

**RESOLUTION NO. 7528**

**A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS,  
ESTABLISHING RULES AND PROCEDURES GOVERNING  
MEETINGS OF ADVISORY BOARDS, COMMISSIONS, AND  
OTHER ADVISORY BODIES, AND REPEALING RESOLUTION  
NO. 7496.**

**WHEREAS**, the Governing Body of the City of Lawrence, Kansas, is committed to effective governance and professional administration; and,

**WHEREAS**, the Governing Body recognizes that rules and procedures governing meetings of the Governing Body will assist the Governing Body in achieving those goals and in conducting the business of the City in a more equitable, efficient, and transparent manner;

**WHEREAS**, the Governing Body wishes to model the 'Code of Procedure for Kansas Cities' prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas; and,

**WHEREAS**, the Governing Body recognizes that continued review and updates to the rules and procedures governing meetings of the Governing body are essential to meeting those goals; and,

**WHEREAS**, the Governing Body finds that it is, therefore, in the best interest of the City to repeal and replace the current rules and procedures governing meetings of the Governing Body.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:**

**SECTION 1: DEFINITIONS**

- A. Governing Body.** The term governing body shall include the mayor and commissioners.
- B. Quorum.** A quorum shall consist of a majority of the members elect.

**SECTION 2: MEETINGS**

- A. Regular Meetings.** Regular meetings of the city will be held at a time, place, and date certain as set by ordinance and in accordance with applicable state law.
- B. Special Meetings.** Special meetings will be held only for a special purpose and will be called in accordance with city ordinance or applicable state law.
- C. Quorum Required.** A quorum is required at all meetings during which binding action will be taken by the city.
- D. Public Comment.** If public comment is allowed during the meeting, any person desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting and shall provide their name and address for the purpose of putting both in the minutes of the meeting. Any public comment taken on specific agenda items shall require the person to state their name and address for the minutes. The

presiding officer may limit the time of each person based upon the number of people wishing to speak and the amount of time available for the public comment portion of the meeting. When public comment is accepted, it shall do so as follows:

- (1) Persons wishing to provide public comment in writing shall deliver such public comment to the City Clerk. Written public comment to be included in the agenda packet must identify the persons name, address or phone number, and the specific agenda item for which public comment is being offered. Such public comment must be received by 12:00 p.m. on the day of the meeting.
  - (2) Persons wishing to provide live public comment are encouraged to do so at the location advertised on the agenda. The City may provide virtual options for providing live public comment. The primary format for providing live public comment is in person. The City does not guarantee virtual access to meetings.
- E. Time Limits.** All public comments will be limited to three minutes. A timing device may be used to help with the fair and transparent measurement of time. Requests for additional time may be granted at the discretion of the presiding officer. Time may not be transferred from one person to another.
- F. Public Comment on a Specific Item.** Persons may comment on a specific item at that time. Persons will be limited to addressing the Governing Body on that specific item one time, unless otherwise permitted by the presiding officer. Public Comment on a specific item shall be germane to the item being discussed.
- G. Open Public Comment Period.** During this time, persons may speak on items not scheduled for discussion on the agenda. As a general practice, the Governing Body will not discuss or debate items nor will the Governing Body make decisions on items presented during this time. Comments should be limited to issues and items germane to the business of the Governing Body.
- H. Decorum.** Members of the public are encouraged to act with decorum and to address the Governing Body and each other with respect. The following will not be tolerated: fighting words, slander, speech invasive of the privacy of individuals, unreasonably loud or repetitious speech, and speech so disruptive of the proceedings that it substantially interferes with the Governing Body's ability to conduct the business of the City. Any member of the public engaging in disruptive behavior that substantially interferes with the Governing Body's ability to conduct the business of the City may, after a warning, be subject to removal from the meeting. During a meeting, it shall be the duty of the presiding officer to preserve order and decorum.
- I. Communication with the Governing Body.** Nothing in this section shall be construed to limit a persons ability to contact members of the Governing Body about matters of public concern.

### **SECTION 3: AGENDA**

- A. Agenda.** Prior to each regular and special meeting, the city will distribute an agenda to each governing body member, and it will be made available to the public at that time.

