



AGENDA

Raymore City Council Work Session
City Hall – 100 Municipal Circle
Monday, July 15, 2024
6:00 PM

A. Review of City Council Rules and Procedure

City Attorney Jonathan Zerr will be providing a review of the City Council Rules and Procedures and City Charter. The Rules and Procedures were adopted by the Council in 2014 and amended in 2019.

EXECUTIVE SESSION (CLOSED MEETING)

The Raymore City Council may enter an executive session before or during this meeting, if such action is approved by a majority of Council present, with a quorum, to discuss:

- Litigation matters as authorized by § 610.021 (1),
- Real Estate acquisition matters as authorized by § 610.021 (2),
- Personnel matters as authorized by § 610.021 (3),
- Other matters as authorized by § 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at (816) 331-3324 no later than forty eight (48) hours prior to the scheduled commencement of the meeting.

Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

RESOLUTION 19-12

"A RESOLUTION OF THE CITY OF RAYMORE, MISSOURI AMENDING THE COUNCIL RULES OF PROCEDURE TO ALLOW FOR PARTICIPATION VIA VIDEO, VOICE AND/OR OTHER TELEPHONIC MEANS AT CITY COUNCIL WORK SESSIONS."

WHEREAS, the Council has adopted Rules of Procedure for the conduct and processes of its meetings; and

WHEREAS, the Council now desires to allow for participation by the Mayor and members of the Council when not physically present through the implementation of video, voice and/or other telephonic technologies during work sessions; and

WHEREAS, technology exists that would allow members of the Council who are not physically present to participate by two-way verbal communication seamlessly and in real-time, through any video, voice and/or other telephonic means with members of the Council, staff and the public who are present in person at Council work sessions.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:

Section 1. The Raymore City Council Rules of Procedure shall be amended by adding the following new Section 20, allowing members of the Council who are not present in person to participate in work sessions of the Council:

20. Video, Voice and/or Telephonic Participation. (Work Sessions Only)
- a. Should a member or members of the Council and/or the Mayor be unable to attend a work session of the Council in person, they may participate through any video, voice and/or other telephonic means which allows for a seamless, real-time two-way verbal communication such that they shall be able to communicate with the other members of the Council and/or Mayor, members of the public and staff as if they were present in person.
 - b. To participate in a work session via video, voice and/or other telephonic means a member of the Council and/or the Mayor shall:
 - (i) Notify the City Manager by the Friday prior to the work session that they intend to be physically absent,
 - (ii) Request the utilization of video, voice and/or verbal communication for the work session, and
 - (iii) Provide the telephone number or other contact information/method by which they intend to participate in the work session.
 - c. Any member or members of the Council and/or the Mayor who may utilize this provision shall be identified as being absent for purposes of attendance. Such absence shall be an excused absence.

- d. A member or members of the Council and/or the Mayor who utilize this provision shall not be counted for purposes of determining any quorum calculations for the work session.
- e. A member or members of the Council who utilize this provision shall not participate in any roll call vote of the Council, nor shall the Mayor utilize his veto rights or vote to break any tie of a roll call vote of the Council.
- f. In all regards, the participation by a member or members of the Council and/or the Mayor shall comply with the provisions and laws of the State of Missouri for the conduct of open meetings and records.

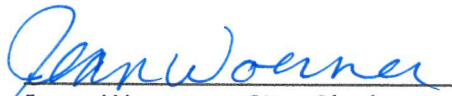
Section 2. This Resolution shall become effective on and after the date of passage and approval.

Section 3. Any Resolution or part thereof which conflicts with this Resolution shall be null and void.

