: Council work session will be 10/15 and consultant will be here 10/16 and 10/17. MT is not available. Next meeting will be 9/20 from 5-6 pm to finish reviewing council rules and then 10/22 to discuss DID.

At 6:31 pm, the meeting was recessed to Sept. 20 at 5 pm with a unanimous vote on a motion by MT, seconded by RD.