


TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials: 

FROM: Shawn Hart, Acting Assistant City Manager File #: MGR25-216

DATE: April 11, 2025 Mtg. #: 04/17/25 NBe

RE: **Amendment to City Council Rules of Procedures – Meeting Adjournment Time**

The motion detailed below was requested on March 20<sup>th</sup>, 2025, by Councilmembers Kistler and Zenge. If adopted, the motion would amend the City Council Rules of Procedures to establish a standard adjournment time for City Council meetings. Long meetings that extend late into the evening can lead to fatigue, reduced focus, and diminished decision-making capacity. Establishing a consistent adjournment time will help ensure that Councilmembers are able to approach all agenda items, especially those considered later in the meeting, with a clear head and full attention.

Under the proposed amendment:

- Regular City Council meetings shall adjourn no later than 10:00 p.m. unless extended by Council action.
- A 30-minute extension (to 10:30 p.m.) may be approved by a majority vote of the Council.
- A second 30-minute extension (to 11:00 p.m.) may be approved only by a unanimous vote of the Council.

A motion has been prepared for City Council consideration.

**Recommended Motion:**

I move that the City Council amend the City Council Rules of Procedures to include the following:

City Council meetings shall adjourn no later than 10:00 p.m., unless extended by Council action. The meeting may be extended to 10:30 p.m. with approval by a majority vote of the Council Members present. Any extension beyond 10:30 p.m., up to a final adjournment time of 11:00 p.m., shall require a unanimous vote of all Council Members present.

If no motion to extend is made and approved before the designated adjournment time—whether 10:00 p.m. or an extended time as previously approved—the meeting shall automatically recess and be reconvened at a later date to be determined by the Council.

## **Ketchikan City Council Member Agenda Item Request Form**

All item requests along with presentation materials must be submitted to the City Clerk or City Manager at least 10 days prior to the requested Council meeting.

Request Date: 03/20/25 Reference Department: City Council

Councilmembers initiating the request: Lalette Kistler Judy Zenge

Proposed agenda date if known: 04/17/25

Type of Agenda Item: (Proclamation/ FYI/ Discussion and Action Action

Request staff Prepare a motion: Yes ☒ No ☐

Subject/ Title of Item Limit Meeting Duration

Description: use space provided or attach document.

We would like to propose a motion that a meeting will not continue past 10:00 unless a majority of the members present vote to extend it for 30 more minutes. To extend it an additional 30 minutes requires unanimous vote.

Attachments: List them out:

When meetings extend late into the evening, heads are not as clear, and the council can do a disservice to items at the end of the agenda (and their day-jobs).

STAFF USE ONLY:

Placed on Agenda: \_\_\_\_\_ Agenda Item. \_\_\_\_\_

Department Head/Manager input: (to be discussed with persons initiating the request prior to the meeting to make sure all parties understand

If Manager deems issue is not sufficient to move forward or requires additional staff analysis Manager will provide a verbal/written report at the next meeting.

## **City Council Rules of Procedure**

1. **Motions; Amend.** A motion to amend an amendment shall be in order; but a motion to amend an amendment to an amendment shall not be entertained.

2. **Motions; Appeal.** No appeal from any decision of the presiding officer shall be entertained unless it is seconded, and no other business shall be in order until the question on appeal has been decided. The question on the appeal is not debatable and shall be put as follows: "Shall the decision of the Chair stand as the judgment of the Council?" and it shall be deemed to be decided in the affirmative unless a majority of the votes given are to the contrary.

3. **Motions; Order of.** When a question is under debate, the presiding officer shall receive any of the following motions but no other:

1. To adjourn.
2. To recess.
3. To raise a question of privileges.
4. To call for the orders of the day or the regular order.
5. To lay on the table.
6. For the previous question.
7. To limit or extend limits of debate.
8. To postpone to a certain time.
9. To refer.
10. To amend.
11. To postpone indefinitely.

When one of the above motions has been made, none of the others inferior to it in the order in which they stand above shall be made, and in proceeding to vote, motions pending shall be put in the order of their rank as above arranged. The first seven are not subject to debate. A motion to postpone to a certain time, refer, amend, or to postpone indefinitely may be amended; the previous question may be demanded before an amendment, which motion shall be decided without debate. A motion to adjourn shall always be in order provided that business of a nature to be recorded in the journal has been transacted since any previous motion to adjourn has been defeated. No motion or proposition of a subject different to that under consideration shall be admitted under color of an amendment. When a matter has been especially assigned to be taken up at a fixed time, or at a certain stage of proceedings, such matter shall, at the appointed time or at any time subsequent thereto, be in order upon the call of any member, and take precedent over all other business.