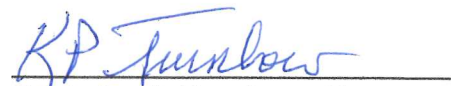
DULY READ AND PASSED THIS 11TH DAY OF FEBRUARY, 2019 BY THE FOLLOWING VOTE:

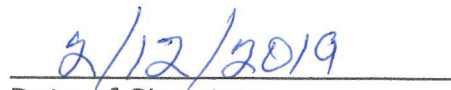
Councilmember Abdelgawad	Nay
Councilmember Barber	Aye
Councilmember Berendzen	Aye
Councilmember Burke III	Aye
Councilmember Circo	Aye
Councilmember Holman	Aye
Councilmember Kellogg	Absent
Councilmember Townsend	Aye

ATTEST:


Jean Woerner, City Clerk

APPROVE:


Kristofer P. Turnbow, Mayor


Date of Signature

RAYMORE CITY COUNCIL RULES OF PROCEDURE

1. **General Principles.** The essential purpose of these rules is to provide a framework for the orderly and fair conduct of the Council's business. They are intended to provide procedural guidelines so that Councilmembers are given an opportunity to consider and to act on matters properly brought before a meeting.
2. **Rules and Governing Law.** These rules are subordinate to the City's ordinances, the City's Charter, and applicable state and federal laws and regulations. Council meetings shall be conducted according to the latest edition of Robert's Rules of Order, provided, however, that these rules, the City's ordinances, the City's Charter, and applicable state and federal laws and regulations shall take precedence in any case where there is a conflict.
3. **Presiding Officer.** The Mayor shall act as the presiding officer at meetings of the Council. If the Mayor is unable or unavailable to act as presiding officer at a Council meeting, the Mayor Pro Tempore shall act as presiding officer. If both the Mayor and the Mayor Pro Tempore are unable or unavailable to act as presiding officer at a Council meeting, the Council shall select one of its members to act as presiding officer of the meeting.
4. **Mayor Pro Tempore.** The Mayor Pro Tempore shall be elected by the Council at its first scheduled meeting following the April municipal election each year.
5. **Agenda at Regular Council Meetings.** The agenda for regular business meetings of the Council shall be as follows:
 - a. Call to order.
 - b. Roll call to determine if quorum is present to convene meeting. (A majority of Councilmembers must be present to have a quorum.)
 - c. Pledge of allegiance.
 - d. Ceremonial presentation of awards, recognition of visitors, and announcements.
 - e. Citizen personal appearances. (Requests to appear must be filed by 12:00 p.m. (noon) on Friday prior to the meeting. Personal appearance statements shall be limited to five minutes unless a majority of the Council votes to permit additional time.)
 - f. Reports from City Manager and department heads.
 - g. Reports from Mayor and special committees.
 - h. Consent agenda and approval of minutes. Prior to a motion being made to approve the consent agenda, the chair shall ask if there are any items that a councilmember would like to have removed from the consent

agenda and discussed and voted on separately. Any such request by a councilmember shall be honored. The request does not need a second, is not subject to discussion, and is not subject to a vote. Any such item shall be placed as an item under "New business" on the meeting agenda.

- i. Unfinished business.
- j. New business.
- k. Public comments. (The Presiding Officer shall have the right to set time limits if he or she deems it appropriate. Members of the public who address the Council should submit written comments if their presentation will exceed five minutes in length. The Council will not take immediate action on any public comment, except to refer the matter to a committee or the City Manager.)
- l. Mayor and Council comments.
- m. Adjournment.

Unless objected to by a Councilmember, the Presiding Officer may call for any item to be taken out of order. If there is an objection voiced by a Council member, the matter shall be put to a vote of the Council. If a majority of the Council approves, the agenda shall be amended in accordance with the Presiding Officer's request. If a majority of the Council does not approve, the agenda shall remain as published and the items on the agenda shall be taken up in the order published.

