



RULES OF COUNCIL

Adopted 4/16/2025

Rule 1. **Common Council Meeting Date**

The regular meeting of the Common Council shall be held on the first and third Wednesday of each month at seven o'clock p.m. Special meetings shall be called in accordance with the General Charter. Changes to the regular meeting schedule will be approved by the Common Council.

Rule 2. **Call to Order**

The presiding officer shall call the meeting to order. The Council members will indicate their attendance by selecting the 'Join' button on their tablet to join the meeting. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business, and if there is no quorum present the members present may compel the attendance of absent members or adjourn.

Rule 3. **Order of Business**

a. Invocation

Alderspersons shall have the option to deliver an Invocation of their choosing, limited to approximately two (2) minutes and not related to any action item on the Council agenda.

A single Aldersperson may also invoke a 30-second moment of silence/reflection or read one of the prescribed statements outlined in Appendix A. Invocation Scripts.

If no Aldersperson has signed up to deliver an Invocation or the Aldersperson scheduled is not in attendance, the chair will invoke a moment of silence.

b. Pledge of Allegiance to the Flag

c. Roll Call of Alderspersons

d. Roll Call of Officers and Department Heads

e. Approval of previous Council meeting minutes

f. Business Presented by the Mayor

g. Public Participation

The Council provides a 30-minute period of time to allow public participation at each Council meeting. The City Clerk or designee shall be the official timekeeper. Public participation shall be limited in subject matter to issues appearing on the Council Agenda. Persons wishing to speak in person must sign the registration list prior to 7:00 p.m. on Council night. Persons wishing to speak via remote electronic means, when that technology is available, must register with the City Clerk by 3:00 p.m. the day prior to the meeting. Public participants must keep their comments to a maximum of 5 minutes per person. Suspension of Rules will be required to allow public participation to exceed the time allotment. An extension granted by the Suspension of Rules shall be for 15-minute increments.

h. Public Hearings, elections, appointments

i. Special Resolutions

j. Establish Order of the Day

The presiding officer will call for the order of the day. To establish the order, an Alderperson may make one or more requests to move an action item or items to the beginning of the agenda, when recognized by the Chair. The Common Council will agree upon any other process to request a change to the order of the day. If possible, refer backs by Alderpersons should take place during the "Establish Order of the Day" portion of the meeting. If there are any objections, a vote of support to the Chair's ruling can be asked for and approved by a simple majority.

k. Meeting Minutes of Standing and Special Committees

l. Consolidated Action Items

m. Approval of Ordinances

n. Presentation of:

License applications

Letters

Remonstrances

Memorials

Accounts

Miscellaneous

o. Presentation of Resolutions

p. Other Business

q. Adjournment

Rule 4. Resolutions / Meeting Minutes

All resolutions shall be submitted to the Council in writing. Council members are encouraged to work with staff before introducing Resolutions in order to ensure that Resolutions are well-researched and ready for debate. Meeting minutes before the Council shall be in the Granicus document management system.

Rule 5. Recognition / Time Limits

When a member desires to be heard he/she shall indicate by pressing the request to speak button on the tablet. The Chair will recognize the speakers in the order they have pressed their request to speak button. When he/she is recognized by the Chair they shall address the Chair by proper title expressing his/her desire to speak on any question. The Chair may restrict members to speak no more than five (5) minutes on any topic. A non-member of the Common Council shall not be permitted to address the same, except by a majority consent of this Common Council. This rule shall not apply to any public hearing.

Rule 6. Motion(s)

When a motion is made, it shall be stated by the Chair or if in writing, it shall be read by the City Clerk or designee. Any motion (except to adjourn, to postpone, or refer) shall be reduced to writing if required by the Chair or any member of the Common Council.

- a) When an item has been moved and seconded for action by the Council or a committee, the motion may be withdrawn, prior to being voted on, only if both the moving and seconding alderpersons consent to the withdrawal. This same process applies to withdrawal of pending amendments. However, once an item has been amended, the original motion may no longer be withdrawn.