4. **Motions; Parliamentary Inquiry.** Any member may make a parliamentary inquiry of the Chairman at any time during the meeting.

5. **Motions; Point of Order.** Any member may make a point of order without a second at any time. The presiding officer may speak to points of order in preference to other members, and shall decide all such questions, subject to appeal to the council by motion duly seconded; and no other business shall be in order until the question of the appeal has been decided.
6. **Motions; Previous Question.** When the previous question is moved by any member, all debate on the main question shall be suspended immediately and the presiding officer shall put the question in the following form: "The previous question is moved on (specifying the motion on which the previous question is demanded); as many as are in favor of ordering the previous question will so indicate.". If five members arise, the affirmative has it, the previous question is ordered, and the Chairman will proceed immediately to put to a vote the question on which the previous question was ordered. If less than five members so indicate, the negative has it, the motion is lost, and the question is again open to debate and amendment as if the previous question had not been demanded.
7. **Motions; Procedure.** The presiding officer shall put all questions in the order in which they are moved - unless a subsequent motion shall be previous in its nature - except that in naming sums and fixing times, the largest sum and the longest time shall be put first.
8. **Motions; Reconsideration.** When a vote has been passed, any member who voted on the prevailing side may move a reconsideration thereof at the same meeting immediately after the announcement of such vote, or at the next succeeding meeting whenever motions are in order, provided that the subject matter has not passed out of the control of the Council. A motion to reconsider requires four votes; if such motion thus prevails, the subject shall be open to debate and amendment in the same manner as the original question. Debate on motions to reconsider shall be limited to fifteen minutes, and no member shall speak more than five minutes. No motion shall be reconsidered more than once.
9. **Motions; Reduced to Writing.** Any motion must be reduced to writing if the presiding officer so requires or any member so demands, and no other motion shall be entertained until reasonable time (not over thirty minutes) is afforded for compliance with this rule.
10. **Motions; Rescind.** Any previous vote may be rescinded by vote of four members of the Council at any time, provided, the subject matter has not passed out of the control of the Council.
11. **Motions; Withdrawals.** After a motion is stated or read by the presiding officer, it shall be deemed to be in the possession of the Council and shall be disposed of by vote, but the mover may withdraw it at any time before decision or amendment, by unanimous consent.
12. **Motions; Pass** During the roll call vote by the Clerk, if a Councilmember is not ready to vote, but wishes to be called on again after the roll has been completely called, he answers "pass".
13. **Order of Business.** At every regular meeting of the City Council the order of business shall be as follows: (Amended 7-21-83, 5-21-87, 3-17-88, 10-1-2020, )
1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance of the United States of America
  4. Recital of Native Lands Acknowledgement by presiding Mayor
  5. Communications

6. Persons to be Heard
7. Consent Agenda
8. Unfinished Business
9. New Business
10. Approval of Vouchers
11. Managers' Report
12. Council Committee Reports
13. City Clerk's File
14. City Attorney's Report
15. Future Agenda Items
16. Mayor and Council Comments
17. Executive Session
18. Adjournment

Any member can remove without prejudice any item from the consent agendas he cares to discuss as an agenda item. After a motion to approve the consent agenda has been made, questions can be asked of an item without removing it from the consent agenda.

The above order of business shall not be departed from except by vote of a majority of the members present.

**Rules of Amendment.** A proposed amendment to or repeal of any rule shall be submitted in writing, be laid on the table at the meeting to which it is submitted, and shall become the first item of unfinished business at the next regular meeting.

**14. Rules; Others.** In all matters of parliamentary procedure not covered in these rules, Robert's Rules of Order shall be applicable and govern.

**15. Rules; Suspension of.** The City Council rules and order of business shall be observed in all cases, unless suspended temporarily for a special purpose of any emergency nature by a vote of five members present. Any member may move at any time for the suspension of any rule, and such motion must be seconded to entitle it to consideration.

**16. Rules; Violation of.** If any member, in speaking or otherwise, transgresses the rules of the Council, the presiding officer shall, or any member can, call him to order; in which case the member so called to order shall immediately cease discussion unless permitted by the presiding officer to explain; and the Council if appealed to, shall decide the question without debate. If the decision be in favor of the member so called to order, he shall be at liberty to proceed; if otherwise, he shall not proceed without leave of the Council to proceed in order.