- 6. **Attendance at Meetings.** The Presiding Officer shall be responsible for determining whether a quorum is present and for convening the meeting. Except in the case of an emergency, any Councilmember who expects to arrive late for a meeting or to be unable to attend a meeting is expected to notify the Mayor, the City Manager, or the City Clerk prior to the scheduled starting time for the meeting. Any Councilmember who is not present when the roll call is taken will be shown as absent. If a Councilmember appears after the roll call has been taken and recorded, he or she may ask to have the minutes show when the member arrived and, with permission of the Presiding Officer, shall be recorded as "present" from the time of arrival. Any Councilmember who expects to leave a meeting prior to its conclusion is expected to notify the Presiding Officer prior to roll call being taken.
- 7. **General Principles for Discussion or Debate.** The Presiding Officer is responsible for regulating the conduct of a meeting to assure adequate consideration of relevant points of view. The objectives of discussion are:
 - a. to determine the will of the Council and to articulate decisions;
 - b. to assure sufficient discussion and consideration of issues so that all pertinent points of view are presented to the Council for consideration;
 - c. to maintain at all times the dignity of the meeting so that each recognized speaker's views are made known to the Council; and
 - d. to ensure that appropriate respect is accorded to all participants.
- 8. **Motions.** Motions are the tools by which business is introduced at Council meetings. Motions may be made orally or in writing. However, the Presiding

Officer may, if he or she chooses, require a long motion to be submitted in writing. The maker of a motion has first right to speak to the motion. A member can vote against his or her own motion, but cannot speak against it. A member can modify his or her own motion before and after it is stated by the Presiding Officer.

There are a number of motions. Following are some of the ones that are most often used:

- a. Main motion. A main motion proposes a policy or action on a substantive issue considered by the Council. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and a majority vote is required unless a greater vote is prescribed by the City's Charter, the City's ordinances, or by state law.
- b. Motion to withdraw. A member can withdraw his or her motion up to the time it has been stated by the Presiding Officer. After that, the member must have permission of the Presiding Officer to withdraw a motion. It does not require a second; it is not subject to debate, amendment or vote.
- c. Motion to amend. A motion to amend proposes a change in the wording of a motion currently under consideration. A motion to amend cannot interrupt a speaker; requires a second; is debatable and amendable; and a majority vote is required for approval of the amendment.
- d. Motion to postpone consideration. This motion may arise from a need for further information, a matter of convenience, or for any other reason that will enable the meeting to deal with the issue more effectively at a later time. The motion cannot interrupt a speaker; requires a second; is debatable; is amendable, particularly as to postponement timing; and a majority vote is required.
- e. Motion to refer. A motion to refer is typically used to submit an issue to a special committee, usually for study leading to a subsequent recommendation. The motion cannot interrupt a speaker; requires a second; is debatable and amendable; and a majority vote is required.
- f. Motion to limit, extend, or close debate. Generally speaking it is the Presiding Officer's duty to ensure that differing points of view are heard. A motion to limit, extend or close debate is, therefore, an overruling of the Presiding Officer's determination. (A motion to close debate is the same as a motion to call the question.) The motion cannot interrupt a speaker; does not require a second; cannot be debated or amended. Because this motion affects the most fundamental right of a member to speak his or her view, it requires a three-fourths ($\frac{3}{4}$) vote for passage.
- g. Motion to recess the meeting. A motion to recess requests a brief interruption of the meeting's business. Unless stated in the motion, the period of recess is decided by the Presiding Officer. The motion cannot interrupt a speaker; requires a second; is debatable; is amendable; and a majority vote is required.
- h. Motion to appeal a ruling of the chair. The decisions or ruling of the Presiding Officer on questions of procedure are generally deemed to be

final, except that they can be appealed to a vote of the Council. Generally, they are used when a member questions the appropriateness or fairness of the Presiding Officer's ruling. A motion to appeal cannot interrupt a speaker; requires a second; is debatable; cannot be amended; must be made during the Council meeting that the ruling of the Presiding Officer was made; and requires a majority vote to overrule a procedural decision of the Presiding Officer.

