

City of Bloomington Common Council
Committee on Council Processes, Monday, August 11, 2025, 12:15-1:45 pm
Allison Conference Room (#225), Showers Building, 401 N. Morton Street

The public may also access the meeting at the following link:
<https://bloomington.zoom.us/j/81856368669?pwd=yZJcXAhq7Fy1vCUJjCZb8VvS1TqpgX.1>

AGENDA

Chair: Isabel Piedmont-Smith

- 1) Agenda review and approval
- 2) Old business
 - a) Proposal for Councilmember liaisons to boards and commissions – Review of draft legislation from Councilmember Zulich (ATTACHMENT)
 - b) Code of Conduct for Board and Commission members (Deputy Clerk Crossley)
 - c) Sign-in for public comment at meetings – Implementation update
 - d) Proposal for the planning and scheduling of deliberation sessions – Implementation plan
 - e) Title 2 overhaul and Administrative Manual – Process update
 - f) Public comment
- 3) Order of business at regular sessions of Council
 - a) How to incorporate (or not) reports from entities related to the city but not a “city department”
 - b) General discussion of order of business
ATTACHMENTS:
Order of Business from Bloomington Municipal Code
Order of Business comparison document from intern Samuel Roll
 - c) Public comment
- 4) Adjournment

Bloomington City Committee on Council Processes meetings can be watched on the following websites:

- Community Action Television Services (CATS) – <https://catvstv.net>
- YouTube – <https://youtube.com/@citybloomington>

Background materials and packets are available at <https://bloomington.in.gov/council/processes/meetings?year=2025>

Pursuant to applicable law and policy, the following details are provided regarding the officers serving on this committee:

- Committee Members: Isabel Piedmont-Smith (Chair), Matt Flaherty, Sydney Zulich, Courtney Daily
- Appointed by: Council President
- Term: Beginning 1/8/2025; Expiration 1/7/2026

RESOLUTION 2025-XX
TO ESTABLISH EXPECTATIONS AND PROCEDURES FOR COUNCILMEMBER
LIAISONS TO BOARDS AND COMMISSIONS

- WHEREAS, the City of Bloomington Common Council (“Council”) has an interest in the efficient governance of the City; and
- WHEREAS, BMC Title 2 identifies and includes provisions governing the various boards and commissions of the City of Bloomington (the “Boards and Commissions”)
- WHEREAS, BMC 2.04.370 provides that the vacancies on City Boards and Commissions to be filled by the Council shall be filled by a majority vote of the Councilmembers during a properly convened session of the Council; and
- WHEREAS, the Council currently forms Interview Committees, each consisting of three Councilmembers, to make recommendations regarding appointments by the Council to the following Boards and Commissions: Animal Control Commission, Bloomington Arts Commission, Board of Zoning Appeals, Bloomington/Monroe County Human Rights Commission, Commission on the Status of Black Males, Board of Housing Quality Appeals, Bloomington Urban Enterprise Association, Bloomington Digital Underground Advisory Committee, Capital Improvement Board, Commission on the Status of Women, Commission on Aging, Community Advisory on Public Safety Commission, Environmental Commission, Dr. Martin Luther King Jr. Birthday Celebration Commission, Telecommunications Council, Transportation Commission, Utilities Service Board, Commission on Hispanic and Latiné Affairs, Bloomington Historic Preservation Commission, Bloomington Commission on Sustainability, Commission on the Status of Children and Youth, Public Transit Corporation, Tree Commission, Bloomington Redevelopment Commission, and Fire Merit Commission; and
- WHEREAS, the Council currently designates Councilmembers to serve on the following: Bloomington Commission on Sustainability, Bloomington Urban Enterprise Association, Metropolitan Planning Organization Policy Committee, Plan Commission, Transportation Commission, and Utilities Service Board; and
- WHEREAS, the Council does not have any appointments to the following Boards and Commissions: Board of Public Safety, Board of Public Works, Board of Park Commissioners, Council for Community Accessibility, Dispatch Policy Board; and
- WHEREAS, the Council currently lacks a consistent mechanism for receiving updates from Boards and Commissions, apart from the annual Commission reports given in a properly convened Council sessions; and
- WHEREAS, the Council is interested in following and supporting the work of the above Boards and Commissions; and
- WHEREAS, the Council values the contributions of all Boards and Commissions and desires to establish appropriate mechanisms to acknowledge, discuss, and further support their work; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The scope and duties of Councilmembers in relation to City Boards and Commissions shall be clarified and enacted upon passage of this Resolution.

