Appendix B - COUNCIL RULES (MARKED UP 3.14.2023) DRAFT - Working Copy

Rule ~~XXIV~~. - Officers of the Common Council.

The officers of the Common Council include: the Mayor, the Council President, the Chairperson of Judiciary and Administration Committee, the Chairperson of the Finance and Personnel Committee, a Council member appointed to the Executive Committee, the Vice Chair of Judiciary and Administration Committee and the Vice Chair of Finance and Personnel Committee. In accordance with Wis. Stats. 19.88(1), officers may be chosen by secret ballot as applicable.

Rule I. – ~~Regular~~ Meetings.

All meetings shall be held in the Council Chambers at La Crosse City Hall unless otherwise ordered by the Council. If an emergency arises in which it would be unsafe or a threat to the health of members of the Council, members of the public and staff to hold an in-person meeting, meetings may be conducted by electronic means at the discretion of the Mayor and/or Council President. All meetings, including any electronic meetings, must be conducted in accordance with the Wisconsin Open Meetings Law and provide reasonable access to members of the public.

(1) Common Council Meetings. Regular meetings of the Common Council shall be held on the second Thursday of each month at~~. The meetings shall be held at~~ 6:00 ~~o'clock in the evening~~ p.m.

(2) Organizational Meeting. On the third Tuesday in April of odd years, the newly elected Common Council shall hold an organizational meeting at which time they will elect the Council President to serve pursuant to Wis. Stats. sec. 64.07(2) and members of the Council to serve on the Board of Public Works. In addition, to confirm the Mayor's council member appointments to the Board of Park Commissioners.

(3) Annual Budget Meeting. A special November meeting, or meetings, will be held for the annual Operating Budget. An annual Council meeting calendar shall be created by the City Clerk modifying meetings dates for holidays and elections. The annual calendar shall be adopted by the Council at the annual budget meeting and publicly posted.

(4) Special Meetings. Special meetings of the Common Council may be ordered by the Common Council or may be called by the Mayor, or in case of his/her refusal to act, by any five (5) Council Members and pursuant to provisions of sec. 2-34 as necessary.

(5) Council Planning Meeting. A Council Planning Meeting shall be held quarterly with meetings in March, June, September and December of each year the Tuesday immediately preceding the monthly Council Meeting at 6:00 p.m. Additional Council Planning Meetings may be scheduled at the discretion of the Council President. The Council Planning Meeting shall be for the purpose of education and information only. No legislative items pending before the Council shall be added to the Council Planning Meeting Agenda. No action on legislation shall be taken at this meeting and there will be no public hearings. The President of the Council shall call the meeting to order and shall be the Chair of said meeting. The Council President shall determine the items to be added to the Council Planning Meeting Agenda, or in case of his/her refusal to act, by any five (5) Council Members.

(6) Public Information Presentations. From time to time, the City may desire to host a public information presentation. A possible quorum of the Council (and other governing bodies) may attend; however, no deliberation or action may occur.

~~Rule II. - Special meetings.~~

~~Rule VI . - Council Planning Meeting.~~

~~(c) The City Clerk shall provide an agenda for the Council Planning meeting by mail on no later than the Friday preceding such meeting.~~

Commented [EN1]: Added to allow the authority for virtual meetings.

Commented [EN2]: Added since these are recurring council meetings.

Commented [EN3]: Moved special meeting under Meetings Rule.

Commented [EN4]: Added since there are occasional information presentations i.e. school district long term discussion, project presentations i.e. La Crosse Center remodel, etc. These will be noticed as public info sessions that the Council is invited; they are not a meeting of the council since there is no quorum requirement.

Commented [EN5]: Moved under Meetings Rule.

Commented [EN6]: Moved under Meetings Rule.

Rule . – Cancellation of meetings.

Only the Mayor or Council President may cancel a meeting listed under these Rules. Meetings may be cancelled only in the event of a lack of quorum, an emergency or inclement weather such that it would be unsafe for members of the Council and the public to attend the meeting, and due to open meetings law requirements. Prior to cancelling a meeting, the Mayor and Council President shall consult and immediately notify the City Clerk. The public and the news media shall be promptly informed of any meeting cancellation.

