

Exhibit A

City Of McCallsburg City Council Meeting Rules/ Procedures

General Provisions

1. **Scope:** These Rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.
2. **Rule of Order:** The generally accepted rules of procedure found in Robert's Rules of Order, Newly Revised, shall govern City Council meetings unless a change from those rules is approved by the Council for a specific reason.
3. **Matters Not Covered:** Any matter of order or procedure not covered by these rules shall be decided by the presiding officer, or by the Robert's Rule of Order, Newly Revised, or with the assistance and advice of the City Attorney.
4. **Interpretation:** These rules are intended to supplement, and shall be interpreted to conform with, the statutes of the State of Iowa and the Ordinances of the City of McCallsburg.

Time and Place of Meetings

5. **Regular Meetings:** Regular meetings of the City Council are held on the 2nd Monday and 4th of each month at 7:00 p.m. in the City Council Chambers at 425 Main Street, unless otherwise designated by Council. When this date falls on a holiday, the meeting shall be held at the regular hour on the next succeeding day that is not a holiday. Council may, by motion, continue, reschedule, or postpone any regular meetings to another date and time or may cancel a meeting.
6. **Special Meetings:** Special meetings shall be held at Mayor or Council Members request. They will be called 24 in advance in accordance with State statutes.
7. **Work Sessions:** Work sessions may be held in accordance with state statutes when required.
8. **Closed Meetings:** A closed session may be held by an affirmative vote of either 2/3 of the entire City Council or all of the members present at the meeting. The City Council may hold a closed session only to the extent a closed session is necessary and for discussion of any statutorily authorized purpose, including, without limitation, the following:
 - Records deemed confidential by State or Federal Law
 - Application for letters of patent
 - Present or imminent litigation
 - Licensing examination or investigation

- Law Enforcement matters involving investigations, inspection, auditing, selection, prosecution, or settlement of cases
- Evaluation of professional competency of an individual for appointment, hiring, performance or firing, when the individual requests a closed session
- Real estate matters where premature disclosure could increase the cost to the City.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announce publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. The closed session shall be tape recorded with detailed minutes noting persons in attendance and the general subject discussed. The minutes and tape recording shall be sealed and not be public record unless an order of the court is made or for a minimum of one year from the date of the meeting.

Agenda

9. **Preparation of Agenda:** The agenda lists items to be considered by the council. Items to be placed on the agenda should be filed with the City Clerk by noon the Thursday preceding the meeting. Request must include a description of what the request is about. Items to be placed on the agenda can be made through the City Clerk, Mayor or Council member. If any items are questionable for legal purposes the City Clerk will check with the City Attorney before placing the item on the agenda. Items can not be added less than 24 hours prior to the meeting.
10. **Consent Agenda:** Such as but not limited to approval of the agenda, minutes, clerk/treasurer reports, claims, set public hearing dates, cigarette permits, beer and alcohol licenses, and tax abatements. These reports consist of routine, non-controversial items require Council action.
11. **Open Forum:** During this time citizens may address the Mayor and Council on any government related item listed or not listed on the meeting agenda. The Council may not take action at this meeting, due to requirements of the Open Meetings Law; the issue may be made a part of a future Council Agenda. Citizens will be recognized for the official record. Please limit comments to two (2) minutes.
12. **Reports:** Information reports, which require no Council action at this meeting.

Conduct Of Meetings

13. **Quorum:** The Mayor, or in the Mayor's absence, the Mayor Pro Tem, shall call the meeting to order at the hour designated. If a quorum is not present the City Clerk shall immediately inform the absent member, except those known to be unavailable, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.
14. **Presiding Officer:** The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the Council members present will select the presiding officer by vote.

