



City of Arvada

City Council Agenda

DECEMBER 9, 2025

Councilmembers:

Lauren Simpson, Mayor
Randy Moorman, Mayor Pro-Tem
Shawna Ambrose, District 2
Sharon Davis, At large
Bob Fifer, District 4
Michael P. Griffith, At large
Rebecka Lovisone, District 3

Staff Members Usually Present:

Don Wick, City Manager
Linda Haley, Deputy City Manager
Allison Scheck, Deputy City Manager
Rachel Morris, City Attorney
Jacqueline Rhoades, Director of Infrastructure
Jessica Garner, Director of Community & Econ. Dev.
Bryan Archer, Chief Financial Officer
Gabiella Bommer, Director of Human Resources
Ryan Stevenson, Director of Vibrant Community & Neighborhoods
Rachael Kuroiwa, Director of Communications & Engagement
Ed Brady, Chief of Police
Kristen Rush, City Clerk

Info: 720-898-7550

THIRD FLOOR CONFERENCE ROOM

The study session can only be watched via Zoom

<https://arvadaco-gov.zoom.us/j/89475850775?pwd=84m1LiQXxLFnKPPpF9bJ4fWRKglTxN.1>

4:00 PM

STUDY SESSION

THIRD FLOOR CONFERENCE ROOM

4:00 P.M.

1. Call to Order/Roll Call of Councilmembers
2. Study Session Topics
 - A. Revised City Council Rules ("Bylaws")
3. Adjournment



REPORT TO CITY COUNCIL STUDY SESSION

AGENDA ITEM
2.A.

TO: THE HONORABLE CITY COUNCIL

DATE: December 9, 2025

SUBJECT: Revised City Council Rules (“Bylaws”)

Report in Brief

The City Council Rules of Procedures Governing Meetings (“Rules”) have been amended many times over the years. While individual amendments were well-intended, they have resulted in a “patchwork quilt” set of rules that have become difficult to use.

As a result, City team members decided to review the Rules. At about the same time, the City Council asked the team to examine Council practices around public comment. The team’s review of the Rules revealed that they are arranged illogically; some no longer conform to current practices. They also contain outdated and repetitive language. In addition, the City uses *Robert’s Rules of Order Newly Revised* as its rules of parliamentary procedure. These rules are over 800 pages long – far too unwieldy to use at City Council meetings.

Because the City Council has not done a comprehensive review of these Rules for decades, and the best practice for any organization is to review its Rules on a regular basis and update them as circumstances require, the City team is bringing forward revised rules (called the “Bylaws”) for Council’s consideration.

Background

Council’s work is governed by several documents. The first two are the City Charter and the City Code. Next are the Rules, which outline the role of the City Council and how business is conducted at meetings. Finally, the City Council has a Policy Manual.

This study session will focus on reviewing the revised Rules (Bylaws). In creating the new Bylaws document, the City team kept nearly all the information in the current Rules, but simply rearranged provisions, modernized language, and adopted streamlined rules of parliamentary procedure. The team also added language to some sections to provide clarity or additional guidance about City Council meeting processes. These changes will make it easier for Councilmembers, City team members, and members of the public to access and use the Bylaws.

Strategic Alignment

Arvada depends on a well-managed, fiscally responsible, and transparent City government. This item aligns with OSE1: Provides leadership, policy and guidance, communication, and engagement services to City Council, the community, and the organization by utilizing a values-driven culture, ethical behavior, and transparency to maintain trust.

Next Steps

Following Council input, the City team will prepare a resolution for review by the City Council.

Prepared by:
Toni Riebschlager, Law Office Administrator

Reviewed by:

Approved by:

Nora Steenson, Deputy City Attorney	11/13/2025
Rachel Morris, City Attorney	11/20/2025
Linda Haley, Deputy City Manager	11/20/2025
Don Wick, City Manager	11/24/2025

Enclosure, exhibits & attachments required to support the report



CITY OF ARVADA CITY COUNCIL BYLAWS

History:

**Retitled, Amended, and Restated as City Council Bylaws (effective _____)
(R25-_____)**

City Council Rules of Procedures Governing Meetings:

Amended May 18, 2020 (effective May 18, 2020) (R20-041)

Amended December 3, 2018 (effective January 1, 2019) (R18-133)

Amended February 6, 2012 (R12-015)

Amended June 6, 2011 (R11-074)

Amended July 2, 2007 (R07-076)

Amended November 4, 2002 (R02-179)

August 2, 1999 (R99-147)

Effective June 5, 1995 (R95-130)

(For earlier history, see the city clerk's office)

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1. BYLAWS GENERALLY

1.1 Short title. These Bylaws will be known as the Council Bylaws or the Bylaws. They consist of these Bylaws and several appendices. Information set forth in the appendices carry the same authority as information set forth in the Bylaws.

1.2 Purpose. These Bylaws are intended to facilitate the Council's ability to conduct the City's business fairly and transparently. These Bylaws are to be used in conjunction with Bob's Rules of Order noted below. Together, these documents establish rules of procedure for meetings and promote fair and consistent meeting practices. They help define roles and responsibilities for members of Council and for City team members. They provide the structure to accomplish City business in an organized and transparent manner and provide the flexibility needed to ensure that City business is completed efficiently.

1.3 Authority. These Bylaws are established and adopted in accordance with Charter section 5.1.

1.3.1 *Review of; Amendment to.* These Bylaws will be reviewed no less often than once every five years. The Council may at any time and by resolution amend, restate, or rescind these Bylaws or any portion thereof. The resolution must be approved by the city attorney as to form and placed on a Council meeting agenda under "New Business."

1.4 History. These Bylaws were previously known as the City Council Rules of Procedures. The Council wishes to retitle, amend, and restate them as the City Council Bylaws. These bylaws will be the rules of procedure governing meetings as required by Charter section 5.1. These Bylaws supersede all Rules of Procedures previously adopted by the City Council.

1.5 Definitions. The following words, terms, and phrases, when used in these Bylaws will have the meaning ascribed to them in this section except where the context clearly indicates a different meaning.

Charter means the Arvada City Charter.

Chief of police means the chief of the Arvada Police Department or designee thereof.

City attorney means the Arvada city attorney or designee thereof.

City clerk or *clerk* means the clerk of the City of Arvada or designee thereof.

City Council or *Council* means the collective Arvada City Council including the Mayor and Mayor pro tem.

City manager or *manager* means the city manager of the City of Arvada or designee thereof.

City team or *City team member* means an employee or employees of the City of Arvada including but not limited to the city manager, city attorney, city clerk, and the chief of

police. For the purposes of these Bylaws, City team or City team member does not include a member of the City Council.

Council member or *member* means a person elected or appointed to the Arvada City Council and currently serving on the Council including the mayor and mayor pro tem.

Election means an election in which vacancies are filled on the Council.

Emergency means and includes a civil emergency, a disaster, or an emergency as those terms are defined in section 26-33 of the Arvada City Code.

Colorado Open Meetings Law or the *OML* means the laws set forth at C.R.S. §24-6-401 *et seq.* as may be from time to time amended that set forth rules related to holding public meetings.

Holiday has the same meaning as that set forth in the personnel chapter of the City Code.

Speaker means a person authorized through these Bylaws to address the Council during a public comment or a public hearing.

Writing or *written* means a communication made via hard (paper) copy or by electronic mail message.

1.6 Parliamentary authority (rules of procedure). Except as is otherwise set forth in the City Code or these Bylaws, *Bob's Rules of Order for Colorado Local Governments: Simplified Parliamentary Rules for Public Meetings* (2023), as may be from time to time amended, will be the parliamentary authority for all Council meetings. These rules of procedure will be known as Bob's Rules. They will govern the conduct of Council meetings. Bob's Rules are adopted as if they are set forth in full herein, with the following deletions:

1.6.1 *Deletion*. Rule 5.3, which states that a motion requires a second, is hereby deleted from Bob's Rules as adopted by the Council. No motion requires a second.