Commented [EN7]: Added for clarity.

Rule III. - Call~~ing meeting~~ to order and order of succession.

At the hour appointed for any ~~Regular or Special Council~~ meeting, the Mayor, or in his/her absence, the President of the Council shall call the meeting to order. The Clerk shall then call the roll and announce whether or not a quorum be present. If a quorum be present, the Council shall then proceed with its business. If no quorum be present, that fact shall be entered ~~on~~ in the minutes ~~journal~~ and the Council shall adjourn to such time as those present shall decide.

Commented [EN8]: Minor modifications.

In the absence of the Council President, the Chair of the Judiciary and Administration Committee shall call the meeting to order and preside over the meeting. In the absence of the Chair of the Judiciary and Administration Committee, the Chair of the Finance and Personnel Committee, and in the absence of the Chair of the Finance and Personnel Committee, the Vice Chair of the Judiciary and Administration Committee shall call to order and preside over the meeting.

Rule . – Recording of Meetings.

When possible, all meetings of the Common Council shall be recorded electronically, excluding any closed sessions, and recordings shall be retained in accordance with the City records retention policies.

Commented [EN9]: Added for clarity; accompanying policy. This is a feature of the Granicus solution.

Rule . – Quorum.

A quorum of the Council shall be two-thirds (2/3) of the members, excluding the Mayor, pursuant to Wis. Stats. sec. 62.11(3). As currently constituted, quorum is nine (9).

Commented [EN10]: Added for clarity. It is based on statute but helpful to have listed in Rules since it is not majority.

Rule . – Preserving order.

It shall be the duty of the presiding officer to preserve decorum. If any member infringes the Rules of the Council, the presiding officer shall, on his or her own or at any member's request, call such offending member to order. The Council, if appealed to, shall decide the matter. The Council President shall assist the presiding officer in preserving order.A

Commented [EN11]: Added for clarity.

Rule IV. - Order of business.

The order of business shall forth shall, in all cases, be adhered to; but the same may be temporarily suspended by unanimous consent.

The order of business shall be as follows:

(1) Approval of the minutes of the previous meeting(s).
(2) Reports – monthly or annually reports of departments ~~of Director of Finance/Treasurer.~~
(3) Notices and discussions.
(4) Bills, accounts and estimates.
(5) Appointments.
(x) Suspension of Rules.
(x) Public Works Contracts.
(6) Reports of standing committees.

(7) ~~Reports of special committees.~~
(8) Unfinished business.
(9) ~~New business.~~
(x) Any item for closed session.
(x) Consent agenda
(x) Adjournment.

Items receiving unanimous consent out of standing committees may be placed in a consent agenda. The consent agenda will be approved with a single voice vote, based on the recommended actions by standing committee, unless an item is removed at the request of the Mayor or a Council Member. Any item requiring a vote other than majority shall not be placed on the consent agenda.

Rule V. – Standing Committees.

Standing committees of the Common Council shall be as described below along with the primary responsibilities. Items not fitting precisely within the following descriptions may be assigned to the most appropriate of the committees.

(1) Judiciary & Administration Committee. Meetings of the Judiciary and Administration Committee shall be held at 6:00 p.m. on Tuesday of the week immediately preceding each regular meeting of the Council and shall be assigned matters concerning ordinances, annexations, license and permitting, rezonings, conditional uses, plats, quiet zones, judiciary and legislative matters and policy matters concerning police, fire, airport, La Crosse Center or other departments and boards, commissions and committees.

(2) Finance & Personnel Committee. Meetings of the Finance and Personnel Committee shall be held at 6:00 p.m. on Thursday of the week immediately preceding each regular meeting of the Council and shall be assigned matters concerning expenditures and fiscal planning, including the annual budget, bills and special claims, bond issuance, TIF funding, CDBG, insurance, purchase of supplies and equipment, property acquisition and sales, contracts and agreements, leases, easements, fees and assessments; public parks, facilities and buildings; parking, transit and utilities; salaries, contract negotiations and personnel matters.