- i. Motion to Reconsider. A motion to reconsider allows a member to bring back a motion for further consideration after it has been acted upon. It can only be made by someone who voted on the prevailing (winning) side; cannot interrupt a speaker; requires a second; is debatable; must be made by the end of the next regular Council meeting; and a majority vote is required. If a motion to reconsider fails to receive a majority vote of the Council, it shall be deemed to have failed and no further motion to reconsider the measure shall be permitted at that meeting.
- j. Motion to Rescind. A motion to rescind is used to quash or nullify a previously adopted motion. It cannot interrupt a speaker; requires a second; is debatable; must be made by the end of the next regular Council meeting; and requires a three-fourths ($\frac{3}{4}$) vote for passage. If a motion to rescind fails to receive a three-fourths vote of the Council, it shall be deemed to have failed and no further motion to rescind the measure shall be permitted at that meeting.
- k. Point of procedure. This is a question addressed to the Presiding Officer, either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the Presiding Officer. It can interrupt a speaker; does not require a second; is not debatable or amendable; and does not require a vote.
- l. Point of privilege. This is a communication from a member to the Presiding Officer drawing urgent attention to a need for personal accommodation, such as an inability to see or hear or a matter of requested convenience. It can interrupt a speaker; does not require a second; is not debatable or amendable; and does not require a vote.

8. **Right to the floor.** When any Council member wishes to speak to an issue on the floor, the member shall ask to be recognized by the Presiding Officer and, when so recognized, shall confine his or her remarks to the issue then under discussion by the Council. When a Council member desires to ask questions of City staff, the member shall first ask to be recognized. When recognized by the Presiding Officer the member should first address his or her question to the City Manager who shall be entitled to either answer personally or to call upon a staff member to answer. Follow up questions may be addressed directly to the person who provided the initial answer.

9. **Introduction of Ordinances and Resolutions.** All ordinances and resolutions shall be introduced in the Council in printed or written form. Ordinances and resolutions may be introduced to the Council for

consideration only by the Mayor, a Councilmember, or the City Manager. No ordinance or resolution shall contain more than one subject.

10. **Resolutions.** Resolutions are non-law making actions of the Council, such as the acceptance of improvements, the appointment of persons to fill positions, etc. A majority of the Council is necessary for passage of a resolution. To be adopted, a resolution must receive the required number of affirmative votes for passage at one reading.
11. **Ordinances.** Ordinances are law making actions of the Council, such as the adoption of a new or amended zoning ordinance, the adoption of an annual budget, etc. The primary purpose of an ordinance must be for a public purpose. Unless a larger number is required by state law or the City's charter, a majority of the entire Council is necessary for passage of an ordinance. To be adopted, an ordinance must receive the required number of affirmative votes for passage at two readings.
12. **Reading of Ordinances**
 - a. A non-emergency ordinance shall be read by title only at its first reading before the Council. If the measure receives the requisite number of affirmative votes for passage, it shall proceed to a second reading by title only at a subsequent meeting of the Council. If it receives the requisite number of affirmative votes for passage at second reading, it shall be deemed adopted. If it fails to receive the requisite number of affirmative votes at the first reading, it shall be deemed to have failed and will not proceed to a second reading. If it receives the requisite number of affirmative votes at the first reading but fails to receive the requisite number of votes at the second reading, it shall be deemed to have failed.
 - b. An ordinance declared by the Mayor or any Councilmember to be an emergency shall be read by title only at its first reading. If the measure receives the affirmative vote of three-fourths ($\frac{3}{4}$) of the entire Council, it shall proceed to a second reading where it shall be read in full. If it fails to receive the affirmative vote of three-fourths ($\frac{3}{4}$) of the entire Council on its first reading, the measure shall cease to be before the meeting as an emergency measure. At that time, a Council member may move to strike the emergency clause and proceed with the proposed ordinance as a non-emergency measure. If such motion is made and adopted, the proposed ordinance, without the emergency clause, shall be before the Council for immediate consideration as a non-emergency ordinance. If a proposed emergency ordinance fails to receive the affirmative vote of three-fourths ($\frac{3}{4}$) of the entire Council on its first reading and a motion is not passed to proceed with the measure as a non-emergency bill, the bill shall be deemed to have failed. Every proposed emergency ordinance shall allow public comment to be heard prior to a vote being taken at its second reading.
13. **Voting procedures.** At every meeting of the Council that is not a closed meeting pursuant to 610.021, RSMo, Council members shall vote "yes", "no",

or "abstain" by ballot, show of hands, or roll call vote so that the vote of each member can be recorded in the official record of the meeting. A Council member who votes to abstain must state the basis for the abstention. A Council member who is disqualified from voting shall step down from the dais and not participate in discussion or vote on the item. If any Councilmember requests a roll call vote to be taken on a specific item, the Presiding Officer may cause a roll call vote to be taken on said item. A vote to go into closed session shall be conducted by a roll call vote with each member called upon by the City Clerk and responding in the affirmative or the negative. At closed meetings of the Council all votes shall be by roll call vote.