SECTION 2. Re-organization of Interview Standing Committees. The Council hereby reorganizes the following, three-member standing committees, whose purpose is to review and make recommendations to the full Council regarding the appointment of citizens to the City’s Boards and Commissions. The three Interview Committees shall divide responsibilities and the some membership of the Committees shall be changed in the following manner:

(a) Committee “A” shall be responsible for the following Boards and Commissions:

- Animal Control Commission
- Bloomington Arts Commission
- Bloomington/Monroe County Human Rights Commission
- Board of Zoning Appeals
- Commission on the Status of Black Males
- Dr. Martin Luther King Jr. Birthday Celebration Commission
- Board of Housing Quality Appeals
- Bloomington Urban Enterprise Association

Committee “A” shall continue to be composed of Councilmember Rosenbarger (Chair), Councilmember Asare, and Councilmember Stosberg, with no change in membership.

(b) Committee “B” shall be responsible for the following Boards and Commissions:

- Bloomington Digital Underground Advisory Committee
- Commission on Hispanic and Latiné Affairs
- Commission on Aging
- Commission on the Status of Children and Youth
- Commission on the Status of Women
- Transportation Commission
- Public Transit Corporation
- Utilities Service Board

Committee “B” shall be composed of Councilmember Daily (Chair), Councilmember Ruff, and Councilmember Flaherty, with Councilmember Flaherty replacing Councilmember Piedmont-Smith.

(c) Committee “C” shall be responsible for the following Boards and Commissions:

- Community Advisory on Public Safety Commission
- Tree Commission
- Environmental Commission
- Bloomington Commission on Sustainability
- Fire Merit Commission
- Historic Preservation Commission
- Redevelopment Commission
- Capital Improvement Board

Committee “C” shall be composed of Councilmember Zulich (Chair), Councilmember Rollo, and Councilmember Piedmont-Smith, with Councilmember Piedmont-Smith replacing Councilmember Flaherty.

SECTION 3. Interview Committee Chairs shall serve as Council Liaison to up to two Boards or Commissions, while each of the other two members shall serve as Council Liaison to up to three Boards or Commissions, with no member serving as Liaison to more than four Boards or Commissions in total. Interview Committee Chairs shall solicit preferences from Committee members regarding which Boards and Commissions under their purview they wish to serve as Council Liaison. Any Councilmember holding an ex-officio seat on a Board or Commission shall automatically serve as its Council Liaison. Taking these factors into account, each Interview Committee Chair shall prepare the slate of Council Liaison assignments under their purview and the Committee shall then meet to review and vote on it.

SECTION 3. Councilmembers shall meaningfully engage with the Boards and Commissions to which they are assigned as Council Liaisons by:

1. Making initial contact with assigned Boards or Commissions Chairs and Staff Liaisons to establish communication and checking in at least three times per year via email.
2. Attending at least one meeting of assigned Boards or Commissions annually.
3. Ensuring that assigned Interview Committees discuss any resolutions or recommendations passed by their assigned Boards or Commissions.

- 4. Informing assigned Boards or Commissions Chairs and Staff Liaisons of any relevant legislation being developed or discussed by the Council and soliciting feedback from the Boards or Commissions on said legislation.
- 5. Serving as the point of contact for Staff Liaisons or Boards or Commissions Chairs who wish to communicate activities or concerns of the Commission to the Council, thereby facilitating two-way engagement.

SECTION 5. The Council President shall annually appoint Councilmembers to serve as Council Liaisons to the following Boards and Commissions: Board of Public Safety, Board of Public Works, Board of Park Commissioners, Council on Community Accessibility, and Dispatch Policy Board.

SECTION 6. Severability. If any section, sentence or provision of this resolution, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana upon this ____ day of _____, 2025.

Hopi Stosberg, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this ____ day of _____, 2025.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this ____ day of _____, 2025.

KERRY THOMSON, Mayor
City of Bloomington

SYNOPSIS

This resolution, sponsored by Councilmember Zulich, establishes expectations and processes for Councilmembers serving as liaisons to City Boards and Commissions.

2.04.380 Order of business at regular sessions.

The council shall transact its business in the following order, but it may by majority vote amend the normal order of business and time limits set forth below:

- (1) Roll call;
- (2) Agenda summation;
- (3) Approval of minutes;
- (4) Reports (a maximum of twenty minutes is set aside for each part of this section):
 - (A) Council members,
 - (B) The mayor and city offices,
 - (C) Council committees, and
 - (D) Public*;
- (5) Appointments to boards and commissions;
- (6) Legislation for first readings;
- (7) Second readings and resolutions;
- (8) Additional reports from the public* (a maximum of twenty-five minutes is set aside for this section of the agenda);
- (9) Council schedule;
- (10) Adjournment.

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two reports from the public opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed up to three minutes each.