- B. Setting Agenda.** The governing body of the city shall designate an individual to oversee setting the agenda.
- C. Agenda Items.** Any governing body member or staff member of the city may request to have an item placed on the agenda. Members of the public may not place an item on the agenda but may have a governing body member sponsor such an item.
- D. Additions to Agenda.** Items may be added to or removed from the agenda at a regular meeting by motion approved by a majority of those governing body members present and voting. No items may be added to the agenda of a special meeting.
- E. Order of Business.** At the hour appointed for the meeting, the presiding officer shall call the meeting to order. Upon having a quorum present, the governing body shall proceed to business, which shall be conducted in the following order:
  - (1) Call To Order.  
<Begin Televised Session>
  - (2) Approval of The Agenda.
  - (3) Recognitions, Proclamations and Presentations.
  - (4) Consent Agenda.
  - (5) Regular Agenda.
  - (6) Work Session.
  - (7) Commission Items.
  - (8) City Manager's Report.
  - (9) City Commission Calendar  
<End Televised Session>
  - (10) Open Public Comment Period.
  - (11) Adjournment.
- F. Consent Agenda.** By majority vote of the governing body, any item may be removed from the consent agenda and considered separately. However, the City may identify certain items listed on the consent agenda -- where the Governing Body sits in a quasi-judicial capacity -- that may be removed for public discussion by a member of the Governing Body or by a member of the public. If public discussion on any such item so identified on a consent agenda is desired by a member of the Governing Body or by a member of the public, then that item will be removed from the consent agenda for public discussion.
- G. Work Sessions.** The Governing Body shall take no binding action and may decline to take public comment on those items.
- H. Order of Business, Amended or Suspended.** By a majority vote of the governing body, the order of business may be amended to add or delete sections as appropriate or may be suspended in its entirety to consider other matters. Executive sessions may be held at any time in the order of business.
- I. Time Limit for Meetings.** Meetings shall adjourn no later than 11:00 o'clock p.m., except that any business commenced before that time may be concluded after that time before the meeting is adjourned.

**SECTION 4: MOTIONS**

- A. **Motions; Second.** All motions require a second before such motion may be considered.
- B. **Debate.** All motions are debatable unless otherwise noted in the section governing that motion.
- C. **Substantive Motion.** Only one main substantive motion may be pending on the floor at any one time. It must be withdrawn or advanced to a vote before another substantive motion is introduced.
- D. **Substitute Motion.** Substitute motions are prohibited. Substantive motions must be withdrawn or advanced before another substantive motion is introduced.
- E. **Motion to Amend.** A motion to amend is in order when the proposal to change, add, or delete words form the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce the change to writing, but it is not required if all members of the governing body understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. To pass the underlying substantive motion requires a vote.
- F. **Motion to Pass an Ordinance.** All ordinances of the city shall be considered at a public meeting of the governing body. After consideration and amendment (if any) of the ordinance, the question shall be: "Shall the ordinance pass?" No ordinance shall contain more than one subject, which shall be clearly expressed in its title, and no section or sections of an ordinance shall be amended unless the amending ordinance contains the entire section, or sections as amended and the section or sections amended shall be repealed.
- G. **Motion to Refer.** If the governing body deems it appropriate, it may refer an ordinance, resolution, contract, or other matter back to staff, committee, board, or other appropriate location for further review and consideration. Such motion may or may not contain a time certain for the item to be returned to the governing body.
- H. **Motion to Reconsider; Prohibited.** Motions to reconsider are prohibited. Any governing body member may make a new substantive motion on a matter previously considered by the city.
- I. **Motion to Call the Previous Question.** This motion is not debatable and, if passed by a majority of the governing body, calls for an immediate vote on the substantive motion. This motion requires a vote.
- J. **Motion to go into Executive Session.** The motion to go into executive session shall be made as follows: "I move that the governing body recess into executive session pursuant to the \_\_\_\_\_ exception in order to discuss \_\_\_\_\_ (general description), the open meeting to resume in the city commission chamber at \_\_\_\_\_ (time)." The motion may also state who is to be present in the executive session, although this is not required. This motion must be made, seconded, and carried. Such motion shall be recorded in the minutes of the meeting. The meeting may not reconvene until the time stated in the motion.