Following each organizational meeting of the Common Council on the third Tuesday in April of odd years, and no later than within ten (10) days thereof, the Council President shall appoint the standing committees with six (6) members to one and seven (7) members to the other. Council Members have been appointed to a standing committee during the regular two-year session, a Council Member may voluntarily agree to be reappointed to another standing Committee if the Council President approves of said reappointment.

Unless there is a vacancy on the Council, the Council President shall appoint himself/herself a member of one of the standing committees and shall vote thereon. The Council president may, should there be a vacancy on the Council, appoint himself/herself to a standing committee to fill a vacancy on such committee or delay his/her appointment to a standing committee until the vacancy is filled either by local election or pursuant to sec. 2-106.

At the first meeting of each committee, they shall elect a Chair and Vice Chair. The Chair shall preside at all subsequent meetings of the committee and in his/her absence, the Vice-Chair shall preside. The Council Attendant - Standing Committees shall record all votes taken by the committee on matters referred to it and the City Clerk shall keep a permanent record of such votes.

The Mayor, Chair or majority of a committee may call special meetings of a standing committee.

A quorum of a standing committee shall be majority of its membership.

Commented [EN12]: Modified Rules to match current practice.
Reports do not need standing committee action so they can go right to the Council agenda similar to the monthly Finance Report.
Added suspension of Rule and Public Works Contracts.
Removed special committee reports; these do not come separately to Council.
Added Items for closed session; would like these at the end so closed session is not in the middle of meeting.
Added Adjournment.

Commented [EN13]: Added to codify our current practice.

Commented [EN14]: Just reworded and simplified subjects.
Contracts and agreements moved to F&P since they are generally fiscal in nature.

Commented [EN15]: Added for clarity since it differs from Council quorum.

All matters pending before the Council and undisposed of at any meeting shall be referred to the appropriate committee unless otherwise directed by the Council.

~~(a) Following each organization meeting of the Common Council on the third Tuesday in April and no later than within ten days thereof, the Council President of the Common Council shall appoint the standing committees of the Council and each committee shall elect a Chair and Vice Chair. The Council President shall further be responsible for appointing eight six members to one standing committee and nine seven members to one standing committee. Once Council Members have been appointed to a standing committee during the regular two-year session, a Council Member may voluntarily agree to be reappointed to another standing Committee if the Council President approves of said reappointment. Effective April, 2017, the Council President shall appoint seven members to one standing committee and six to the other standing committee.~~

~~(b) The committees to be appointed in accordance with this rule shall include the following standing committees: Finance and Personnel and Judiciary and Administration. Unless there is a vacancy on the Council, the Council Member who is elected President of the Council shall appoint himself/herself a member of one of the standing committees and shall vote thereon. The Council president may, should there be a vacancy on the Council, appoint himself/herself to a standing committee to fill a vacancy on such committee or delay his or her appointment to a standing committee until the vacancy is filled. Immediately after appointment of the committees, the members of each committee shall meet and elect its officers. The Chair shall preside at all subsequent meetings of the committee and in his/her absence, the Vice-Chair shall preside. The Council Attendant - Standing Committees shall record all votes taken by the committee on matters referred to it and the City Clerk shall keep a permanent record of such votes.~~

~~(c) Matters concerning ordinances, judiciary, annexations, re-zonings, conditional uses and policy matters concerning police, fire, licenses, health, contracts, La Crosse Center, airport or other departments, agencies, boards or commissions, congressional or state legislative matters, quiet zones, waiver of 2,500-foot rule, plans and specs, schools, lighting, buildings, telephone, power, plats and railroads shall be referred to the Judiciary and Administration Committee.~~

~~(d) Matters concerning bonds, sinking funds, TIF, salaries, insurance, special claims, current bills, purchase of supplies and equipment, printing, personnel matters, residency, property acquisition and sales, leases, land use license, purchases for grounds, street and alley easements, parks, playgrounds, public buildings, assessments, parking, transit and water utilities, CDBG, ISTEA, claims, fees and all other expenditures or budgetary matters shall be referred to the Finance and Personnel Committee.~~