(Ord. 92-4 § 1, 1992; Ord. 85-2 § 1, 1985).

(Ord. No. 10-14, § 1, 9-23-2010; Ord. No. 2024-13, §§ 1, 2, 6-5-2024)

ORDER OF BUSINESS AT COUNCIL MEETINGS

Project summary: The following research was conducted with **the purpose of comparing city councils' order of business for regular session meetings, as is established in municipal codes across Indiana.** Key terms that were searched in municipal code include:

- Order of Business
- Robert's Rule
- Parliamentary Authority
- Limits on Debate
- Decorum and Debate

Relevant information is **presented as a direct comparison between the given Indiana city and Bloomington's Municipal Code** where it addresses the above key terms. **Pages 3 – 8 includes a summary of the key differences between Bloomington's Municipal Code and the one found for the listed city.** The list of differences in each city's order of business roughly follows the same thematic order, and is as follows:

“Differences in...”

1. Opening procedures
2. Order of reports
3. Treatment of public comments
4. Handling of legislation
5. Presence of a “Miscellaneous” or similar section
6. Other significant or functional differences

Differences in the following summaries that this researcher found most prudent are **highlighted in yellow**. Each city's name on pages 3 – 8 is a hyperlink to that city's full body of text for Order of Business, included later in the document.

Pages 9 – 38 includes the full body of text for each section of the municipalities' codes' as they pertain to the above key terms.

For some cities (Fishers and Terre Haute), no mention of Order of Business, Robert's Rule, or Rules of Debate could be found in their Municipal Code. Instead, PDF documents from the respective cities were found which outlines agreed upon rules for the city council, and includes those procedures.

The municipalities that were chosen were **only ones that have a population of 60,000 or more**, whereas Bloomington population is around 79,000.

Contents

Summary of Differences.....	3
Bloomington.....	9
Carmel	13
Evansville	16
Fishers	19
Fort Wayne.....	20
Gary	22
Greenwood	24
Hammond.....	25
Lafayette	28
Muncie	29
Noblesville.....	30
South Bend	32
Terre Haute	37

Summary of Differences

The following is a list of all major differences that were found between Bloomington Municipal Code and the listed city, as it pertains to the key terms listed in the summary on Page 1.

Both Fishers and Terre Haute have no mention of Order of Business or Robert's Rule anywhere in their Municipal code, but instead have made available online a PDF document of Rules of Procedure adopted by the city council

The following municipalities give no mention of Robert's Rule anywhere in their municipal code: Fishers, Muncie, and Terre Haute (mentions Robert's Rule in PDF of Rules of Procedure)

- **Carmel:**

- Carmel meetings start with Call to Order, Agenda Approval, Invocation, Pledge of Allegiance, Recognition of City Employees and Outstanding Citizens, and Recognition of Persons Who Wish to Address the Council
- For reports, Carmel specifically names 14 committees, boards and commissions individually to give a report under sections (i) and (j)
- Carmel only provides one opportunity for public comments in section (l), "Public Hearings," and gives no specified time limit
- Carmel gives no mention of legislative readings. Legislation may be handled under "Old Business" and "New Business"
- Item (h) of Carmel Code, "Action on Mayoral Vetoes" is not explicitly listed in Bloomington Code
- Item (k) of Carmel Code "Old Business" is not mentioned in Bloomington Code
- Item (l) of Carmel Code "Public Hearings" is not mentioned in Bloomington Code
- Item (m) of Carmel Code "New Business" is not mentioned in Bloomington Code
- Item (n) of Carmel Code "Agenda Add-On Items" is not mentioned in Bloomington Code

- **Evansville:**

- Evansville starts with Call to Order, Roll Call, Pledge of Allegiance, and Moment of Silence
- Evansville combines "Reading, amending, and approving minutes"
- Evansville only mention of public comments is in section (F), "Written reports and other communication from members of the public, including petitions and remonstrances." No specified time limit given for public comments
- Evansville combines Legislative readings in item (I), "Report of standing committees (if any) and second reading of ordinances and resolutions"
- Evansville includes item (K), "Miscellaneous business,"

- **Fishers:**

- Fishers does not mention order of business or Robert's Rule anywhere in their city code, but has a PDF of "[Rules of Procedure for the Common Council of the City of Fishers, Hamilton County, Indiana](#)," adopted February 19, 2018 and Amended February 17, 2020
- Fishers meetings open with the President calling the meeting to order and the Pledge of Allegiance
- For reports, Fishers only lists "Proclamations, Presentations, and Committee Reports,"
- For public comments, Fishers includes a section for "Community Engagement and Listening Session" at the end with no specified time limit
- Fishers agenda is divided into thematic categories like "Proclamations" or "Old/New Business" which may lend for more flexibility in terms of items discussed