1.6.2 *Deletion*. Rule 5.4, which requires the presiding officer to acknowledge that a motion is properly stated and seconded, is hereby deleted from Bob's Rules as adopted by the Council. The presiding officer is not required to acknowledge that a motion is properly stated and seconded.

1.7 City Council Policy Manual – adoption of. The Council has adopted and may continue to adopt City Council policies to provide guidance and clarity about Council matters not addressed in these Bylaws. With the Bylaws, the City Council Policy Manual is intended to provide a decision-making framework, outline expectations for council members, encourage accountability, help mitigate the risks inherent in operating a large municipal corporation, and promote a positive working environment.

1.7.1 *Review of; Amendment to*. Each Council policy will be reviewed no less often than once every five years. The first review of a Council policy in effect at the time of the adoption of these Bylaws may occur at the same time as the first review of the Bylaws. The Council may, by resolution, adopt, amend, restate, or rescind Council policies or any

portion thereof. The resolution must be approved by the city attorney as to form and placed on a Council meeting agenda under “New Business.”

1.8 Conflicts. To the extent there is a conflict between any portion of these Bylaws, Council policies, the Charter, the Arvada City Code, or Bob’s Rules, then Charter provisions, City Code provision, these Bylaws, Council policies, and then Bob’s Rules will prevail, in that order.

1.9 Guidance. Understanding the Charter, the Code, these Bylaws, Council policies, and Bob’s Rules cannot anticipate every situation that the Council might encounter in planning for or holding meetings or engaging in other business, these Bylaws and Council policies are to be used to assist council members and City team members make informed decisions in those situations. A course of action on a matter not addressed in these Bylaws or a policy should be one that reflects City values and that enhances the fairness, transparency, and efficiency of City and Council operations.

2. MEETINGS GENERALLY

2.1 Types and schedule of meetings. The Council will hold regular business meetings and may hold workshop meetings, study session meetings, special meetings, and emergency meetings for the purposes outlined in and on the days and times set forth in **Appendix 1**.

2.2 Location. All Council meetings will be held in Council Chambers located in City Hall, except study sessions and informal meeting sessions held before regular and workshop meetings may be held in the Council Conference Room, also located in City Hall, and except for meetings held in a completely remote format. The location of a Council meeting may be changed at the sole discretion of the city manager if the meeting and the change in location is properly noticed.

2.2.1 *Electronic participation*. Electronic participation in Council meetings may occur as set forth in **Appendix 2**.

2.3 Notice. All Council meetings must be noticed by the clerk in accordance with the OML. Each meeting notice must be issued at least 24 hours before the meeting, and each notice must include the date, time, and location of the meeting, and specific agenda information where possible. Each meeting notice must be posted on the City’s website and may be posted on the City’s social media accounts, on KATV8, and otherwise as designated by Council by resolution. Notice of a special meeting or emergency meeting will be provided to members as set forth in Charter section 5.2. The clerk will notice an emergency meeting by any means reasonably calculated to provide notice to as many members of the public as possible. The clerk will notice the public when remote viewing of or participation in a meeting is available. The clerk will notice a meeting location change as soon as is practicable after the change occurs by means that are appropriate to the circumstances.

2.3.1 *Notice of postponement or cancellation*. The clerk will notice the public of the postponement or cancellation of a meeting as soon as is reasonably possible following the postponement or cancellation by means that are appropriate to the circumstances.

2.4 Presiding officer. In accordance with Charter section 4.5, the mayor will preside over each meeting. The mayor pro tem will serve as the presiding officer when the mayor is unavailable.

If the mayor is participating in a meeting by electronic means, and the mayor pro tem is participating in person, the mayor pro tem (or other designated member who is physically present) will preside over the meeting. If both the mayor and mayor pro tem are unavailable, the member who most recently served as the mayor and then most recently as the mayor pro tem, if available, will serve as the presiding officer. Otherwise, the city clerk will call the meeting to order and call roll. If a quorum is present, a majority of members present will then elect by majority vote a temporary presiding officer who will serve as the presiding officer for that meeting.

2.4.1 *Duties.* The presiding officer will manage the agenda, preserve decorum to help ensure that meetings progress in an orderly and productive manner, and with the assistance of the city attorney as needed, render decisions on questions of procedure in accordance with Charter section 4.5.

2.5 Duties of members. Members' duties and privileges are set forth in **Appendix 3**.

2.6 Quorum. A majority of all members (four members) will constitute a quorum for the transaction of business at all meetings including an emergency meeting. A quorum must be present to conduct any business at a meeting, except that in the absence of a quorum, a lesser number may postpone all unresolved items to the next regular business or other meeting as appropriate and adjourn the meeting to a later time or date. In the absence of all members, the clerk may adjourn any meeting for not longer than one week. See Charter section 5.4.

2.6.1 *In-person attendance not required to establish quorum.* A member will be considered present at a meeting for the purpose of establishing a quorum and for voting if that member is present by video conferencing, telephone, or other similar means of communication.

2.7 Voting. Only members of the Council may vote. A formal vote of "yes" or "no" is required for the passage of an ordinance, resolution, motion, to excuse a member from a meeting, to excuse a member from a formal vote on a particular matter under section 2.7.3.1 below, to suspend a Bylaw under section 2.9 below, and for the election of the mayor pro tem. Voting may be by electronic device, voice vote of "yes" or "no" taken by roll call, or a combination of the two. All formal votes will be entered into the record.

2.7.1 *Affirmative vote required.* All ordinances on first reading, resolutions, and motions before the Council will pass upon the affirmative vote of a majority of the members present, except as otherwise required by law or by these Bylaws, and except that an ordinance requires the affirmative vote of four members of the Council for final passage. An emergency ordinance may be approved as set forth in Charter section 5.9. In case of a tie vote on a motion, the motion will be considered lost. See Charter section 5.6. All other matters before Council including but not limited to the approval of the minutes may proceed with a consensus of Council; these matters do not require a "yes" or "no" vote, but rather the general assent of a majority of those members present at the meeting.

2.7.2 *Duty to vote.* A member who is present at a meeting must vote on each matter before the Council for a formal vote at that meeting unless excused by the unanimous

vote of the remaining members, or because of a declared conflict of interest. A member who abstains from a formal vote or refuses to vote, except when excused due to a conflict of interest or when otherwise permitted to abstain by applicable law, may be subject to sanctions outlined in Arvada City Code section 2-381. See also Charter section 5.6.

2.7.3 Conflicts of interest. No member may vote on a matter in which they have a financial interest other than the common public interest, or on a question involving their own conduct. See Charter section 5.6 and City Code section 2-376.

2.7.3.1 Conflict of interest procedure. A request to be excused from a formal vote on a matter due to a conflict of interest should be made when the matter is called and must be made before the presiding officer calls for the vote. After the member has briefly stated the reason for their request, any member may make a motion on the request. No debate is allowed on the motion. All members present, including the one who made the request, must vote on the motion. If excused, the excused member must leave the chamber. That member will be recalled to the chamber once the vote on the matter is taken.

2.7.4 Consent agenda voting. The members present will vote on all consent agenda items as a group through one motion. Prior to accepting a motion for adoption of the consent agenda, the presiding officer will ask the Council members present if they wish to discuss or comment on any matters on the consent agenda. Consent agenda items require a unanimous vote of all members present for passage. If the vote is not unanimous, the members will then vote on each matter separately. If this is done, each separate agenda item requires the vote of a majority of members present for passage.

2.7.4.1 Removal of an item from the consent agenda. If a member wishes to remove an item from the consent agenda, they are encouraged to notify the clerk before the meeting. The members present at the meeting will act on the removed item as a separate matter after voting on the remaining consent agenda items. Any item removed from the consent agenda requires the vote of a majority of members present for passage.