~~(e) Legislation that pertains to adopting the annual operating budget, including, without limitations, a resolution to adopt an annual operating budget and resolution to enact a fee schedule, shall not require a suspension of Council Rule V when such legislation is submitted on the Common Council's annual budget meeting and where such legislation stems from the proposed annual operating budget from the Board of Estimates.~~

~~(f) All matters pending before the Council and undisposed of at any meeting shall be referred to the appropriate committee unless otherwise directed by the Council.~~

~~(g) Meetings of the Judiciary and Administration Committee shall be held at 6:00 p.m. on Tuesday of the week immediately preceding each regular meeting of the Council.~~

~~(h) Meetings of the Finance and Personnel Committee shall be held at 6:00 p.m. on Thursday of the week immediately preceding each regular meeting of the Council.~~

~~(i) All public hearings pertaining to matters in each respective committee's hands shall be held at the time of their scheduled meeting. Public hearings before the respective standing committees shall be limited to 15 minutes for the proponents; followed by 15 minutes for the opponents and three-minute rebuttal for each side unless such time is extended by a majority vote of the committee. With respect to those matters that require a public hearing per state law, federal law or ordinance, those matters shall not be subject to the same time limitations and shall be subject to reasonable limitations as approved on a case-by-case basis by a majority of the standing committee before which such required public hearing is held. All speakers at a public hearing of the standing committees shall speak no more than three (3) minutes unless waived by the Chair or a majority of the committee. No individual or group, including the committee chair, shall pre-determine or prescribe the order of speakers. For the agenda item on the floor, within the categories of proponents and opponents, the chair shall call registered~~

Commented [EN16]: Removed from here and simplified version is now under Standing Committee Rule.

~~speakers to the podium in a random order; excepting applicants and/or their agent who shall be given preference. P~~

(j) ~~The Mayor, Chair or majority of a committee may call special meetings of a standing committee.~~

Rule . – Public hearings and procedure.

The purpose of public hearing shall be to gain information of fact and public opinion concerning an item of business before the Council.

Public hearings ~~shall~~ may be held during standing committee meetings and shall pertain to matters in each respective committee's hands. All statements shall be restricted to the subject matter of the hearing and shall avoid personality.

All statements shall be directed to the presiding officer, and upon conclusion of a statement, the presiding officer shall permit members of the common council to direct relevant questions to the speaker without initiating debate.

Public hearings shall be limited to ~~15 minutes for the proponents; followed by 15 minutes for the opponents and a three-minute rebuttal for each side unless such time is extended by a majority vote of the committee~~ 30 minutes when there are opposing viewpoints from the public. In the absence of opposing viewpoints, public hearings are limited to 15 minutes. With respect to those matters that require a public hearing per state law, federal law or ordinance, those matters shall not be subject to the same time limitations and shall be subject to reasonable limitations as approved on a case-by-case basis by a majority of the committee.

All speakers at a public hearing ~~of the standing committees~~ shall speak no more than three (3) minutes unless waived by the Chair or a majority of the committee. Speakers may not give their time to other people. ~~No individual or group, including the committee chair, shall pre-determine or prescribe the order of speakers.~~ For the agenda item on the floor, ~~within the categories of proponents and opponents,~~ the chair shall call registered speakers to the podium in random order; excepting applicants and/or their agent who shall be given preference on the respective agenda item.

Rule ~~XIX~~. - Limitations on standing committee meeting on same day or evening.

If two (2) regular monthly standing Committee meetings are scheduled on the same day or evening, they shall be scheduled at least one (1) hour apart.

Rule ~~XX~~. - President of Council to be ex officio member of standing committees; right of Council President to vote at meetings of standing committees.

In addition to being an ex-officio member of the standing committees and voting member of one of the standing committees, the Council President may act as a voting member of any standing committee in cases where a quorum is not present in order that such standing committee may conduct business.

Rule ~~XVIII~~. - Matters tabled by standing committee.

Should a matter referred to a standing committee of the Council be tabled or held in such committee, such shall be reported to the Council by the committee chair and the Council may by a majority vote take up the matter.

Rule VII. - Executive Committee.