- **Fort Wayne:**

- Fort Wayne meetings start with Presentation of the national colors, followed by a Moment of silent prayer
- Fort Wayne "Approval of the journal of the proceedings" (comes after Roll Call)
- Fort Wayne calls for reports on city ordinances and resolutions from 4 specific committees; Public Works, City Utilities, Finance, and Regulations
- Fort Wayne public comments comes after all formal business, and is separated into "Session is open for comment from the public" and "Session is open for comment from the Council" with no specific time restriction or limits on how many times one person can speak
- Fort Wayne ordinances and resolutions is called for from each specific committee, every specific committee is named in order of business, and "Voting on ordinances and resolutions" follows suit
- Fort Wayne order of business includes a "Miscellaneous business" section after business items
- Fort Wayne concludes meetings with a "Retirement of colors"

- **Gary:**

- Before the first item (1) on the order of business, Gary includes Item (a), which summarizes Roll Call as a lengthy list of procedures if key members are absent from a meeting. In short, the meeting begins with Roll Call and a detailed process for determining quorum. If a quorum is not present, the meeting can be adjourned to a later time, and there is a procedure for selecting a presiding officer (President, Vice-President, or President Pro Tem) if the regular presiding officer is absent
- Gary reading and approval of minutes allows for the option to defer the reading by a majority vote of the council
- Gary reports are divided into two main categories: "Reports of standing committees," and "Reports of special or select committees," which are followed by reports of city officials

- Public comments in Gary meetings are handled during “Presentations of petitions, communications, ordinances, resolutions, and remonstrances” section, which comes after committee reports. There is no specified time limit on public comments
- Legislation in Gary meetings is handled in three stages: “Ordinances on third reading” **comes before** “Ordinances on first and second reading,” whereas
- Gary meetings include a distinct section for “Deferred or unfinished business,”
- Gary meetings include a distinct section for “Miscellaneous and new business,”
- The Gary chairperson has the authority to decide the priority of business without debate, although decisions can be appealed to the council

- **Greenwood:**

- Greenwood meetings start with the Pledge of Allegiance, followed by a Prayer, followed by Roll Call
- Public comments in Greenwood is taken during “Audience Requests,” with no specified time limits
- Greenwood Reports section has no subcategories, and simply lists “Reports,”
- Greenwood “Ordinances and Resolutions” section includes “Notice of intent to consider” before listing “First Reading” and “Second reading,” and finally “Introduction of ordinances and resolutions,”
- Greenwood includes a section for “Miscellaneous Business,”

- **Hammond:**

- Hammond meetings start with an Invocation, followed by Roll Call and “noting members present and absent,”
- Hammond minutes are addressed by “Reading and correcting the journal”
- Hammond Reports are in the following order: “Public hearing, if any”, “Reports from city officers and other communications,” “Reports from all regular committees, in alphabetical order,” and finally “Reports from special committees”
- Hammond public comments (“Public expression”) is the last item on the order of business and have no specified time limit
- Hammond order of business lists “Ordinances on third reading” before “Ordinances on second reading,” and then finally “Introduction of ordinances,” in that order. These are followed by a separate “Introduction and passage of Resolutions” item
- Hammond order of business explicitly states that order of business may be suspended at any time with majority consent, and that if business is not completed in one meeting, it resumes at the next meeting where it left off
- Hammond includes a “Miscellaneous Business” section

- **Lafayette:**

- Lafayette meetings start with the Pledge of Allegiance, followed by Roll Call
- Lafayette's Reports are divided into "Reports of city offices," "Reports of standing committees," and "Reports of special committees"
- Lafayette provides a section for "Public comment" as the very last item (O) on the order of business, with no specified time limit
- Lafayette Legislation calls for "Presentation for second or subsequent reading" to occur before "Presentation of first reading"
- Lafayette includes a "Miscellaneous and new business" section
- Lafayette includes no section dedicated to "Council Schedule"

- **Muncie: significantly shorter than any other found orders of business**

- Muncie meetings start with "Preliminary matters" before "Calling the roll" and "Approval of minutes"
- Muncie has no specific reports section, but only lists "Committee reports" as a separate item. There is no separate category for individual council reports or public reports
- Muncie has no explicit mention of public comments anywhere in its order of business, nor gives any specified time limits
- Muncie seems to handle legislation in three categories, given in the following order, following Committee reports: "Ordinances previously introduced," "Introduction of ordinances," and "Resolutions"