15. **Control of Discussion:** The presiding officer shall control discussion of the Council on each agenda item to ensure full participation in accordance with these rules.
16. **Order of Consideration of Agenda:** Except as otherwise provided in these rules, each agenda item shall be considered in the order shown on the agenda. Each agenda item shall be separately announced by the presiding officer for purposes of discussion and consideration. If the Mayor or other members of the council ask to “suspend the rules” for purpose of reordering the Agenda, the Council shall take a vote to modify the placement of agenda items for good cause.
17. **Discussion:** Any Council member may speak on any agenda item. If the presiding officer deems the discussion is becoming unruly the presiding officer may interrupt discussion and limit discussion to each member as they are recognized individually.
18. **Limit on Remarks:** Each Council member shall limit his/her remarks to a reasonable length. A Council member recognized for a specific purpose shall limit remarks to that purpose.
19. **Presiding Officers Right to Enter into Discussion:** The Mayor, or other presiding officer as a member of Council may enter into discussion.
20. **Presiding Officers Right to Close Debate:** The presiding officer has the right to close debate and speak last on any item, unless 2/3 of the Council members present vote to continue discussion.
21. **Votes Necessary for Passage:** Three Council members; constitute a majority of the Council and therefore three votes are sufficient for passage of any policy matter. Any exceptions to these rules are specifically noted in these rules.
22. **Mayor Voting Rights:** The Mayor is not a member of the Council and may not vote as a member of the Council. The Mayor can not even break a tie vote. The Mayor Pro Tem retains all powers of a Council member.
23. **Mayor Veto Power:** The Mayor may sign, veto, or take no action on an ordinance, amendment or resolution passed by the City Council. The Mayor may not veto a motion passed by the Council. The Mayor Pro Tem may not veto a measure if he/she was entitled to vote on the measure at the time of passage. The Mayor may exercise his/her veto power within fourteen (14) days of passage, and he/she must explain the reason for such veto to the Council members at the time of veto. The Council members may override the Mayor’s veto by a 2/3 majority or 4 of the Council members within 30 days of the veto.
24. **Reading of Ordinances:** The presiding officer shall ask those present in the room if anyone desires to have the Ordinance read or if someone wants to receive a copy of the Ordinance. The City Council shall reserve the right to provide a copy of the Ordinances to said person in lieu of reading the ordinance and shall provide a reasonable recess to allow for a review of the ordinance.

25. **Order:** The presiding officer shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the Council.
26. **Enforcement:** The Mayor as the presiding officer has the responsibility of enforcing these rules and order of business. Any Council member who believes that the Mayor or the presiding officer in the Mayor's absence, is failing to do so, at the time the breach occurs, may call attention to it, by making a Point of Order. Point of Order has the effect of requiring the presiding officer to make a ruling on the question involved or to enforce the Council rule. Unless otherwise specified by law or these rules, all business will be conducted by majority rule of those present and voting.
27. **Routine Matters:**
- No member of the City Council, or any other person authorized to address the Council, shall be permitted to use any inappropriate or personally offensive language.
 - A Council member called to order shall immediately desist in speaking, unless permitted to explain. If there be no appeal, the decision of the Mayor shall be conclusive.
 - No motion shall be put or debated unless it is seconded. When a motion is seconded, it shall be stated by the Mayor before debate.
 - After a motion or resolution is stated by the Mayor, it shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision, but if any amendment has been proposed or adopted, it shall not be withdrawn without the consent of the mover of such amendment.
 - In all cases where a resolution or a motion is entered on the minutes of the Council, the name of the Council member moving the same shall be entered also.
 - While the Mayor is answering any questions, no Council member shall engage in conversation, walk across the room or out of the room.

Citizen Participation

28. **Citizen's Right to Address the Council:** Person's other than the Mayor or a Council member shall be permitted to address the Council during the "Open Forum" portion of the agenda or at other times as determined by the Mayor or Mayor Pro Tem.
29. **Addressing the Council:** A person desiring to address the Council shall wait to be recognized by the Mayor then state his/her name, address, and group affiliation (if any) and speak clearly. All citizens comments or questions will be directed to elected officials only. At no time will citizens be allowed to address City employees.
30. **Time Limit on Citizen's Remarks:** An individual citizen shall be limited to two (2) minutes unless additional time is granted by the presiding officer, or a majority of those Council members present. Total citizen input on any subject under Council consideration may be limited to a fixed period by the presiding officer.
31. **Remarks of Citizens:** Citizens making personal, impertinent, or slanderous remarks or using foul language shall be barred by the presiding officer from further comment before the City Council during the meeting.