Rule 7. Roll Call Vote

The ayes and nays shall be ordered upon any question at the request of any member,

including Committee of the Whole, and the roll call vote will be cast.

Rule 8. Voting / Conflicts of Interest

Every member present, when a question is put, shall vote aye or nay, or abstain from voting. An Alderperson who either has a conflict of interest that plans to abstain from a vote or, plans to abstain for any other reason, shall refrain from debating such issue. This rule will apply to the meetings of the Common Council, Committee of the Whole, and all Standing Committees, Commissions and Boards.

Rule 9. Majority Rules

Any resolution, ordinance or action item on the meeting minutes of a standing committee, commission or board shall require an affirmative vote of a majority of the members of the Common Council for passage unless a super majority is required by the State Statutes or Municipal Code. (Majority of members = 8, Two-thirds of members = 10, Three-Quarters of members = 12, Four-Fifths of members = 12)

Rule 10. Reconsideration

No motion to reconsider shall be made except by a member who voted on the prevailing side, or a member who had an excused absence from the previous Common Council meeting. A motion to reconsider shall be made and seconded at the same or next meeting of the Common Council. If the reconsideration of an item occurs and the item is not listed on the Common Council Agenda, the item will be automatically referred back to the committee of jurisdiction.

Rule 11. Subsequent Consideration

Once an item has been acted upon by the Common Council, the item may not be acted on during the term of the current council year unless the item has been substantially changed. The current council year is defined as the period during which the current council is seated. The determination of an item being substantially changed will be made by the Chair but can be challenged by a member of the Council. An item that has been acted on in any previous council year can be reintroduced by resolution in the current council year.

Rule 12. Suspension of Rules

No rule shall be suspended, rescinded or amended without the vote of two-thirds of the Common Council members present. An Alderperson requesting a suspension of the Rules will state the reason for the suspension in their motion and the vote will reflect the suspension only for said purpose. Note: A suspension of the rules is not debatable per Robert's Rules.

Rule 13. Separate Vote

Any member of the Common Council requesting a separate vote shall be granted that request by the Chair.

Rule 14. Call the Question

The motion to call the question cannot be used when the speaker yields to another and then regains the floor. No member can call the question while speaking to the issue.

Note: The motion to call the question is not debatable per Robert's Rules. The motion to call the previous question will be allowed during deliberations of the Committee of the Whole. At the time the question is called, the Chair will announce how many Alderpersons are in line to speak.

Rule 15. Referrals

A request by an Alderperson to refer an item back to committee shall be automatic, unless a member of Council objects to the referral, and the objection is seconded; if 2/3 of the members present vote to approve the objection the item remains on the agenda and is not referred. A subsequent request to refer back shall be by a motion and carried by a simple majority vote of the members of the Common Council present. The Alderperson using the automatic refer-back shall present his/her rationale for taking the action. The Alderperson shall appear at the next meeting of the committee of jurisdiction. If the Alderperson is unable to attend the committee meeting, he/she shall communicate his/her intent to the Committee Chair or the Committee contact person.

Rule 16. Amendment(s)

Any motion for an amendment on an action item on the Council Agenda requires two votes: 1) to get the amendment accepted or declined; 2) if accepted, action to be taken on the motion as amended. Once an amendment has been proposed, that amendment may be amended a second time (amendment to an amendment); however, Robert's Rules does not permit a third amendment in this sequence (amendment to the third degree).

Rule 17. Parliamentary Rules

Meetings of the Common Council and standing committees thereof shall be conducted according to Roberts Parliamentary Rules of Order, 12th Edition, except as specifically amended or altered by the preceding Rules of Common Council or State Statutes. The City Attorney or designee shall serve as parliamentarian and legal advisor.

Rule 18. Documents (Either electronically distributed or in print)

which shall be referred to during, or will be necessary for, the discussion of an item on the Common Council's Agenda shall be sent to Alderpersons prior to the day of Council meetings, unless the Mayor decides, based on the need for confidentiality (closed session), it is necessary to withhold documents until the day of a Council meeting. City staff shall make their best efforts to provide documents necessary for discussion of subjects on committee agendas prior to committee meetings. This rule does not apply to any proposed motion, amendment, resolution, or committee meeting minutes.