The Chair of ~~all~~ each standing committee of the Council, the President of the Council, the Mayor and a Council Member appointed by the Council at the regular May Council meeting following each organizational meeting shall constitute a special committee of which the Mayor shall be Chair and which shall be known as the Executive Committee. Such committee shall hold a meeting at any reasonable time

Commented [EN17]: Public hearing removed and made a separate Rule.

Commented [EN18]: Moved under Standing Committee Rule.

Commented [EN19]: Simplified. Remove designated time for proponent and opponent speaking; allow 30 minutes and people can speak 3 minutes. Some have expressed interest in being neutral or are undecided.

Separate Public Hearing Guidelines and Decorum policy.

upon the request of the Mayor, or any two (2) members of said committee, and shall act as a liaison committee and further aid in development of programs for the good of the City.

Rule VIII . – Presentation of business; legislation.

Unless otherwise directed by the Council, all ordinances and resolutions shall be reduced to writing before being presented and shall be in as complete detail as possible and shall include a legislative staff report. All ordinances and resolutions shall be sponsored by the Mayor or no more than two (2) Council Members. The use of a sponsor's name must be with his or her knowledge and consent.

Except as provided in Rule II (special meetings), all ordinances and resolutions presented to the Common Council shall be submitted to and approved as to form by the City Attorney~~;~~ and items with fiscal impact shall be approved by the Director of Finance. Legislation shall be entered into the legislation management database in a timely manner by the department requesting the legislation or by the department facilitating a council member's request to enter legislation. Legislation receiving complete routing approval on or before 12:00 noon on Friday of the week after the regular Council meeting shall be submitted to the appropriate board, commission or committee and standing committee for recommendation to the Common Council for consideration at its next regular meeting; however, Reports of the Finance Director ~~and Fire Prevention & Building Safety~~, Committee Appointments by the Mayor and Resolutions approving the monthly bills, estimates and those awarding public construction contracts are exempt from this provision. If said routing approval date falls on a holiday, such approval date shall occur on the preceding business day.

Citizen petitions, applications or communications shall be presented in the same manner as ordinances or resolutions, except for items otherwise provided in the Municipal Code of Ordinances and payment of any associated fee, in which case the item may be presented without a sponsor.

Legislation that pertains to adopting the annual operating budget, including, without limitations, a resolution to adopt an annual operating budget and resolution to enact a fee schedule, shall not require a suspension of Council Rule VIII (standing committees/action by committee) when such legislation is submitted on the Common Council's annual budget meeting and where such legislation stems from the proposed annual operating budget from the Board of Estimates.

Rule ~~XIII~~ . ~~- Robert's Rules of Order~~ Parliamentary Procedure.

Except where governed by these rules or other sections of the Municipal Code, or the laws of the State of Wisconsin, the business of the Council shall be conducted in accordance with the most current version of Robert's Rules of Order.

Rule IX. – Recognition from presiding officer; ~~S~~speaking more than twice on same question.

Whenever a member is to speak in debate, or deliver any matter to the Council, he or she shall first gain recognition from the presiding officer, avoid personalities, and confine his or her remarks to the question under debate.

No person shall speak more than twice upon any question without first obtaining leave of the Council or by majority vote.

Rule X. - Roll call votes.

After all members who wish have spoken, a roll call shall be called upon the request of any member and the City Clerk or presiding secretary shall then record the votes.

Every member, when a vote is taken, shall be expected to vote "aye" or "no." In the event a member abstains from a vote, it is expected that said member will state the reasons for abstaining at that time.

Commented [EN20]: Added to include new policy effective 1.1.2023.

Commented [EN21]: Added for clarity.

Commented [EN22]: No change. Just reworded and we follow RRO for parliamentary procedure.

Commented [EN23]: Added for clarity.

While the vote is being recorded, it shall not be in order for any member to explain his or her vote.

Any unexcused absence at the time of a roll call vote is taken, shall be recorded as "non-voting" or "absent".

Any member desiring to change his vote on any question must do so before the presiding officer announces the result of the vote.

Rule XI. - Reconsiderations.