2.8 Executive sessions. An executive session is a portion of a meeting closed to the public that is devoted to a *confidential* discussion of a particular topic as authorized by the OML. An executive session must comply with the applicable provisions of the OML. Executive sessions will be held in accordance with **Appendix 4**.

2.9 Suspension of the Bylaws. The Council may, by motion approved by majority vote of all Council members present at a meeting, temporarily suspend any provision of these Bylaws not governed by the Charter or the Code. provision of these Bylaws policy may be suspended by the Council for the benefit of a meeting participant or a member of the public in accordance with the Americans with Disabilities Act or to address another unusual circumstance. A motion to suspend must specify which Bylaw or part thereof is to be suspended and the purpose of the suspension. A suspension of a Bylaw will remain in effect throughout the meeting at which the Bylaw was suspended.

2.10 Ordinances and resolutions. Ordinances and resolutions will be processed according to the procedures set forth in **Appendix 5**.

2.11 Adjournment. Except as noted in section 2.6 above, each Council meeting will be adjourned upon a declaration of adjournment by the presiding officer or a motion to adjourn followed by a majority vote to adjourn. If a scheduled item is interrupted by the adjournment, that and subsequent agenda items will be continued to the next regularly scheduled business meeting or other future meeting as determined by the manager.

2.11.1 *Late meeting.* Except for an emergency meeting, which may continue for any length of time deemed appropriate by the presiding officer in consultation with the city manager, a meeting that has not been adjourned by 11:00 p.m. local time will be conducted as follows:

2.11.1.1 Business at hand. The meeting will be limited to the business under consideration at 11:00 local time; activity on the business under consideration at 11:00 may not extend past 11:30 p.m. local time. An agenda item under consideration at 11:30 p.m. local time must be continued until the next regular business meeting.

2.11.1.2 Hearings continued. All public hearings not previously opened at the meeting will be vacated or will be opened for the sole purpose of setting the hour and day for the continuation of the public hearing. Any public hearing that is continued in this manner must be reset for the next regular business meeting, unless the presiding officer, in consultation with members and City team members, determines that another future date is more appropriate.

3. OPEN MEETINGS; PUBLIC PARTICIPATION

3.1 Open meetings. All meetings of members of the Council must comply with the Colorado OML. The OML defines a “meeting” as “any kind of gathering convened to discuss public business in person, by telephone, electronically, or by other means of communication.” Any time three or more Council members discuss public business, the discussion will be considered a meeting requiring notice to the public; this is true whether the Council members are in the same room, talking by telephone, or communicating via email or other electronic media.

3.1.1 *Meetings open to the public.* All meetings of the Council, including hybrid and remote meetings, are open to the public except that an executive session may be closed as allowed by law. Each meeting may be livestreamed or otherwise made available to the public in real time as circumstances, available technology, and City team resources allow. An informal Council session held before a regular business or workshop meeting is open to the public except as noted herein but will not be livestreamed or recorded.

3.2 Decorum. The City of Arvada values respectful public discourse and takes reasonable steps to ensure that the public’s business at City Council meetings is transacted in a transparent, safe, and efficient manner. No person may engage in an activity that interferes with another person’s ability to hear or observe a Council meeting, that disrupts the orderly transaction of the public’s

business, or that otherwise interrupts the operations of the Council at a meeting. Each speaker must adhere to the time limitations set by these Bylaws or by the presiding officer as appropriate.

3.2.1 *Admission to the dais.* No one except the Council, City team members named in these Bylaws, and individuals invited by the presiding officer may be admitted to the Council dais during a meeting.

3.2.2 *Interference or disruptive conduct.* The presiding officer may direct anyone who interferes with or disrupts the orderly transaction of the public's business or otherwise engages in prohibited conduct or in disorderly conduct that delays or interrupts the operations of the Council at a meeting to cease the violative conduct or to leave the meeting. Any person who fails to immediately comply with the directive may be subject to removal from the meeting, and, where a police officer believes there is probable cause to believe that a statute or ordinance has been violated, may be subject to criminal charges.

3.2.3 *Posting of notice.* The clerk will post a sign about prohibited conduct outside the chamber. Understanding that the City cannot anticipate all conduct that might disrupt the orderly transaction of business at Council meetings, the notice may be general in nature.

3.3 Communication with the Council at meetings. The City encourages the public to communicate with Council members via public comment at a Council meeting in accordance with **Appendix 6**, or during a public hearing on a matter in accordance with **Appendix 7**.

4. AGENDAS; MEETING LOGISTICS

4.1 Agendas.

4.1.1 *Preparation and distribution of.* Each agenda will be prepared by the clerk at the direction of the manager and distributed as set forth in **Appendix 8**.

4.1.2 *Order of business at meetings.* The Council will conduct business at meetings in accordance with **Appendix 9**.

4.1.2.1 Adding or deleting an agenda item during a meeting. A consensus of the Council may direct the manager to add or delete an agenda item during a meeting if the change is consistent with the provisions of the Open Meetings Law.

4.1.2.2 Change to agenda order. Notwithstanding any other provision of these Bylaws, the presiding officer may call individual matters within an agenda category in any order. In addition, the Council, by a majority vote of the members present at a meeting, may change the order of business from that stated in an agenda except that the Council may not conduct a public hearing prior to the time set on the agenda for that hearing.

4.1.3 *Presentation of an agenda item.* Upon calling an agenda item, the presiding officer will ask a City team member for information about the item.

4.2 Recording. Except as otherwise noted herein, and except for an executive session where legal advice is given to the Council, each Council meeting will be recorded electronically. An informal Council session held before a regular business or workshop meeting will not be recorded. In the event circumstances prevent the electronic recording of an emergency meeting or otherwise make the electronic recording of an emergency meeting impractical, the clerk will draft minutes of the meeting in accordance with section 4.3 below.

4.3 Minutes. The clerk will draft written minutes of each regular business, special, and emergency meeting. The minutes must include each motion and the results of any formal electronic or roll call vote by each member. Minutes of each meeting will be open to the public for inspection. In the case of an emergency meeting, and if the clerk is unavailable, any City team member may record the minutes.

4.3.1 *Presentation of the minutes*. The minutes of each meeting will be delivered to each member as part of the agenda packet for the next regular Council meeting or as soon thereafter as is reasonably practicable.

4.3.2 *Reading is not required*. Minutes will not be read if each member has been given a copy of the minutes in advance of the meeting at which they are to be approved.

4.3.3 *Procedure for approval*. The presiding officer will ask at the beginning of a regular or special meeting if there are any corrections to the minutes for the previous meeting or meetings as published. If no correction is noted, or if a correction is noted and no other member objects to the correction, the minutes will be deemed approved as presented. If there is an objection to a noted correction, City team members may assist in resolving the issue. Following any necessary discussion, the minutes will be approved with or without the noted correction as appropriate and with the general assent of a majority of those members present at the meeting. The minutes will be signed by the presiding officer and the clerk of the meeting for which minutes are approved.

4.4 Postponement or cancellation. If a scheduled meeting falls upon a holiday, the meeting will be automatically canceled without the need for a Council vote. The Council may, by the majority vote of those present, cancel any meeting, except that at least one regular business meeting must be held each month. A regular business meeting postponed and rescheduled to a day other than the first or third Tuesday of the month will be considered a regular business meeting and not a special meeting.

4.4.1 *Extraordinary events*. In the event adverse weather conditions or other circumstances makes it imprudent or impossible for Council to meet for a scheduled meeting, the meeting may be postponed until a quorum of the Council is able to meet. If a technological issue, a civil emergency, emergency, or disaster makes it imprudent or impossible for the Council to meet at a scheduled meeting, the meeting will be postponed by order of the city manager until a quorum of the Council is able to meet.