**17. Speaking; Debate and Discussion.** Every member of the council and the mayor has the right to speak on any matter before the council, including every debatable motion before it is finally acted upon. At the request of a council member or the mayor, the City Manager and the KPU Manager (or other staff person at the manager's request), the City Attorney, or the City Clerk may provide pertinent information or advise on a matter before the council.

**18. Speaking; Recognition.** A member about to speak shall respectfully address the Chair, and shall not commence to speak until recognized by the presiding officer. When two or more members request to speak at the same time, the presiding officer shall determine which one is recognized.

19. **Speaking.** Every member while speaking shall confine himself to the subject under debate, shall refrain from personalities, and shall not refer to any other member of the Council except in a respectful manner.
20. **Speaking; Interruption.** Unless a member who has the floor yields for that purpose, no member shall interrupt another while speaking, except to propound a parliamentary inquiry or make a point of order.
21. **Speaking; Limitation.** No member shall speak more than twice or for more than 10 minutes continuously to any one question, except that one or more additional periods of 10 minutes may be granted by unanimous consent. The reading of papers desired by any member shall be read by himself or by the City Clerk within the member's time limitation unless permission for the Clerk to read such paper outside the time limitation is unanimously granted.
22. **Vote; Declaration of.** The presiding officer shall declare all votes; but if any member doubts a vote, the presiding officer without further debate upon the question shall request the members voting in the affirmative and negative respectively to so indicate, and he shall declare the result.
23. **Vote; How Taken.** In all meetings of the City Council the vote shall be taken by "Yeas" and "Nays" on the passage of all ordinances, resolutions and authorizations for the payment of money and on the passage of any order or resolve when called for by any member of the Council, and such yeas and nays of each member shall be permanently entered on the record of the proceedings of the Council by the City Clerk. Other votes may be by show of hands.
24. **Voting; Disqualification.** No member shall vote on any question in which he is pecuniarily interested, directly or indirectly, and in which his vote may be decisive.
25. **Voting; Required.** Every member who shall be present when a question is put - where he is not disqualified by personal interest - shall vote unless the Council for special reasons excuses him. Applications to be so excused must be made before the vote and shall be decided without debate.
26. **Voting; Without Objection.** Anything to the contrary in these rules notwithstanding, in all cases where an extra-ordinary majority is not required, and when no motion is before the Council, the Chairman may, in lieu of calling for or awaiting a motion to be made, put the question in the following form: "Without objection, it will be so ordered." If no objection is heard, he shall announce: "It is so ordered", which will have the same effect as if a motion to that effect had been made and voted upon favorably. If a single objection is seasonably expressed when the question is put, the Chairman shall not proceed further under this rule, but instead shall call for a motion, which motion shall be handled in the regular manner.
27. **Charter Requirements must be complied with.** Charter requirements prescribing the method to be pursued by a municipal body are mandatory, and, unless complied with, any attempted exercise of power is void. If the charter points out a particular way any act is to be done, or in which an officer is to be elected, then, unless those forms are pursued in the doing of any act or in the electing of an officer, the act or the election is not lawful.
28. **Reading of Ordinances or Resolutions.** Where an election takes place and a new council takes office after the first reading of any ordinance, these readings do not need be repeated, but the procedure already begun needs only to be completed.

**29. Adjourned Meetings.** City Council meetings shall adjourn no later than 10:00 p.m. unless extended by Council action. The meeting may be extended to 10:30 p.m. with approval by a majority vote of the Council Members present. Any extension beyond 10:30 p.m., up to a final adjournment time of 11:00 p.m., shall require a unanimous vote of all Council Members present.

If no motion to extend is made and approved before the designated adjournment time—whether 10:00 p.m. or an extended time as previously approved—the meeting shall automatically recess and be reconvened at a later date to be determined by the Council.

In the absence of any controlling provision to the contrary, a meeting of the council, when duly organized, has authority to adjourn to a further time. An adjourned meeting is a continuation of the meeting which was adjourned. Any business which could have been properly considered at the meeting which was adjourned may be considered and acted upon at an adjourned meeting, and nothing can be considered which could not have been considered at the regular or special meeting which was adjourned.

An adjournment from day to day by less than a quorum preserves the continuity of a session.

Amended 7-21-83

Amended 5-21-87

Amended 3-17-88

Amended 3-21-91 (Section 12)

Amended 3-20-97 (Section 15)

Amended 11-06-97 (added new Section 17)

Amended 10-1-2020 (amended Section 12)

Amended 1/5/2023 (amended Section 13)

Amended 4/6/2023