14. **Public Hearings.** Public hearings shall be conducted in the following order:
 - a. Confirmation that required notice has been given.
 - b. Presentation of staff report.
 - c. Appearance of applicant.
 - d. Statements by those in favor.
 - e. Statements by those in opposition.
 - f. Applicant given opportunity to respond to statements.
 - g. Hearing closed.
15. **Closed meetings.** No meeting of the Council may be closed without an affirmative public vote of a majority of the Council. The vote of each member of the Council on the question of closing a meeting and the specific reason for closing that meeting shall be announced publicly at an open meeting of the Council and entered into the minutes. All votes taken in any closed meeting shall be by roll call vote.
16. **Committees.** There shall be no standing committees.

The Mayor, or when applicable, the Mayor Pro Tempore, with the advice and consent of a majority of the Council, may establish special committees as he or she deems necessary or proper and, with the advice and consent of a majority of the Council, may appoint such persons to those committees as he or she deems appropriate.

The Council may establish special committees it deems necessary or proper, the members of which shall be appointed by the Mayor with the advice and consent of a majority of the Council.

Each committee shall have such power and authority as given to it by the Mayor and Council. Notice of each committee meeting shall be given in accordance with Missouri law. A majority of the members of a committee shall be required for a quorum. A majority vote of the members of a committee shall be required for all committee actions, except adjournment. Notes of each committee meeting shall be kept and delivered to the City Clerk within a reasonable time following a meeting.

17. **Suspension of rules.** Upon motion and a majority vote of the Council at any meeting where a quorum is present for the transaction of business, any provision of these rules may be suspended or changed for that meeting as long as such suspension or change would not violate the City's Charter, the City Code, or state law.
18. **Revision of rules.** Proposed changes to these rules may be referred to a special committee for review and report to the Council. Any change to these rules shall become effective at such time as designated by the Council; provided, however, that no change shall become effective sooner than the next regular meeting of the council.
19. **Distribution of rules.** The City Clerk shall cause a printed copy of these rules to be distributed to every elected official within 30 days after enactment. Each elected official elected or appointed thereafter shall be furnished a printed copy of these rules (and any amendments with respect thereto) before entering upon the duties of office.
20. **Video, Voice and/or Telephonic Participation. (Work Sessions Only)**
 - a. Should a member or members of the Council and/or the Mayor be unable to attend a work session of the Council in person, they may participate through any video, voice and/or other telephonic means which allows for a seamless, real-time two-way verbal communication such that they shall be able to communicate with the other members of the Council and/or Mayor, members of the public and staff as if they were present in person.
 - b. To participate in a work session via video, voice and/or other telephonic means a member of the Council and/or the Mayor shall:
 - (i) Notify the City Manager by the Friday prior to the work session that they intend to be physically absent,
 - (ii) Request the utilization of video, voice and/or verbal communication for the work session, and
 - (iii) Provide the telephone number or other contact information/method by which they intend to participate in the work session.
 - c. Any member or members of the Council and/or the Mayor who may utilize this provision shall be identified as being absent for purposes of attendance. Such absence shall be an excused absence.
 - d. A member or members of the Council and/or the Mayor who utilize this provision shall not be counted for purposes of determining any quorum calculations for the work session.
 - e. A member or members of the Council who utilize this provision shall not participate in any roll call vote of the Council, nor shall the Mayor utilize his veto rights or vote to break any tie of a roll call vote of the Council.
 - f. In all regards, the participation by a member or members of the Council and/or the Mayor shall comply with the provisions and laws of the State of Missouri for the conduct of open meetings and records.