- **Noblesville:**

- Noblesville meetings start with "Call to order," "Any opening ceremonies deemed appropriate and agreed by majority vote at the first regular meeting of the year," "Roll call," and "Recognition (if desired)"
- Includes no Agenda Summation – Goes from "Roll call, Recognition (if desired)" to "Minutes"
- Noblesville reports included after "Mayor's comments" as "Reports from committees and officers," followed by "Claims"
- Noblesville addresses public comments immediately after minutes and before "Mayor's comments" in the section "Petitions or comments by those citizens present," with no specified time limit
- Noblesville includes no mention or agenda item for First or second readings, but instead has separate items for "Unfinished business" and "New business"
- Noblesville includes a "Miscellaneous business" item
- "Mayor's comments" included as a distinct agenda item
- Noblesville city code includes a lengthy list of 5 rules before listing the order of business as the 6th rule. The 5 preceding rules include frequency of meetings, information about

special meetings, election of officers, setting of the agenda, and structure for public request to address the council

- Order of business concludes with “If unusual circumstances warrant, an item may be placed out of order on the proposed agenda with approval of the Council President. By motion seconded and majority vote of the Council, items also may be considered out-of-order when the proposed agenda is approved at the meeting.”

● South Bend:

- South Bend meetings start with an Invocation, followed by the “Pledge to the flag,” and finally “Roll Call”
- South Bend has a “Subcommittee on Minutes”
- South Bend reports are listed twice on the order of business, and include “(4) Report from the Subcommittee on Minutes,” and “(6) Reports of City offices,” with no subsections for either
- South Bend structures Public Comments under “Privilege of the floor,” which is the last item of the order of business and limits public comments by **3 minutes per individual and a maximum of 30 minutes total for the section**. Speakers may only address issues under Council’s jurisdiction and cannot readdress topics already covered in the meeting. **Additionally, the Council President has the authority to assign raised topics to members or City Administration for follow-up**
- South Bend also seems to allow public comments during “Public Hearing” sections, which appear under “(7) Committee of the Whole” where legislative readings are held and “(7) (B)Public hearing on each bill listed” is allowed, and under the “(9) Resolutions” item
- **South Bend addresses Legislation in the order of Second reading, followed by third reading, and finally first reading**, under the “(7) Committee of the Whole,” “(8) Bills on Third Reading”, and “(10) Bills on first reading” sections, with
 - “(7) (A) Second readings by title only” coming first, followed by “(7) (B)Public hearing on each bill listed,” then “(7) (C) Recommendations from the Committee of the Whole on each bill,” then “(8) Bills on third reading”, followed by “(8) (A) Third readings by title only,” and finally “(8) (B) Formal disposition on each bill by roll call vote.” Finally, “(10) Bills on first reading” occurs last
- South Bend includes a section for “New business”
- South bend includes a section for “Special business”

● Terre Haute:

- Terre Haute does not mention order of business or Robert’s Rule anywhere in their city code, but has a PDF [“Rules and Regulations Common Council Terre Haute, Indiana,”](#) adopted 1990 and Revised 2006, 2010, 2012, 2016 and 2018 that starts with Robert’s Rule of Order and continues with an order of business for council

- Terre Haute begins meetings with a Moment of silence, followed by the Pledge of Allegiance, and finally the Roll Call
- Terre Haute approval of minutes comes after public comment, and is covered under "Correcting the journal of the preceding meeting if needed"
- Terre Haute breaks reports down into "Reports from City officials," "Reports from the Board of Public Works and Safety," and finally "Reports from standing and non-standing committees"
- Terre Haute allows for public comments as the very first item after Roll Call, with a 30 minute time period at the beginning of the meeting, specifically for items not on the agenda.
- Terre Haute addresses legislation as "Items on second reading" first, followed by "Items on first reading," both of which appear as the last items on the order of business. Readings are broken down into subcategories, such as "Appropriations," "General ordinances," "Special ordinances," and "Resolutions"
- Terre Haute allows for the agenda order to be changed at any time by a motion and majority vote, or at the discretion of the Council President without needing further approval from the Council.
- Terre Haute allows for a suspension of the reading of the journal and ordinances, with readings done by digest unless the council orders a full reading
- Terre Haute includes a specific item for "Tax abatements for confirmation"

Bloomington

Robert's Rule, Limits on Debate, Order of Business

[2.04.080 - Parliamentary authority.](#)

All meetings of the council and its committees shall be conducted in accordance with the procedures set forth in "Robert's Rules of Order" except where a different procedure is required by state law, this chapter, or other ordinances of the city. A majority of the members of the council shall decide all matters of procedure not covered by the authorities stated in this section.

(Ord. 79-97 § 2 (part), 1979).