Any member voting on the prevailing side of a question may move ~~a reconsideration~~ to reconsider at the same meeting or prior to the next regular Council meeting ~~or succeeding meeting~~ and if a majority of members present shall be in favor of a reconsideration, the subject shall be before the Council for further action. ~~Reconsideration by a member on the prevailing side may also be requested at a special Council meeting following action on the question provided the item for reconsideration so the item is placed on the agenda of such special Council meeting.~~

A member considering reconsideration at a succeeding meeting shall notify the City Clerk no less than 24 hours prior to the time of the meeting of his or her intentions so the matter can be placed on the agenda.

~~Rule XII. - Duty of City Clerk.~~

~~It shall be the duty of the City Clerk, in addition to his/her other duties, to record all ordinances passed by the Council in a suitable book and to furnish the Chairs of the committees, all Council Members, and other City officers with the resolutions and other matters that may be referred to them and to perform all such other clerical duties as may be required by the Council.~~

Rule XIV. - Amendment to rules.

These rules may be amended by resolution ~~at any regular meeting of the Council~~ with a concurrence of two-thirds (2/3) of the members present~~, provided the amendment be introduced in writing at a previous meeting~~.

Rule XV. - Suspension of rules.

These rules of procedure and order of business shall be invariably adhered to unless the same be temporarily suspended by a minimum of two-thirds (2/3) vote of the members of the Council voting on the proposed suspension, except only a majority of those voting is required to suspend the rules in order to allow a public hearing at a ~~regular~~ meeting of the Common Council. Rules may not be suspended as they pertain to quorum.

Rule XVI. - Notice of meetings.

All Council Members~~,~~ and the Mayor~~, and Board of Public Works,~~ shall receive notices of any regular or special meeting of the Council and also notice of regular or special committee, boards or commission meetings ~~which notice shall be forwarded through the mail, unless the time shall not be sufficient to secure the delivery thereof before the meeting covered by such notice~~.

Rule XVII. - Notices of referred matters; inquires by department heads and other officials relative to attendance at meetings.

The City Clerk or applicable department shall send meeting agendas to all Council Members, to all members of the boards, commissions and other officials who may have matters pending before the

Commented [EN24]: Added for clarity.

Commented [EN25]: Simplified language .

Commented [EN26]: Removed, not necessary in Council Rules. Statutory duty of the clerk.

Commented [EN27]: Clarity.

Commented [EN28]: Added since quorum rule is one that cannot be suspended.

Commented [EN29]: Revised to bring up to date. Notices no longer mailed, they are emailed.
ZZ Media, ZZ Council Members (includes Mayor) and ZZ Notices (internal group).

Council, and it is further expressly made the duty of such department or official having charge of any referred matter to determine when such matter will be considered by the committee in charge and to make inquiry from the Chair of the committee to ascertain whether it will be necessary or desirable for someone from such department or such official to attend the meeting to inform the Council upon the subject to be considered.

Rule XXI. - Presence required at meetings; sanctions for nonattendance at meetings.

Every Council Member who for whatever reason cannot attend a scheduled meeting shall notify the City Clerk and:

(1) In the case of a Council, Council Planning or Executive Committee meeting, the Mayor and Council President.

(2) In the case of a standing committee meeting, the committee Chair.

All such excused absences shall be entered in the record. In cases where unavoidable circumstances make advance notice impossible, the notification of excused absence shall be filed with the City Clerk within one week of the absence and entered into the record. Any Council Member who because of an emergency cannot file prior notification of absence may be excused by orally notifying, at any time prior to or during the meeting, another Council Member or City Clerk, who shall so advise the Common Council.

Commented [EN30]: Added for clarity; not always done.

Those Council Members who are consecutively absent for a period of sixty (60) days or more from Council meetings, Council Planning and standing committee meetings shall not receive their salary and expenses for said corresponding period of time for said absence unless said absences are for good cause as determined by the Council President with the right to appeal to the entire Council, including matters beyond the control of the Council Member.

Rule . – Electronic attendance at meetings – policy, requirements, rights and responsibilities.

Commented [EN31]: Added; policy language is needed.

Electronic meeting attendance for voting members should be used sparingly and in conformance with the provisions described herein.

The presiding officer of the respective bodies shall appear in person.