Rule 19. Petitions / Resolutions

All Petitions and Resolutions shall include a summary statement that can be read to the

Common Council by the Clerk or designee. If a summary statement is not included, the Clerk or designee shall read the Resolution in its entirety. Once the summary statement or Resolution has been read, it will be referred to one of the Standing Committees, Commissions, Boards of Jurisdiction or an elected official. The author/lead author/co-sponsor may appear at the Committee meeting or convey to the Committee the intent of the Resolution and be available for questions. Resolutions referred to an elected official shall be referred to the appropriate Committee of jurisdiction within 60 days of receipt. If a dual jurisdictional item arises, a joint committee of standing committees, commissions or boards may be established by the Mayor to address the subject in a timely manner. Additional input may be requested by the Chair of the Committee, Commission or Board of Jurisdiction from another Committee or Board. No City business shall be referred to a sub-committee except by the committee of jurisdiction or unless requested otherwise by the author of the resolution.

Rule 20. Department Head Absence / Participation

All department heads, excluding the City Attorney or designee and City Clerk or designee, that do not have action items on the agenda, are not required to attend Common Council meetings. Department Heads or their designees shall respond to specific requests asked of them upon recognition by the Chair. The Chief of Police or his/her designee shall be the Sergeant at Arms.

Rule 21. Labor Negotiator

The Director of Human Resources shall be the Labor Negotiator for all City labor contracts. The City Attorney and the Department Heads shall be available on a call basis during negotiations.

Rule 22. Committee Meetings

All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until 4:30 p.m., unless in consideration of special circumstances a meeting may begin at 4:00 p.m. with the following conditions:

1. The 4:00 p.m. meeting is at the call of the Chair
2. There is no objection from Committee members
3. The time will not conflict with any other meeting
4. The Chair will take into consideration public attendance and participation
5. Changes in meeting times due to special circumstances will be noticed as required by statute, with as much advance notice provided when possible

No meetings are to be held on Election Day or Martin Luther King Jr. Day. Agendas shall be electronically available to all Alderpersons in advance of the meeting. Alderpersons and support staff shall notify the Chair if they plan to be absent from the meeting or late.

Rule 23. Standing Committees

Shall be appointed by the Mayor and confirmed by the Common Council, as follows:

	Committee Members
Community Development Committee	5
Finance Committee	5
Human Resources/Information Technology Committee.....	5
Parks and Recreation Committee	5
Safety and Licensing Committee	5
Municipal Services Committee.....	5
Utilities Committee	5

Due to scheduling conflicts, 2 Alderpersons may agree to switch committees with the approval of the Mayor. This action must take place before the second Council meeting in May.

Rule 24. Committee of the Whole

The Common Council is empowered to act as a committee of the whole for any standing committee, commission or board of the City it has jurisdiction over, except as restricted by State Statutes.

Rule 25. Meeting Schedules

No two regularly scheduled Committee/Commission/Board meetings shall be scheduled to start within one hour of any other, except with Common Council approval. All meetings at which action is to be taken shall be held at City Hall, or another noticed location. This section does not apply to the Police and Fire Commission and/or the Library Board.

Rule 26. Meeting Schedule Changes

Changes in the normal schedule of meetings shall be announced as far in advance as reasonably possible.

Rule 27. Committee Agendas

Committee Agendas are to contain a clear description of each item that will be discussed at the meeting. Resolutions submitted by Alderpersons and items requiring statutory filing with the Office of the City Clerk will be referred to a Committee/Commission/Board and be on the agenda and all subsequent agendas until action is taken and is reported to the Common Council. Departmental operation items will be placed on the committees of jurisdiction agendas by department directors.

Rule 28. Meeting Minutes

All items appearing on the Committee/Commission/Board Agendas shall be reported out to the Common Council. Issues with critical timing shall be so indicated on the meeting minutes. The vote shall be recorded indicating which members voted nay or abstained from the vote. All Meeting Minutes shall have the attendance of members and a section

called "FOR INFORMATION ONLY". Items from Committee/Commission/Board Agendas that were postponed, held, withdrawn or referred to another committee shall be included in this section with a date specific for the item to be acted on and shall not be debatable. A suspension of the rules (2/3 vote of the members present) vote is needed to move an information item to an action item on any committee/commission meeting minutes.