[2.04.120 - Limits on debate.](#)

No member shall speak more than twice upon a question without leave of the council, and no more than once until every other member has had the opportunity to speak. No member shall speak longer than five minutes for the first speech on a question and no more than two minutes for a second speech on the same question, unless further time is granted by the council. The council may, before debate begins, decide by a two-thirds vote of all members to set time limits on debate upon a particular pending question, but time spent in answering questions shall not be counted against the speaker.

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 2024-16, § 1, 6-18-2024)

[2.04.380 - Order of business at regular sessions.](#)

The council shall transact its business in the following order, but it may by majority vote amend the normal order of business and time limits set forth below:

- (1) Roll call;
- (2) Agenda summation;
- (3) Approval of minutes;
- (4) Reports (a maximum of twenty minutes is set aside for each part of this section):
 - (A) Council members,
 - (B) The mayor and city offices,

(C) Council committees, and

(D) Public*;

(5) Appointments to boards and commissions;

(6) Legislation for first readings;

(7) Second readings and resolutions;

(8) Additional reports from the public* (a maximum of twenty-five minutes is set aside for this section of the agenda);

(9) Council schedule;

(10) Adjournment.

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two reports from the public opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed up to three minutes each.

(Ord. 92-4 § 1, 1992; Ord. 85-2 § 1, 1985).

(Ord. No. 10-14, § 1, 9-23-2010; Ord. No. 2024-13, §§ 1, 2, 6-5-2024)

2.04.390 - Motions generally.

(a)When a motion is made and seconded it shall be stated by the presiding officer before it shall be debated. The name of the member making the motion or offering any business shall be entered into the minutes.(b)A motion may be withdrawn by the maker, but if there is any objection to the withdrawal, it may not be withdrawn until a motion to that effect has been passed.(c)A motion shall be reduced to writing upon request of any member or city clerk.

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 13-05, § 8, 3-6-2013)

2.04.400 - Motions when question is under debate.

When a question is under debate, no motion other than pertinent incidental motions shall be entertained except to adjourn or recess, to lay on the table, for the previous question, to postpone for a definite time, to refer to committee, to amend, or to postpone indefinitely, which motions shall have precedence in the order above named and only the motions to postpone for a definite time, to refer to committee, to amend, and to postpone indefinitely shall be debatable.

(Ord. 79-97 § 2 (part), 1979).

2.04.410 - Motion for the previous question.

The motion for the previous question shall only be admitted when demanded by a two-thirds vote, and until it is decided, shall preclude all further amendments and debate of the main question. The effect of the previous question shall be to bring the council to a vote on the immediate question under discussion.

(Ord. 79-97 § 2 (part), 1979).

2.04.420 - Motion to adjourn or recess.

(a)A motion to adjourn or recess shall be decided without debate and shall be in order at any time, except when it is repeated without intervening business or discussion, when a member is speaking, when the previous question has been ordered, or during roll call. A motion to recess shall take precedence over a motion to adjourn.(b)No legislation may be introduced for council action after 10:30 p.m. local time without a two-thirds vote of the members of the council.(c)When a motion to adjourn, or a motion to rise and report in committee of the whole, is made and seconded after five and one-half hours from the meeting's call to order or after 11:59 p.m. local time, whichever occurs first, it shall not require a vote, shall take precedence over a motion to recess, and shall have the effect of ending the meeting, regardless of what items on that meeting's agenda have not yet been voted on or taken up.(1)A motion to recess to another day, which requires a second and a majority vote, shall not be in order unless the meeting's time of resumption is at least twenty-four hours after its initial call to order.(2)Paragraph (c) shall not be subject to suspension under Section 2.04.090.

(Ord. 79-97 § 2 (part), 1979)

(Ord. No. 21-34, § 1, 10-6-2021)

2.04.430 - Division of question.

Any member may move that a question under consideration covering two or more distinct propositions be divided. If the motion is adopted by a majority of the members present, the question shall be divided.

(Ord. 79-97 § 2 (part), 1979).

2.04.440 - Motion to table.

A motion to lay a question under consideration on the table shall take precedence over all amendments or debate of the question. Any matter laid on the table may be taken up by a vote of the council at any meeting after the meeting at which it is tabled. The motion to table may not be debated.

(Ord. 79-97 § 2 (part), 1979).

2.04.450 - Motion to postpone indefinitely.

If a motion to postpone indefinitely is adopted or a motion to reconsider a negative vote has been laid on the table, the main question shall be declared defeated and removed from before the council for that session.

(Ord. 79-97 § 2 (part), 1979).

2.04.460 - Motion to reconsider.