Council Action

32. **Motion Required:** All actions requiring a vote shall be motioned and seconded by a member of the Council.
33. **Motion to Reconsider:** A motion to reconsider a prior vote shall be made by a Council member who was on the prevailing side in the original action. The motion to reconsider may be made at the same meeting of the original action, or at either of the next 2 regularly scheduled meetings of the City Council immediately successive to the original action.
34. **No Motions by Presiding Officer:** The presiding officer shall not make a motion but may vote if the presiding officer is not the Mayor at the time of the vote.
35. **Call for Vote:** At any time in the debate, the presiding officer may call for a vote. Alternatively, 2/3 of those Council members present may call for a vote at any time.
36. **Ordinance:** General laws, which are adopted after three (3) readings at three (3), separate meetings. However, the Council may vote to suspend those rules if, three-fourths (3/4), or four (4) Council members vote to suspend or waive the second and third readings. The Council may also direct the City Attorney to prepare an ordinance for future consideration.
37. **Resolutions:** The Council's statement of policy or order for action to be taken. This requires a roll call vote.
38. **Conflicts of interest:** Every member shall vote unless on a subject in which he/she has a conflict of interest. Once the Council member had declared his/her conflict of interest the Council member shall be excused from the discussion. Abstentions due to conflict of interest shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the members present. The vote of member(s) who abstained due to conflict of interest shall be registered as an abstention. Any member of the City Council who has not declared a conflict of interest but casts a pass vote or abstains from voting shall have the vote registered as a no vote. When abstaining the member must state his/her reason(s). A member who voted with the majority may move for a reconsideration of an action at the same meeting or the next regular meeting.

Other Provisions

39. **Interaction with Litigants:** The Mayor and City Council will not discuss City matters involving in pending/action lawsuits with litigant(s). or litigant's representatives unless the City Attorney is present to provide legal guidance.
40. **Public Records:** Availability of public records is governed by the Iowa Open Records Act and the Federal Freedom of Information Act.
41. **Iowa Open Meetings Law:** The Iowa Open Meetings Law provides for citizen access to governmental policy and decision-making process. A public meeting occurs when a

quorum of the City Council (or one of its committees) gathers in a single place, either physically or electronically. However, the mere gathering of a majority of the Council does not constitute an illegal meeting unless deliberations or actions take place with the scope of the policy-making rights of the Council. There are a number of reasons which can justify a “closed session;” therefore, the Council and all board, committees and commissions are directed to observe the requirements and constraints of the Iowa Open Meetings Law, Chapter 21 of the Iowa Code, in the conduct of all meetings.

42. **Agenda Packets:** Council meeting agenda packets detailing the items of business to be discussed and any Council communications to be presented, will be prepared by the City Clerk, and furnished to the members. Members should contact the Mayor or City Clerk if there are any questions regarding the information.
43. **Public Hearings:** Required for several processes, such as but not limited to; amendments to the City Codes, awarding of contracts for public improvement projects, conveyance of City owned real property, adoption of the City Budget, CDBG Grants, and annexation. Once declared opened by the Mayor, staff may give a report, testimony by an applicant, public testimony in support of opposition of an issue and Council deliberation. Action to be taken on the Public Hearing item must be taken outside of the Public Hearing. Typically, as an agenda item later in the meeting. The presiding officer may, with council approval, limit the time each speaker has to address the public hearing item.
44. **Minutes:** Minutes of all meetings must be prepared by the City Clerk. Upon approval by the Council, written minutes constitute the official record of its activities. Additions and corrections to the minutes may be made only in public meetings, with the approval of body, and not by the request of private individuals. City Council policy does not require that minutes be recorded verbatim. Minutes record the essence of decisions made and of actions taken. Minutes shall show the date, time, and place of the meeting, members present, action taken, the results of each vote taken and information sufficient to indicate the vote of each member present.
45. **Tape Recordings:** Tape recording the meeting is made to facilitate in the accurate taking of minutes. Once the official minutes of the meeting have been approved, the tape recording has served its purpose and shall be destroyed. This does not apply to closed session meeting tapes.
46. **City Employees:** City employee’s comments and questions will be directed to elected officials, city personnel and contracted representatives only, unless otherwise directed by the elected officials.