4.5 Role of City team members. The city manager, city attorney, city clerk, and chief of police or designees thereof are expected to attend each Council meeting and perform duties as set forth in **Appendix 8**. City department and work system directors or other team members may attend

Council meetings as deemed necessary or practical by the city manager or the city attorney; they may delegate their meeting responsibilities as appropriate.

Bylaws Appendix 1 - City Council Meetings: Types and Schedule

Type / Purpose of the meeting is to allow the Council to:	Day / Time	References and Notes
<u>Regular business:</u> * Take formal action on matters by ordinance, resolution, or motion.	On the 1st and 3rd Tuesday of each month at 6 p.m. local time (including a meeting held on the 5 th Tuesday or held on another day in place of a Tuesday meeting cancelled due to a holiday).	See Charter section 5.1. Council must meet no less often than once per month. Public comment is allowed. BA 6.1.1.
<u>Workshop:</u> *† Receive information about an issue or topic affecting the City and provide a forum for members to discuss those issues and topics.	On the 2nd and 4th Tuesday of each month at 6:00 p.m. local time.	May be held during a regular business or special meeting if the meeting agenda clearly delineates which portion of the meeting is a workshop. Public comment is allowed in the sole discretion of the presiding officer. BA 6.1.1.
<u>Study session:</u> † Understand policy options related to a particular topic and to ascertain Council's policy direction on that topic.	On Tuesdays at 4:00 p.m. local time but may be held any day of the week as directed by Council.	May be held during a regular business or special meeting if the meeting agenda clearly delineates which portion of the meeting is a study session. Public comment is not allowed. BA 6.1.1.
<u>Special:</u> Transact limited municipal business which cannot otherwise be transacted in a timely manner at a regular meeting.	Held on a day other than a Tuesday at the time specified in the special meeting notice. Will be called by the clerk upon receipt of a written request by the mayor, or of any two other members of Council on at least 24 hours written notice. May be held on shorter notice if all members are present or have waived notice in writing.	See Charter sections 5.2 and 5.3. No business may be transacted at a special meeting unless it has been stated in the meeting notice, except business that has already been noticed at a regular meeting may be transacted at a special meeting even if that business is not noticed in the call for the special meeting, if all members present at the meeting consent thereto and all absent members file their written consent. Public comment is allowed on any business item on the agenda. BA 6.2.4.
<u>Emergency:</u> Conduct business that would otherwise occur at a regular business meeting when it would be imprudent to wait for the next such regularly scheduled meeting to occur, or to allow Council to examine a topic related to the declared emergency.	May be held on any day of the week, at any time, and at any location during a civil emergency, emergency, or disaster declared under Chapter 26 of the City Code.	See Charter section 5.2 and A.C.C. Chapter 26. Public comment is allowed in the sole discretion of the presiding officer. B.A. 6.1.1.

TABLE BA 1

*Except as authorized by the city manager, each regular business and workshop meeting will be preceded by an informal meeting session that will be noticed and open to the public as set forth in these Bylaws.

† No formal vote, decision, or action on a topic may be taken at a workshop meeting or study session meeting. A vote, decision, or action on a workshop meeting or study session meeting topic must be taken at a future regular business, special, or emergency meeting.

Bylaws Appendix 2 - Electronic Meetings

BA 2.1 All meetings open. All Council meetings will be open to the public in accordance with section 3.1 of these Bylaws.

BA 2.2 In-person meetings. Council meetings will be primarily conducted in person.

BA 2.3 Electronic meetings generally. A meeting at which some council members are physically present, but which allows for the electronic participation of other members will be known as a “hybrid” meeting. A meeting at which all members appear telephonically or by video conferencing will be known as a “remote” meeting. Understanding that hybrid and remote meetings are sometimes necessary, City team members will facilitate participation in these meetings.

2.3.1 *Public comment at electronic meetings.* Public comment at an electronic meeting, if otherwise allowed under these Bylaws, will be conducted as set forth in BA 6.

BA 2.4 Requirements for electronic meetings. A hybrid or remote meeting may be held if all the following conditions are met:

BA 2.4.1 *Communications requirements.* All council members, City team members whose presence is required under these Bylaws or is otherwise necessary, and the public can hear one another clearly, can communicate with one another as allowed under these Bylaws, and can hear all discussion and testimony and read all meeting information in a manner designed to enhance participation;

BA 2.4.2 *Voting requirements.* All votes are conducted by roll call or by display and documented as set forth in these Bylaws; and

BA 2.4.3 *Public comment.* The public may submit written comments or be heard virtually if allowed under these Bylaws and if reasonably practicable considering the reason why the meeting is being held remotely, and subject to reasonable limits imposed by the presiding officer.

BA 2.5 Notice. To the extent practicable, a meeting notice for a meeting that is conducted as a hybrid or remote meeting will advise the public that the meeting is being held in a hybrid or remote format and how to access, observe, and participate in the meeting as appropriate. The notice will also advise that unanticipated technological issues that prevent a meeting from being held in a hybrid format do not constitute grounds for canceling the meeting.

BA 2.6 Electronic participation by a council member (a “hybrid” meeting). A council member or members may participate in a meeting by telephone or video conferencing using a platform approved by the City when the member has good cause to be away due to a personal or family emergency, or for another unforeseen reason, and if the conditions set forth in section BA 2.4 above are met. The member participating remotely must be in a location with good connectivity by telephone or internet and that is free from distractions that could disrupt the meeting.

BA 2.6.1 *Video participation preferred.* Video conferencing is the preferred method of electronic participation. If video conferencing is not feasible, a telephone connection is acceptable. If a member is participating by video, their video camera must be on throughout the duration of the meeting.

BA 2.6.2 *Arranging for remote participation.* The clerk will make reasonable efforts to afford a member not physically present at a meeting an opportunity to participate in the meeting electronically as otherwise set forth in these Bylaws. Understanding that remote participation in an in-person meeting requires advanced work by City team members, a member wishing to participate electronically in an in-person meeting must:

BA 2.6.2.1 Notify clerk. Notify the clerk of the member's need to participate remotely no later than 24 hours before the start of the meeting; and

BA 2.6.2.2 Timely initiation. Initiate electronic participation no later than 10 minutes before the scheduled meeting time.

BA 2.6.3 *Connection failure.* The presiding officer may discontinue a member's electronic participation in a meeting if technological issues result in communications from the remote member being unintelligible or unclear to the meeting participants, or where a member's electronic participation results in delays or interferes with the meeting due to repeated loss of connectivity, poor quality of the connection, or similar issues. The presiding officer will state the reason for discontinuing a member's participation and the time the member's participation is discontinued. The member will be listed as "absent" for the rest of the meeting. The member will be re-admitted to the meeting if the technological issues are resolved such that the member's communications are clear to other meeting participants. If a member is re-admitted, the mayor will state the time the member was readmitted to the meeting.

BA 2.7 Remote meeting. The Council may conduct a Council meeting as a remote meeting if the city manager, upon consultation with the mayor, determines that an in-person meeting is not feasible or prudent due to a city-wide health concern, dangerous weather condition, a technology issue, or other emergency affecting the City and if the conditions set forth in section BA 2.4 above are met.

BA 2.8 Quasi-judicial hearings.

BA 2.8.1 *Hybrid meeting.* A member may not actively participate in a quasi-judicial public hearing or vote on the outcome of the quasi-judicial public hearing in recognition that electronic participation has limitations, including limitations on the ability to fully evaluate a speaker's non-verbal cues is assessing veracity or credibility, and to observe non-verbal communication including that which occurs in explaining charts and graphs during a speaker's presentation or testimony. A member attending a meeting electronically may listen to and view a quasi-judicial hearing.

BA 2.8.2 *Remote meeting.* If a quasi-judicial hearing is set at a meeting that is held in a remote format, the manager will timely advise the applicant of the circumstances and give the applicant the option of proceeding with a remote public hearing or continuing it

to the next available regular or special meeting at which a quorum will be physically present. The applicant's decision will be determinative.

