



270 North Clark Street – Powell, Wyoming 82435
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Powell City Council Code of Conduct November 18, 2013

Making the public feel welcome is an important aspect of our Council Meetings. The actions of each Council member impacts the public perception of the entire Council.

City of Powell Council meetings are held the 1st and 3rd Monday of each month at 6:00 p.m. in the City Hall Council Chambers. If that Monday shall fall on a holiday, the meeting will be held on the following Tuesday.

Council members should recognize that as elected officials their conversations when out in public will be overheard. Members of Council should take care to be aware of what they say in public, and differentiate between personal opinion and the opinion of the Council as a whole, whether in private or public conversations.

The City of Powell follows Robert's Rules of Order in all public meetings.

Council Meeting Procedures

Welcome: The City Council of Powell welcomes you to meetings and invites you to participate in matters before the Council. When meeting in the Council Chambers, members of the Council are seated at the rostrum and each has a nameplate for recognition. City Staff members are seated on each side of the Council.

Written Communications: Any interested party may address the Council by written communication with regard to any matter concerning city business. In order to be on the agenda for a council meeting, interested parties need to submit an Agenda Request including all information to the City Clerk no later than 5:00 pm the Wednesday before the City Council meeting. This information will then go out in the agenda packets to City Council members. This includes any special presentations.

Agendas: Agendas are available the Thursday before the Council meeting and can be found on the City of Powell website (cityofpowell.com) or by request. The agenda will also be available at the Council Meeting.

- All items listed on the Agenda are to be considered in order listed on the Agenda. Any person may speak on items listed if recognized by the Mayor.
- Executive Session: Statutory basis for a proposed executive session will be listed on the agenda.

Public Participation: The Council welcomes suggestions and comments which help meet the needs of the City and improve its operation, and they also welcome questions which may clarify its responsibilities or its decisions.

Guidelines for addressing the Council:

1. Stand or raise your hand until recognized by the Mayor or the presiding officer.
2. Step up to the podium when addressing Council.
3. Mayor will ask each speaker to state his/her name, address, and who they represent before speaking.
4. Prior to speaking the speaker is asked to fill out name and information on sign sheet at the podium.
5. Persons attending a City Council meeting may address the Council during time specified for a specific item on the agenda.
6. Presentations concerning agenda items will be heard only upon approval by the Mayor
7. All remarks should be directed to the Mayor, and the Mayor may refer any questions to the proper Council member or City staff.
8. Persons addressing City Council should avoid using threatening or obscene language or making personal defamatory statements, or engage in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing, or other proceeding.
9. Large groups are encouraged to express their views through a single spokesperson rather than individually.
10. To maintain order, applause or other unnecessary disturbances are discouraged.
11. Petitions should be presented to the City Clerk.
12. Members of the audience are encouraged to speak before the Council but they cannot make motions or otherwise participate in the meeting.

Recording Council Meetings: City Council meetings are videotaped by TCT and televised live. The audio is also recorded and put on our website. In order for the audience to receive a clear audio signal, it is essential for members of the audience and Council to speak into the microphones.

Time Limit for Speakers: Any person addressing Council is encouraged to limit their presentation to 5 minutes, unless prior approval has been given. A speaker may not defer his/her time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments. Speakers are to avoid comments off the subject being discussed.

Electronic Devices: To observe the order and decorum of City Council meetings, the volume on all electronic device including but not limited to cellular telephones, pagers, computers, or smart phones are to be turned off or set to vibrate.

Hearings: Any member of the audience may speak on items scheduled for hearing at the time the City Attorney or Deputy City Attorney declares the hearing open to the audience.

Minutes: Official minutes of Council Meetings are prepared and kept by the City Clerk and are reviewed and approved by City Council at the next regular meeting. Copies of the minutes are available on the City's website, in the Powell Tribune, or in the City Clerk's Office.

Disruption of Public Meetings prohibited by State Law: Any member of the public will be allowed to appear and speak before the City Council, unless he or she disrupts or otherwise impedes the orderly conduct of the Council Meeting, hearing, or other proceeding of the Council. This includes but is not limited to: using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the governing body may recess the meeting and reconvene at another location (W.S.S. 16-4-406). A disruptive person may be readmitted at a future meeting as long as there are no further disturbances or disruptions by this person at that public meeting.

During our Council meetings there shall be no personal attacks on any member of Council, Staff, or the public.

