

Notes:



City of Washington

**City Council
Code of Procedure**



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Conducting Business

Addressing the Governing Body

Any person desiring to address the Governing Body on any issue or item, agenda or non-agenda, must receive permission from the Mayor during the portion dedicated as "Public Forum".

Each person will stand up, communicate their name and address, and the nature of their business. If acting as a spokesperson for a group, must state the name of such group for the record and, unless further time is granted by the Mayor, will limit their remarks to five minutes. If more than one person is present on a specific item, there must be a spokesperson appointed to address the governing body.

Agenda Items

To be placed on the public agenda one must notify the City Administrator or City Clerk by 5:00pm on the Wednesday prior to the regular meeting.

Petitions or other items of information or correspondence presented during a Council meeting shall be filed with the City Clerk.

Inappropriate Conduct

Any person making personal, impertinent or

slandrous remarks or becoming boisterous while addressing the Governing Body or from the audience may be requested to leave immediately and barred from further meetings before the Governing Body by the Mayor at that meeting.

Order of Business

1. Agenda
2. Citizen Comments
3. Consent Items
4. Old Business
5. New Business
6. Reports
7. Adjournment

Open Meetings

All meetings of the Governing Body where a quorum is present shall be open to the public. Special meetings may be called by the Mayor at any time when deemed necessary. Special meeting notices will be posted at City Hall prior to any such meetings. Anyone desiring notification of Governing Body meetings must fill out a form available at City Hall requesting such notice.

Executive Sessions

Kansas Open Meetings Act allows for closed

meetings in very limited circumstances.

Those include:

- Personnel matters of non-elected personnel;
- Consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship;
- Employer-employee relations and negotiations;
- Confidential data relating to financial affairs or trade secrets of second parties;
- Discussions prior to acquisition of real estate;
- Discussions concerning security matters.

Only members of the Council and Mayor have the right to attend closed meetings. Others may be invited to provide information or participate in deliberations.

No action is taken in executive session.

Washington operates under a Mayor/Council form of government. The Council Members and Mayor serve 4 year terms.