BA 2.8.2.1 Applicant responsibility. The applicant must respond to the manager's request in writing by noon local time on the day of the meeting, or the matter will be continued until the next available regular or special meeting.

BA 2.8.2.2 Written waiver by applicant. Should the applicant choose to move forward with the public hearing, the applicant must waive any legal challenge to the public hearing being conducted remotely in writing by noon local time on the day of the meeting, or the matter will be continued until the next available regular or special meeting.

BA 2.8.2.3 Documents. Deadlines for the submission of documents for meetings that are held remotely will be as set forth in section BA 8.3.4.

BA 2.8.2.4 Public participation. The City will make accommodations for virtual public participation should the applicant opt to move forward with the public hearing. Public comment during a public hearing held during a remote meeting will be conducted in accordance with BA 7.

BA 2.8.2.5 Conduct of hearing. The hearing will otherwise be conducted in accordance with the Bylaws governing electronic meetings and public hearings set forth herein, including that written evidence and public comments will be accepted and made part of the record.

BA 2.9 Effect of electronic participation. Except as otherwise noted herein, a member who participates in a meeting by electronic means consistent with these Bylaws will be considered "present" at the meeting for the purpose of establishing a quorum and is entitled to vote on matters at the meeting. A member who participates in a meeting electronically may participate in a public hearing related to a legislative or an administrative matter.

BA 2.10 Telephonic or electronic participation by a presenter or speaker. Electronic participation in a Council meeting by a presenter or a speaker in a hybrid meeting may be allowed at the sole discretion of the city manager. As noted elsewhere in these Bylaws, members of the public are encouraged to engage with council members by email, through the City's electronic complaint or engagement system, at City-sponsored open houses or other similar meetings, via social media, by letter, and by telephone.

BA 2.11 Discontinuation of electronic participation in a meeting. The presiding officer may discontinue the participation of a member in a hybrid meeting as set forth in BA 2.6.3. If this results in the loss of a quorum, the meeting will be deemed adjourned. The item under consideration at the time the quorum is lost as well as all remaining items on the agenda will be rescheduled for the next available regular or special meeting of the Council. A remote meeting may be discontinued by the presiding officer if technical difficulties make it impossible to continue the meeting. The item under consideration at the time the quorum is lost as well as all remaining items on the agenda will be rescheduled for the next available regular or special meeting of the Council.

Bylaws Appendix 3 - Duties and Privileges of the City Council and Council Members

BA 3.1 Oath of office. The presiding municipal court judge or city clerk will administer the oath of office to all newly elected or re-elected council members at the first regular meeting after a Council election, and to a newly appointed member as soon as is practicable after a Council vacancy is filled.

BA 3.2 Duties. Each member must fulfill their duties as set forth in the Charter, the City Code, these Bylaws, and applicable policies. Each member will review current agenda items and future agendas and provide feedback to team members as appropriate. Each member must timely complete any administrative duties including but not limited to signing documents as authorized by the Council or as otherwise required to facilitate the flow of work by City team members.

BA 3.2.1 *Representing Council positions.* Members should use reasonable care to ensure they accurately represent positions taken by Council as a whole.

BA 3.3 Conduct.

BA 3.3.1 *Generally.* Members are expected to abide by the City's personnel rules and City policies to the extent they apply to members and to otherwise act in accordance with the City's Code of Ethics.

BA 3.3.2 *Meetings.* Members are encouraged to ask questions about an agenda item well before the meeting to allow team members to research the matter and provide an answer before or during the presentation as appropriate. Members will confine themselves to speaking to the merits of an issue or of the question under debate, and refrain from impugning another's motives.

BA 3.4 Mayor pro tem. The mayor pro tem will be elected at the first regular meeting following each Council election and serve at the pleasure of the Council. The election of the mayor pro tem will be the first order of business after new members of the Council are sworn in.

BA 3.4.1 *Selection process.* Prior to voting, the mayor will poll members about whether they are willing to serve as the mayor pro tem. The mayor will nominate each member willing to serve as the mayor pro tem. Next, each member will vote for one candidate. The mayor will announce the vote total for each candidate. If one candidate receives the vote of a majority of members present, that candidate will become the mayor pro tem.

BA 3.4.2 *Ties; final selection.* If two or more candidates are tied for the highest vote, the mayor will announce the vote total of all candidates, and the Council will vote until one of the tied candidates receives the vote of a majority of members present. If the tied candidates are not the highest vote getters, and no other candidate has received a majority vote of those present, the mayor will announce the vote totals, and the Council will vote only for the tied candidates to determine which of the tied nominees will remain in the balloting with the top vote getter. Successive votes will be taken until one of the tied candidates receives the vote of a majority of those present to face the top vote getter. The mayor will then call for a vote for one of the two remaining candidates to become the

mayor pro tem. Successive votes will be taken until one of the two candidates receives a majority vote to become the mayor pro tem.

BA 3.4.3 *Mayor pro tem vacancy.* In the event of a vacancy in the position of mayor pro tem, a successor will be elected in the manner set forth herein as soon as is practicable after the vacancy occurs.

BA 3.4.4 *Mayoral vacancy.* In the event of a vacancy in the office of the mayor or the disability of the mayor, the mayor pro tem will perform all the duties of the mayor and have all the powers of the mayor until a new mayor is chosen as set forth in Charter section 4.6. See also Charter section 4.5.

BA 3.5 Attendance required. Among the primary ways City Council members serve the public is by attending all CC meetings for the entire length of each regular business, workshop, study session, special, and emergency meeting. No Council member may be excused from attendance at a meeting except upon the affirmative vote of the majority of Council members present. No member may leave a meeting while it is in progress except for a personal emergency and with the permission of the presiding officer. If a member leaves without permission, their absence will be deemed unexcused. See Charter section 4.6. In the interests of transparency, and unless directed otherwise by the Council, the city clerk will make available on the City's website no later than January 31 of each year a list of absences (including excused absences) for each Council member for the previous calendar year.

BA 3.5.1 *Seating.* Members will occupy the respective seats in the chamber as assigned by the mayor. However, any two members may exchange seats by joining in a written notice to the mayor.

BA 3.6 Committees, Boards, Councils, and Commissions.

BA 3.6.1 *Appointment of member to Council committees.* In addition to their Council responsibilities representing their constituents through policy-making decisions for the City, the Council may create standing or special Council committees as circumstances require. These committees may be established in consultation with the city manager or city attorney as appropriate to serve a specific purpose or as may be set forth in Council policy and disbanded when the need for the committee no longer exists or as otherwise set forth in Council policy. Membership on a Council committee will be designated by a consensus of the Council. A member may serve on one or more of these committees at a time.

BA 3.6.2 *Appointment of member to regional, state, or national committees.* The Council may appoint a member or members of the Council to a regional, state, or national committee, board, council, or commission as set forth in City Code section 2-78 and City Council Policy 200.2, and in accordance with the policies or rules of that committee, board, council, or commission. A member may be removed from a committee as set forth in City Code section 2-78.

BA 3.6.3 *Appointment of citizens to city committees.* The Council may create boards, commissions, and committees as set forth in section 9.1 of the Charter. The Council will appoint citizens to and may remove them from City advisory or steering boards, commissions, and committees as set forth in City Code section 2-78 and in City Council Policy 200.1.

Bylaws Appendix 4 - Executive Session Procedures

BA 4.1 Generally. The Council may hold an executive session at any time during any meeting. Each executive session will be held in accordance with the OML.

BA 4.1.1. *No formal action*. No formal action may be taken on a topic discussed during the executive session. The Council may not adopt a proposed policy, position, resolution, rule, or regulation during an executive session. No formal action by the Council is valid unless Council has complied with the meeting and notice requirements of the OML.

BA 4.2 Notice. Whenever possible, an executive session should be noticed on the Council agenda. The notice should include the topic and the statutory justification for the executive session. Notwithstanding the foregoing, the Council may hold an executive session if a motion to move into an executive session is approved.