Commented [EN32]: Voting member may appear virtual but preference is in person. The chair must attend in person.

Members of the Council may attend any open meeting via electronic attendance, provided that such attendance is compliant with these rules and any applicable laws.

The presence of a quorum shall be determined by those present in-person and by the participation list of those attending electronically via the City's chosen video conferencing system. A quorum call may be made by any member during the course of the meeting.

Members of the Council attending electronically have the following responsibilities:

(1) Voting members shall notify the chair of the respective body and City Clerk with as much notice as possible prior to the meeting.

(2) Have the communications equipment necessary to attend the meeting electronically.

(3) Voting members must be able to participate using the applicable video conferencing system both visibly and audibly, in real time, for the purpose of discussion and voting. Remote appearance by audio only is permissible only if appearance by video is impracticable but must use the call-in feature of the applicable video conferencing system.

Commented [EN33]: When attending virtually, voting members should have their camera on. Only in rare circumstance and need for audio only is there an exception. New with Zoom, when camera is off, not in tile. Name is only listed in participation list. Makes it difficult for recording secretary.

(4) To seek recognition by the chair, a member shall use the raise hand feature in the video conferencing system or voting application.

(5) A member who leaves the meeting before adjournment shall announce his or her departure but may not interrupt a speaker to do so.

The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference. The chair's decision to do so shall be announced during the meeting and recorded in the minutes.

Attendance in closed sessions must be in-person in order to preserve and protect confidentiality. In the event electronic attendance is allowed in closed session by suspension of the rules or otherwise, those attending electronically shall affirm to the chairperson that no other person is present, listening, transmitting or recording the closed session.

Rule . – Electronic Devices and Communications.

Any electronic communication device not used for the purpose of conducting meeting business shall be silenced or turned off so as not to interfere with, distract from, or disrupt the conduct of a public meeting. Electronic devices shall not be used for social media or entertainment purposes during governmental meetings. The use of any communication device to transmit or record a closed session is prohibited.

No member of the Council shall communicate electronically with another member of the Council during a meeting on any matter on the meeting agenda.

Rule . – Conduct of Officials.

The conduct of public officials shall be above reproach and avoid the appearance of impropriety. Public officials may disagree during debate of issues; however, the debate should be civil and cordial. Public officials shall refrain from the abusive conduct, personal charges, and written/verbal attacks, including via social media, upon the character or actions of other Council Members or of members of other boards, commissions, committees; City staff or the public.

Public officials shall prepare for meetings to conduct the business of the City in a meaningful manner regarding the public issues to be debated. Public officials will listen courteously and attentively to all public discussion before the body and focus on the business being conducted.

Public officials shall refrain from interrupting other speakers, making personal comments not related to the public discussion, or otherwise interfere with the orderly conduct of the meeting.

~~Rule XXII. - Increases in number of full-time positions for succeeding budget year.~~

~~Except as provided in Wis. Stats. § 43.58(4), as amended and superseded, and any other applicable state law, any new regular full-time position created by the City of La Crosse for the succeeding budget year shall be referred by the Director of Human Resources to the August Finance and Personnel Committee and Common Council, prior to the budget going before Council. Approval of positions shall require a majority vote.~~

~~Rule XXIII. - Annual Council Calendar.~~

~~An Annual Council Calendar shall be created by the City Clerk each year and adopted by reference at the annual budget meeting held in November of each calendar year by majority vote of those present.~~

Commented [EN34]: This is necessary to the roll can be updated. If we drop below quorum, the meeting just be adjourned.

Commented [EN35]: Attendance in closed session should be in person; no virtual attendance. If virtual attendance is allowed in closed, suspension of rule motion/vote must take place first and attendee must confirm there is no one else listening or recording.

Commented [EN36]: Added for clarity. Communicating back and forth could also be a violation of open meetings.

Commented [EN37]: Added for clarity and transparency.

Commented [EN38]: Not necessary in Council Rules - Per HR, FTEs are presented to Council during the Board of Estimates meetings and approved with the budget. If adding in the middle of the year, done by resolution.

Commented [EN39]: Removed and inserted in Meeting Rule under Annual Budget Meeting.