When any question has been decided in the affirmative or negative, any member voting with the majority may move a reconsideration of the vote before adjournment. Concurrence of a majority of the members present shall be sufficient to order reconsideration of a vote, but if a motion to reconsider is defeated, it shall not again be entertained.

(Ord. 79-97 § 2 (part), 1979).

The following is a summary of all ordinances, resolutions and municipal codes that address electronic participation in meetings for cities with a population of at least 60,000.

Carmel

Order of Business, Robert's Rule

§ 3-30 Order of Business.

The Common Council shall conduct its order of business as follows:

- (a) Call to Order.
- (b) Agenda Approval.
- (c) Invocation.
- (d) Pledge of Allegiance.
- (e) Recognition of City Employees and Outstanding Citizens.
- (f) Recognition of Persons Who Wish to Address the Council.
- (g) Consent Agenda.
 - (1) Approval of Minutes;
 - (2) Claims:
 - a. Payroll;
 - b. General Claims;
 - c. Retirement;
 - d. Wire Transfers.
- (h) Action on Mayoral Vetoes.
- (i) Committee Reports.
 - (1) Finance, Utilities, and Rules Committee;
 - (2) Land Use and Special Studies-Committee;
 - (3) All reports designated by the Chair to qualify for placement under this category.
- (j) Other Reports – (at the first meeting of the month specified below):
 - (1) Carmel Redevelopment Commission (Monthly);
 - (2) Carmel Historic Preservation Commission (Quarterly – January, April, July, October);
 - (3) Audit Committee (Bi-Annual May, October);
 - (4) Redevelopment Authority (Bi-Annual – April, October);
 - (5) Carmel Cable and Telecommunications Commission (Bi-annual – April, October);

- (6) Economic Development Commission (Bi-annual – February, August);
- (7) Library Board (Annual – February);
- (8) Ethics Board (Annual – February);
- (9) Parks Department (Quarterly – February, May, August, November);
- (10) Climate Action Advisory Committee (Quarterly – March, June, September, December);
- (11) All reports designated by the Chair to qualify for placement under this category.

(k) Old Business.

(l) Public Hearings.

(m) New Business.

(n) Agenda Add-On Items.

(o) Other Business.

(p) Announcements.

(q) Adjournment.

('91 Code, § 3-18) (Ord. D-362, § III G II A, 3-22-83; Ord. D-802, § 1, 6-1-92; Ord. D-1028, 10-4-93; Ord. D-1368-98, 6-15-98; Ord. D-2196-14, 10-20-14; Ord. D-2199-14, As Amended, § 2, 7-6-15; Ord. D-2243-15, As Amended, 1-4-16; Ord. D-2277-16, As Amended, 1-4-16; Ord. D-2340-16, As Amended, § 3, 1-9-17; Ord. D-2390-17, § 2, 10-16-17; Ord. D-2452-18, § 2, 12-17-18; Ord. D-2541-20, § 2, 9-21-20; Ord. D-2703-24, 2-19-24; Ord. D-2706-24, 3-4-24)

§ 3-25 President and Vice President.

(a) The Common Council shall elect from its membership at its last regular meeting each year a President and Vice President to serve the following calendar year for a term of one year and, except that in years in which a general election is held to elect Common Council members, the election of a President and Vice President shall take place at the Common Council's first regular or special called meeting of the year for which such officer is to serve. The council member elected to serve as President may receive additional compensation as determined annually by the Common Council during the City's budget process. The President shall not be eligible to succeed himself/herself for the following year.

(b) The President shall:

(1) Conduct meetings according to the rules of the Common Council and in absence of appropriate Council rules, will adhere to Roberts Rules of Order; however, Council rules shall supersede Roberts Rules of Order if inconsistencies occur;

(2) Use personal discretion in the enforcement of such rules, especially with regard to Council discussions;

(3) Serve as chair of the Common Council, but will not relinquish his voting rights on any motion, resolution and/or ordinance being considered by the Common Council.

(4) Not take part in discussion or debate on any motion, resolution and/or ordinance without relinquishing the chair to another councilor of his choosing for the duration of the discussion and/or debate on same. If no councilor chosen by the President accepts the chair, the President may designate the Clerk as chair for the duration of the discussion or debate on the matter before the Council.

(5) The President shall serve as presiding officer of the Common Council and call and adjourn meetings of the same.

(6) Determine who may sit in any seats other than those set aside for the public during any Council meeting.