BA 4.3 Procedure.

BA 4.3.1 *Motion; topics allowed*. To hold an executive session, the presiding officer will note the need for an executive session, and with the assistance of the city attorney, if appropriate, announce the topic of discussion at the executive session. A member must make a motion to move into an executive session. Because the topics for executive sessions are limited to those set forth in C.R.S. section 24-6-402(4), the announcement must include the specific citation within that statute allowing for the executive session and must identify the matter to be discussed in as much detail as is reasonably practicable without compromising the purpose for which the executive session is being requested.

BA 4.3.2 *Vote to hold*. The Council must then vote on whether to hold the executive session as described. The motion will be approved upon an affirmative vote of two-thirds of the members present.

BA 4.3.3 *Vote to leave*. A member must make a motion to leave an executive session. The Council must vote on the motion. The motion will be approved upon an affirmative vote of a majority of the members present.

BA 4.4 Hybrid or remote participation. A member participating electronically in an executive session is responsible for providing a secure telephone or electronic connection using a platform approved by the City. The member must ensure that no other person is present with them or has access to the meeting during an executive session.

BA 4.5 Other resources. Team members may create and use any form or other tool to aid in efficiently calling for or holding an executive session.

Bylaws Appendix 5 - Procedures Related to the Approval of Ordinances and Resolutions

BA 5.1 Ordinances generally. Each ordinance must comply with Charter sections 5.7 through 5.9, as applicable, and the following procedure. No ordinance may be placed on a consent agenda.

BA 5.1.1 *First reading.* An ordinance may be introduced on first reading at any regular business or special meeting. If an ordinance has been made available to the Council and the public before its consideration, it will be read by title only; otherwise, it will be read in full. An ordinance may be amended on first reading at the sole discretion of the city manager. If approved on first reading, it will be set for public hearing and published in full. The publication will set forth the date, hour, and place at which the public hearing will be held.

BA 5.1.2 *Second reading and public hearing.* The ordinance will be presented to the Council a second time for final approval at a meeting held not earlier than seven days after publication for the final passage, rejection, postponement, or to table the ordinance, or for other action. This meeting will be the same meeting at which the public hearing on the ordinance is held. The ordinance will be presented by a member at the second reading and public hearing by reading the title only and then opened to public hearing. An ordinance may be amended at any time before final passage upon Council's vote.

BA 5.1.3 *Publication.* An ordinance may be published by title or in full, unless it has been amended, in which case it must be published in full after final passage.

BA 5.2 Amendment to an existing ordinance. An ordinance that amends an existing ordinance will be titled as such and must be accompanied by an exhibit outlining any redlined and strikethrough notations.

BA 5.3 Codes adopted by reference. The publication of a code adopted by reference must contain a summary of the subject matter of the code and a notice that copies of the code being adopted by reference are available at the office of the clerk. See Charter section 5.8.

BA 5.4 Emergency ordinances. The adoption of an emergency ordinance must comply with all requirements set forth in Charter section 5.9. An emergency ordinance will take effect upon passage. Publication will be within ten days, or as soon thereafter as possible. If an emergency ordinance fails to receive the required number of votes, it will have the same standing it would have had if it had not been introduced as an emergency measure.

BA 5.5 Resolutions generally; intergovernmental agreements (IGAs). Resolutions must be made in written form. Public comment is allowed for resolutions under BA 6.2.1. An IGA will be adopted by resolution in accordance with Council policy. If the Council approves an IGA, the city manager may take whatever administrative action is necessary to implement it.

BA 5.6 Failure to act. Except for matters that have been continued or rescheduled under section 2.11, failure by the Council to act on an ordinance upon first or second reading or on a resolution upon its reading means the matter has failed.

Bylaws Appendix 6 - Public Comment at Meetings

BA 6.1 Generally. The City provides the public with many opportunities to contact council members about matters of public importance, including but not limited to by email, through the City's electronic complaint or engagement system, at City-sponsored open houses or other similar meetings, via social media, by letter, by telephone, and by comment at a Council meeting on an issue not on a meeting agenda in accordance with this **Appendix 6**. The City also values the transaction of City business in ways that are responsible and efficient. It endeavors to be respectful of and fair to those who must be present for business scheduled on the agenda. A public comment period at a Council meeting is a limited public forum. These Bylaws balance the interests of individuals who wish to speak at Council meetings with the public's interest in ensuring that City business is conducted timely and efficiently.

BA 6.1.1 *When allowed*. Public comment is allowed at regular business and special meetings. Public comment is allowed at workshops and emergency meetings at the sole discretion of the presiding officer. If allowed, it will proceed in generally the same manner as set forth herein, except that there will be only one public comment period at these meetings. Public comment is not allowed at study sessions. Only those council members, City team members, and other speakers recognized by the presiding officer are permitted to address the Council at a meeting.

BA 6.1.2 *Comment at public hearings*. Public comment on a matter for which a public hearing is held will proceed in accordance with **Appendix 7**.

BA 6.2 Procedure. The Council provides two separate times for public comment during regular business meetings.

BA 6.2.1 *First public comment period*. The first public comment period will occur near the beginning of the agenda. A speaker may comment on an issue that is not the topic of a public hearing. A speaker may also comment about a resolution including those on the consent agenda and about any presentation on the agenda. Each speaker at the first public comment period will be limited to no more than three minutes to express their views. Once one-half hour has elapsed or the tenth speaker has finished, whichever occurs first, the first public comment will end; the next speaker or speakers will be asked to speak first at the second public comment period.

BA 6.2.2 *Second public comment period*. The second public comment period will occur near the end of the agenda. If fewer than ten people have signed up to speak at the second public comment period, each speaker will be limited to no more than five minutes to express their views. If ten or more people have signed up to speak at the second public comment period, each speaker will be limited to no more than three minutes to express their views. The second public comment period is not time-limited, except that because a Council meeting may not extend past 11:30 p.m. local time in accordance with section 2.11.1 of these Bylaws, the presiding officer may end the second public comment period shortly before 11:30 to allow the meeting to be adjourned by 11:30.

BA 6.2.3 *Limitations on time*. The presiding officer, with the consensus of the Council, may limit the time of each speaker at the beginning of either the first or second public

comment period beyond what is provided herein. However, all speakers during that public comment period must be subject to the same time limitation.

BA 6.2.4 *Special meetings*. Due to the limited nature of city business conducted at a special meeting, and understanding that the agenda for the meeting is set by the city manager in accordance with BA 9.3, the presiding officer will call for public comment on any business item on the agenda in accordance with the procedure set forth below. No other public comment periods may occur at a special meeting.

BA 6.3 Procedure.

BA 6.3.1 *Speaker's form*. To ensure those wishing to speak at a Council meeting are properly recognized by the presiding officer, each person wishing to address the Council during public comment will be asked to complete a speaker's form that lists their name, address, and any other information deemed relevant by the clerk. The clerk will compile a list of those wishing to speak and provide the list to the presiding officer before each public comment period. Due to potential cybersecurity risks, the clerk may not accept for use at public comment a flash drive or other similar data storage device used to transfer electronic data.

BA 6.3.2 *Order of speakers*. The presiding officer will declare the public comment portion of the meeting to be open and then call each speaker to the podium in the order they signed up to speak, except that the presiding office may give priority to a speaker who is a resident of Arvada during any public comment period. The presiding officer will ask the speaker to state their name and their address, neighborhood, subdivision, or council district.

BA 6.3.3 *Facilitation of public comment*. The presiding officer is authorized to facilitate the orderly flow of speakers at public comment. To reduce the potential for noise or sound interference, only one person at a time may be present at the microphone during public comment, except for those needing interpretive assistance or those with a disability requiring the assistance of a third party. Once a speaker has been recognized by the presiding officer, any speech, sound, or expressive activity made or generated by the speaker will be considered part of that speaker's allotted time for timer purposes. City team members will silence the microphone of any speaker who exceeds their allotted time as shown on the Council chamber's timer system.