Rule 29. Committee Recommendations

Recommendations of all committees shall be approved by the Common Council before going into effect. These recommendations shall include, but not be limited to, specific rules exempt by the Council, such as Temporary Class "B"/"Class B" licenses (except if denial is recommended), temporary street occupancy permits, 90-day trial periods, executive budget transfers under \$10,000 and lot splits.

Rule 30. Ordinance Referral

An ordinance brought before the Council that is to be referred back shall be referred to the committee of jurisdiction.

Rule 31. Recess

Any council, committee, board or commission meeting lasting longer than two (2) hours shall take a brief recess every two (2) hours. The Chair of the meeting shall determine the duration of the recess. Members of the meeting body may decide not to take a recess by unanimous vote.

Rule 32. Continuity of Government

The Council, by secret ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.

Rule 33. Remote Meeting Participation

Municipal Code Sec. 2-29 allows alderpersons to appear remotely at meetings when technology is available; however, members of the council, committees, boards or commissions shall endeavor to appear in person for the vast majority of meetings. The following shall serve as supplemental rules regarding remote attendance at Council/Committees/Commissions/Boards:

- a) At least twenty-four (24) hours in advance of the meeting, a member shall notify, in writing or by email or telephone, the City Clerk and:
 - 1) In the case of a Council meeting: the President of the Common Council and Mayor;
 - 2) In the case of a Committee/Board/ Commission meeting: the Chair and Designated Contact Person.

- b) City staff will endeavor to record a member's remote meeting attendance in the meeting minutes.
- c) A member will not be permitted to participate in the closed session portion of a meeting conducted pursuant to Sec. 19.85, Wis. Stats.
- d) The Chairperson of these respective bodies (or Council President in the case of Council meetings) shall endeavor to appear in person or ensure that a designee is appointed to appear in person.

Rule 34. Withdrawal of Resolutions

After a Resolution is read and referred to a Committee, it shall be deemed to be in possession of the Council; however, a Resolution may be withdrawn by its author (first named Alderperson if more than one author is listed) under limited circumstances:

- a) A Resolution may be withdrawn at the Committee level by its author if no action has been taken to approve, deny or amend the Resolution. If held at Committee, its author may subsequently withdraw the resolution prior to the Committee acting on it.

Rule 35. Pledge of Allegiance

At the beginning of any meeting of a Committee, Board, or Commission, taking place within the Council Chambers, after calling the meeting to order, the chair of the meeting will call for the Pledge of Allegiance to be recited before moving on to any other business.

Rule 36. Attendance Policy

Council members shall excuse themselves from Committee or Council meetings by notifying the Chair of their absence prior to the meeting. A Council member who has been absent unexcused from three meetings within a Council year, will need to attend a meeting with Council leadership and the Mayor to find a solution or facilitate a Committee appointment swap.

APPENDIX A.
Invocation Scripts

1. "We gather to listen and share, learn and educate, and to be granted wisdom and grace as we move Appleton forward, in the best interest of our community.
2. "We gather in peace. Even though we have differing opinions, we ask for unity of spirit. We seek help in listening politely as others share their points. We seek guidance in unifying to combine our ideas for the best outcome. We ask for assistance as we work as a whole, rather than as individuals trying to promote our own agendas. May we have a spirit of camaraderie in this space and work together on our shared mission to improve the City of Appleton."
3. "Let us take a moment to remember all of the religions and non-religious choices represented in this City and on this Council. Let us also recall that when we were called to take part in City government, we were not asked our religious practices because all are welcome here. Please join me in a moment of reflection and thanks with these words:
With our friends beside us,
And no person beneath us,
With our goals before us,
And no task beyond us,
With a thirst for knowledge,
And a dream of a better Appleton,
We are thankful for this opportunity to work together today."

Additional messages may be added to this appendix with Common Council approval.