- K. **Motion to Adjourn to a Later Date and Time.** If the governing body is unable to complete its agenda during the time allotted for the meeting, the meeting may be adjourned to a time and date certain to continue the regular or special meeting. The motion shall state the time, place, and date for the meeting to reconvene. If the motion is adopted, the meeting is adjourned to the specified time, place, and date.

## SECTION 5: VOTING

- A. **Form of Vote.** All votes shall be by voice vote, or, in the alternative; the presiding officer may request that a vote be by “show of hands.” No vote shall be by secret ballot.
- B. **Division.** The presiding officer or any member may request a formal division of vote. At the discretion of the presiding officer, division may be by either a poll of each member or a show of hands.
- C. **Duty to Vote.** Members of the governing body have a duty to vote unless such member choosing to abstain has a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for abstention.
- D. **Recording.** Upon final passage of a matter, the vote shall be recorded in the minutes.
- E. **Votes; Non-Ordinance Matters.** Unless otherwise specifically required by law, the adoption or rejection of resolutions and other motions shall be by a majority of those present. An abstention shall be counted with the prevailing side.
- F. **Ordinance.** The adoption of an ordinary ordinance requires 3 affirmative votes of the commission.
- G. **Charter Ordinance.** The adoption of a charter ordinance requires 4 affirmative votes of the commission. The presiding officer is considered a member of the governing body.
- H. **Presiding officer.** The presiding officer has a vote on all matters. The presiding officer does not have a “second vote” to break a tie. Appointments are by motion, second, and a vote.

## SECTION 6: APPLICATION & AMENDMENT

- A. **Right to the Floor.** Any commissioner or board member wishing to speak shall first be recognized by the presiding officer. If a specific item is being considered, then commissioners and board members are encouraged to confine their remarks to the specific item then under consideration.
- B. **Decorum.** Commissioners and board members are encouraged to act with decorum and to address each other and the public with respect. Any commissioner or board member engaging in disruptive behavior that substantially interferes with the Governing Body’s ability to conduct the business of the City may, after a warning, be subject to removal from the meeting. During a meeting, it shall be the duty of the presiding officer to preserve order and decorum.
- C. **Recess.** A recess may be declared by the presiding officer at any time.

- D. **Photography; Recording.** Persons may take photographs and may make audio or video recordings of any open public meeting but said activities shall neither disrupt the meeting nor interfere with the ability to conduct business.
- E. **Sound Emitting Devices.** Persons attending meetings are encouraged to silence or mute any device or instrument, capable of emitting an audible sound or tone, before entering the meeting room.
- F. **Rules.** For those matters not covered by these rules, the procedure shall be as decided by a majority vote of the governing body. These rules may be amended after adoption by adoption of a subsequent. The rules may not be suspended by the governing body during any meeting.

**SECTION 7. ADVISORY BOARDS, COMMISSIONS AND OTHER ADVISORY BODIES.**

- A. The preceding rules and procedures shall apply to any Advisory Boards, Commissions and Other Advisory Bodies of the City except:
  - (1) Staff Liaisons shall, in advance of each meeting, make known how to submit public comments and access the meeting.
  - (2) The order of business may be amended to meet the needs of the board.
  - (3) All other rules and procedures of this Resolution shall be in effect and shall apply to advisory boards and subordinate boards of the City.

**SECTION 8.** City of Lawrence, Kan., Res. No. 7496 is hereby repealed in its entirety, it being the intent of the Governing Body that the provisions of this Resolution supersede that resolution and replace it in its entirety.

**SECTION 9.** This Resolution shall become effective to the Governing Body upon its adoption by the Governing Body and effective to advisory boards, commissions, and other advisory bodies commencing September 1, 2024.

**ADOPTED** by the Governing Body of the City of Lawrence, Kansas, this \_\_\_\_ day of May 2024.

**APPROVED:**

\_\_\_\_\_  
 Nathan Littlejohn, III  
 Mayor

**ATTEST:**

\_\_\_\_\_  
 Sherri Riedemann  
 City Clerk

**APPROVED AS TO FORM:**

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Toni R. Wheeler  
City Attorney