BA 6.3.4 *Speaking at both public comment periods*. A person who speaks during the first public comment period may also sign up to speak during the second public comment period and may speak about the same or different topics during the second public comment period. However, to ensure that as many different speakers as possible are heard, a person who spoke at the first public comment period will be recognized by the presiding officer at the second public comment period only after the speakers who signed up to speak at only the second public comment period have been heard.

BA 6.4 Virtual comments. Because members of the public have multiple opportunities to engage with council members on issues of public importance, virtual public comments are not allowed

except at a meeting that is held in a completely remote format, and then only in accordance with these Bylaws.

Bylaws Appendix 7 - Public Hearings

BA 7.1 Purpose. A public hearing provides an opportunity for a person to be heard on a specific agenda item requiring a public hearing. A public hearing may relate to a legislative matter (e.g., an ordinance impacting everyone in the City), be quasi-judicial in nature (e.g., held on a zoning or land use issue), or be administrative in nature.

BA 7.2 Time. No public hearing may be set before 6:00 p.m. local time.

BA 7.3 Procedure. Matters relating to the speaker's form, the order of speakers, and the facilitation of public comment will be handled in accordance with BA 6.3 above, except that in the case of a public hearing, each speaker must indicate which side of the issue they wish to speak upon.

BA 7.3.1 *Comments made available*. The clerk will make available to members before the public hearing all written comments relating to that hearing that were received by the Clerk by noon on the day of the hearing.

BA 7.4 Quasi-judicial matter – even number of members present. If an even number of Council members are present at a meeting during which a quasi-judicial hearing is scheduled, and if an applicant for the matter at issue is present, the manager will timely advise the applicant of the circumstances and give the applicant the option of proceeding with the hearing or continuing it to the next available regular or special meeting at which all members will be present. The applicant's decision will be determinative. If the applicant is not present, the members present will decide by consensus whether to proceed on the item. The clerk will record the consensus of Council on this question.

BA 7.5 Order of business—quasi-judicial public hearing. The presiding officer will announce the agenda item, declare the public hearing open, and conduct the hearing as follows:

BA 7.5.1 Call upon a City team member to briefly describe or present the item under consideration. A team member will review the item and enter any exhibits (e.g., staff report, maps, mailing affidavit, posting log, etc.) into the record.

BA 7.5.2 Announce that the applicant or proponent, if applicable, will be given up to one hour to present their views on the item before the Council, and that those giving testimony on other side of the issues will then be given one hour to present their views. Each member of the public who gives testimony during the public comment portion of the public hearing will be limited to no more than three minutes to express their views on the item before the Council. All those giving testimony should direct their comments to the Council. The applicant or proponent of the item will be allotted a few extra minutes following public comment for rebuttal.

Exception: The presiding officer, with the consensus of the Council, may determine that more or less overall time per side is reasonable. If more or less time is deemed reasonable, the total time allotted to the proponent of the item and to those giving testimony about the item will be as equal as is practicable.

BA 7.5.3 The presiding officer will ask all speakers to attest or swear by oath that all statements and evidence they present will be the truth.

BA 7.5.4 Call the applicant or proponent to the podium, if appropriate. Invite the applicant to present information or comments about the matter.

BA 7.5.5 Open the public comment portion of the hearing. If one or more members of the public have signed up to speak at the hearing, call them to the podium in order that they signed up to speak, except that the presiding office may give priority to a speaker who is a resident of Arvada. The presiding officer will ask the speaker to state their name and address or the nearest cross streets, neighborhood, subdivision, or council district.

BA 7.5.6 Ensure that all questions, including those from council members and team members, are directed at the presiding officer. In each case, the presiding officer will determine whether the question will be allowed and, if allowed, direct the question to the individual best positioned to answer it. The presiding officer will refrain from directing a question which, in the presiding officer's sole discretion, is irrelevant, redundant, or is primarily designed to embarrass an individual. The response to a question will be limited to answering the question as stated.

BA 7.5.7 Declare the public comment portion of the hearing to be closed.

BA 7.5.8 Call for questions from or discussion by the Council. Only team members may be questioned during this stage of the hearing. Declare the public hearing to be closed.

BA 7.5.9 Call for a motion, if any, call for a vote on the motion, and close the matter once the vote is recorded.

BA 7.6 Order of business – other public hearings. The procedure and order of business for other public hearings will be generally the same as that for quasi-judicial hearings, except that after the item is presented by a team member, the presiding officer will call for public comment, and except there is no need to have public comment speakers attest or swear by oath that all statements they present will be the truth. The presiding officer may set a reasonable time limit for each speaker; the same time limit must apply to all speakers during that public hearing.

Bylaws Appendix 8 - Roles of City Team Members

BA 8.1 The city manager. The city manager will perform the duties set forth in the Charter, the City Code, City policies, these Bylaws, in Council policies, and as otherwise required by statute or by contract. The manager will attend all Council meetings and may take part in discussions of all matters concerning the welfare of the City.

BA 8.1.1 *Agenda duties.* Except as otherwise set forth herein, the manager will set the agenda for all Council meetings and determine which matters are to be included on the consent agenda. The manager will ensure that each agenda item is accompanied by information including but not limited to background or contextual information, information about the substance of the item, the financial impact of the item, if applicable, and the department or work system requesting consideration of the item.

BA 8.1.2 *Presentations.* The manager may direct the clerk to schedule a presentation on a matter of significant interest at a regular business or special meeting. A presentation must be placed on the agenda no later than noon on Thursday before the meeting or the matter will be placed on the agenda for the next regular business or special meeting.

BA 8.2 The city attorney. The city attorney will perform the duties set forth in the Charter, the City Code, City policies, these Bylaws, in Council policies, and as otherwise required by statute or by contract. The city attorney will attend all Council meetings and may take part in discussions of all legal matters concerning the welfare of the City.

BA 8.2.1 *Agenda duties.* The city attorney must approve each resolution and ordinance as to form and in writing. No ordinance providing for an appropriation of money may be approved unless the accompanying information notes the appropriation and the fund to which it is to be charged, and unless the item has been approved by the finance director.

BA 8.3 The city clerk. The clerk will perform the duties set forth in the Charter, the City Code, City policies, these Bylaws, Council policies, and otherwise as required. The clerk will maintain these Bylaws and Council policies, serve as the clerk for Council meetings, and perform all duties attendant thereto, including but not limited to recording the roll, scheduling meetings and unfinished business, recommending the setting of public hearings, keeping meeting minutes, and performing other meeting duties as directed by the presiding officer, the Council, or the manager.

BA 8.3.1 *Agenda preparation.* The clerk will prepare each meeting agenda at the direction of the manager. The clerk will work with the manager and the city attorney to schedule public hearings and executive sessions. The clerk will ensure that each agenda item submitted is in an acceptable format and is accompanied by the relevant ordinances, resolutions, or motions. The clerk may reject an item that is not timely submitted or does not satisfy the City's formatting or accessibility requirements.

BA 8.3.2 *Agenda items.* The clerk will assign each item a number and a descriptive title. Each bill number assigned to an ordinance will follow that ordinance until final passage at which time the proper number for recording shall be assigned. The clerk will complete all other administrative tasks related to the placement of items on the agenda to ensure the proper recording and tracking of each item.

BA 8.3.3 *Distribution*. The clerk will deliver the agenda packet to each member at least one week before the meeting. The clerk may revise the agenda at the direction of the manager before 5:00 p.m. local time on the Friday before the meeting. The clerk will deliver the final packet to each member on the Friday before the meeting, except that an agenda for an emergency meeting may be revised at any time and provided to members by whatever means are reasonably available and as early as circumstances reasonably allow, given the nature of the emergency. The final agenda, including revisions, will be made available to the public in accordance with the OML. Each packet will set forth each agenda item by number and descriptive title and contain all documents deemed relevant as determined by the manager and city attorney. Packets will be delivered electronically unless a member requests a hard copy. A change to an agenda made at or after 5:00 p.m. local time on the Friday before the meeting will be addressed by Council during the Council meeting.

BA 8.3.4 *Requirements for visual materials*. The clerk may promulgate reasonable policies and rules for the presentation of visual materials at Council meetings and will make those policies and rules known to those authorized to make a presentation at a meeting. Those wishing to submit a slide presentation, video or still images, audio recordings, or other similar presentation materials must submit the materials to the city clerk no later than noon on Thursday before the meeting at which the presentation is to be made. The clerk, working in conjunction with KATV Channel 8 team members, will ensure that the materials are of a technical quality appropriate for or compatible with the projection equipment used for the Council chamber, and return materials that are not appropriate or compatible. Nothing in this section authorizes a member of the public to use the City's video projection equipment during public comment.

BA 8.3.5 *Timer system*. The clerk will provide and provide for the operation of a timer system to monitor each speaker's time during public comment and to track the total time used by the proponents and opponents of an agenda item or matter under consideration at a public hearing. The timer system will not apply to council members or city team members.

BA 8.3.6 *Video recordings*. The clerk will make video recordings of Council meetings available for viewing by the public.

BA 8.3.7 *Use of the chamber*. The city clerk will manage the chamber when the Council is not in session. The chamber is open to members of the public only when the Council is in session, and then only for limited purposes and in accordance with the rules set forth in these Bylaws. When the Council is not in session, the chamber may only be used by city team members, by the Municipal Court subject to Court rules, and by elected officials from other governmental entities with the prior approval of the clerk.

BA 8.4 The chief of police. The chief of police or designees thereof will act as the sergeant-at-arms during meetings to assist with the orderly progress of the public's business and may take any reasonable action to help ensure decorum at meetings and may enforce laws to ensure the safety of those in attendance.

Bylaws Appendix 9 – Order of Business at Council Meetings

BA 9.1 Regular business meeting agenda, generally.

1. CALL THE MEETING TO ORDER
2. MOMENT OF REFLECTION AND PLEDGE OF ALLEGIANCE
3. ROLL CALL OF COUNCIL MEMBERS
4. APPROVAL OF MINUTES
5. PROCLAMATIONS AND COMMUNICATIONS
6. PRESENTATIONS (if any)
7. FIRST PUBLIC COMMENT PERIOD (on issues that are not the topic of a public hearing, on resolutions, and on presentations) (limited to no more than 3 minutes per speaker, and the total length of this public comment period is limited to 1/2 hour or when the tenth speaker has finished, whichever occurs first)
8. NEW BUSINESS
 - A. CONSENT AGENDA
 - B. RESOLUTIONS
 - C. ORDINANCES (first reading of each ordinance)
9. OTHER
10. PUBLIC HEARINGS (second reading and public hearing on each ordinance)
11. SECOND PUBLIC COMMENT PERIOD (limited to no more than 5 minutes per speaker)
13. REPORTS FROM THE CITY COUNCIL
 - A. Council committee reports
14. REPORTS FROM THE CITY MANAGER
15. REPORTS FROM THE CITY ATTORNEY
16. ADJOURNMENT

BA 9.1.1 Unfinished business. Unfinished business from a regular business meeting or a special meeting may be set on the agenda of a subsequent regular business meeting unless minutes from a previous meeting must be approved first.

BA 9.2 Workshop or study session meeting agenda, generally.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL MEMBERS
3. WORKSHOP / STUDY SESSION TOPICS
4. ADJOURNMENT

BA 9.3 Special meeting agenda. Because of the limited nature of city business transacted at a special meeting, the agenda for a special meeting differs from that used for a regularly scheduled business meeting. The agenda will be set by the city manager in consultation with the Mayor and the Council and noticed as set forth in the Bylaws.

BA 9.4 Emergency meeting agenda. The agenda for an emergency meeting will be set by the manager in consultation with the Mayor and the Council to the extent practicable given the nature of the emergency.

BA 9.5 Changes to an agenda. The City Council may add or delete an agenda item or otherwise change an agenda in accordance with subsections 4.1.2.1 and 4.1.2.2 of these Bylaws.

City Council Rules (Bylaws)

Study Session
December 9, 2025

Nora S. Steenson
Deputy City Attorney
City Attorney's Office

Legislative Drafting Projects

- Legislative drafting
 - People have a variety of reasonable viewpoints
 - Documents balance of different interests and views
 - Many ways to organize / draft policy direction
 - Words do not have mathematical precision
 - Overall goal with revision projects: improve existing documents

CC Rules Review Project: Introduction

- Why are we working on this project?
 - Best practice is to review Rules on a regular basis
 - CC concern re uncertainties of length of 1st PC period
- Who is working on this project?
 - CMO (managers and clerks)
 - Legal
 - City Council

CC Rules Review Project: Background

- Timeline / process
- CC comments focused on 1st PC period (public engagement)
- Review public engagement / other cities' PC rules
- Goals / Objectives
 - Consider efficiency out of respect for attendees
 - Streamline Rules: make them easier to use and understand

Highlights of Proposed Bylaws

- Rules renamed: Bylaws
- Information is “tiered”: Bylaws + Appendices
- Existing provisions are rearranged in more logical order
- Adopts streamlined rules of parliamentary procedure

Public engagement in Arvada



Public Comment: Current CC Rules

- Business Meetings: Allows for 2 PC periods at business meetings. (2E).
 - 1st PC period 3 min. (2E). Devoted to issues not the subject of a public hearing. (2B). PO may give priority to residents. (2E).
 - Allowed after presentations (1D).
 - 2nd PC period 5 min. (no stated limit on topic).
 - PO may permit PC about any item on the agenda. (2E).
 - PO may move 1st PC period to end of meeting. (2E).
- Workshops: PC allowed in sole discretion of the PO. (1D).
- Study sessions: PC not allowed. (SS are not mentioned in the Rules.)
- Special and Emergency meetings: The Rules are unclear.

Public comment – Peer city survey

- Arvada is an “outlier” in these areas:
 - We offer 2 PC periods (only city that does this)
 - We do not limit either the # of speakers or the total time allotted for PC
 - We allow speaker up to 8 minutes of PC time (3 minutes at 1st PC period and 5 at 2nd) (3-4 times longer than other cities)

Public comment – 1st PC period concerns

- Are our current Rules respectful to those who attend because of a item already scheduled on the agenda?
 - Those who wish to comment at a public hearing
 - Those team members presenting on an item
 - Those who wish to speak at the 2nd PC period
- Are we discouraging others from expressing their views?

Differences between Rules and Bylaws

- 1st PC period – Bylaws Appendix 6:
 - Clarifies that PC is allowed at Special and Emergency meetings
 - Clarifies that PC is allowed on all resos (not just at discretion of the PO)
 - Provides more certainty about the length of the 1st PC period (creates limit by # of speakers / total time)
 - Provides more certainty that the 1st PC period will occur as scheduled and not be moved to the end of the meeting.

Public Comment: Public Hearings

- Rule 2F allows ~1 hour for proponents / 1 hour for opponents
 - Speakers must indicate the side on which they wish to speak
 - Proponent given a few extra minutes for rebuttal
 - No time limit on individual speakers
 - Rules may only be altered by suspending the rules
- BA 7 same, except:
 - Provides that written comments about the PH are provided to CC
 - Individual speakers get 3 minutes to express their views
 - PO may change time for each side w/ consensus of CC

Outstanding Questions / Comments

- “Pooling” of comments for public comment at public hearings?
- Other questions and comments?

What's Next?

- Place resolution on upcoming CC agenda

THANK YOU!