('91 Code, § 3-13) (Ord. D-362, § III G I C, 3-22-83; Ord. D-1451-00, § 2, 1-19-00; Ord. D-1785-05, 11-7-05; Ord. D-1835-06, 11-6-06; Ord. D-1953-09, As Amended, 12-7-0; Ord. D-2075-11, 11-21-11; Ord. D-2244-15, As Amended, 1-4-16; Ord. D-2340-16, As Amended, § 2, 1-9-17; Ord. D-2505-19, passed 12-16-19)

Evansville

Order of Business, Decorum and Debate, Robert's Rule

[2.10.050 Order of business.](#)

The following order of business shall be observed by the Common Council at its meetings. This order of business may be suspended at any time with the vote of the majority of the Council members present.

- (A) Call to order.
- (B) Roll call.
- (C) Pledge of allegiance.
- (D) Moment of silence.
- (E) Reading, amending, and approving minutes of previous meetings.
- (F) Written reports and other communications from members of the public, including petitions and remonstrances.
- (G) Special orders of the day.
- (H) First reading of ordinances and resolutions.
- (I) Report of standing committees (if any) and second reading of ordinances and resolutions.
- (J) Resolution docket.
- (K) Miscellaneous business.
- (L) Committee reports (if any).
- (M) Adjournment. [Ord. G-2017-03 § 4, passed 3-16-17; Ord. G-83-10, passed 8-22-83; Ord. G-73-33, passed 1-20-74; Ord. G-66-1, passed 2-23-66. 1962 Code, Art. 1, Ch. 1, § 3; 1982 Code § 31.05; 1983 Code § 3.31.05.]

[2.10.090 Decorum and debate.](#)

- (A) Any member desiring to speak shall address himself to the Presiding Officer. He shall confine his remarks to the question under consideration. He shall avoid personalities and shall not impugn the motive of any member's vote or argument.
- (B) When two or more members wish to speak at the same time, the Presiding Officer shall recognize the member first to seek recognition.
- (C) If any member violates the rules of the Council, the Presiding Officer or any member may call him to order. A member called to order shall immediately be silent unless permitted to explain. The member called to order may appeal the calling to order to the Council. If the appeal is unsuccessful or if no appeal is taken, and any member objects to the offending member's continuing to speak, the offending member may not proceed without the permission of the Council. If the situation calls for it, the member shall be liable to the censure of the Council.

(D) No member shall leave or cross the Council chamber or engage in any private conversation while the Presiding Officer is putting any question to a vote or addressing the Council. No member shall walk between a speaking member and the Presiding Officer.

(E) No member shall speak more than twice on the same question without leave of the Council, and no more than once until every member choosing to speak shall have spoken. All speeches shall be limited to five minutes unless further time is granted by the Presiding Officer. Time consumed in answering questions shall not be considered as a part of the speaker's time.

(F) No person other than a member or officer of Council shall be permitted to address Council during its meetings except as provided in this rule as follows:

(1) The Presiding Officer will recognize a period of time for all present at Council meetings to provide a report. Prior to any such comments, the Presiding Officer may set a time limit allowed for each individual. Any member of Council desiring that someone be heard that is denied the floor by these rules, other than those rules outlined in subsection (F)(3) of this section, may move to allow such person to address the Council. The motion shall state the person to be heard and the time to be granted. The motion shall be carried if it receives a majority vote. If the motion is carried, the person shall be permitted to address the Council in accordance with the motion.

(2) When giving a report, all present at Council meetings shall state their name and address for the record. All reports shall be made from the podium; those present at the Council meeting may not approach the Council members beyond the podium without permission from the Presiding Officer. Those present at Council meetings are not permitted to donate time to someone else.

(3) Anyone providing comments at Council meetings shall refrain from:

(a) Profanity, vulgar language or gestures, or language which would incite an immediate breach of the peace;

(b) Undue repetition, extended discussion of irrelevancies, obscenity, and personal attacks against private individuals;

(c) Campaigning for public office; and

(d) Interrupting others or engaging in behavior that disrupts the meeting.

(4) Any city or county officer or employee may address the Council in response to a question or request for information by a member of the Council.

(5) If an item of business before the Council is one for which a notice of public hearing has been given and public hearing is required by law, the Presiding Officer shall inquire before calling for a vote whether members of the public desire to be heard on that item. If any person indicates a desire to be heard, the Presiding Officer shall recognize such person. The Presiding Officer may set reasonable limits upon the time and number of persons to be allowed to speak, but any member of Council desiring that someone be heard that is denied the floor by these rules, other than those rules outlined in subsection (F)(3) of this section, may move to allow such person to address the Council. The motion shall state the person to be heard and the time to be granted. The motion shall be carried if it receives a majority vote. If the motion is carried, the person shall be permitted to address the Council in accordance with the motion.

(G) In order to prevent obstructed views, distractions, and safety hazards, no person shall be permitted to bring signs, placards, or posters of any design in council chambers during the course of Council

meetings; provided, however, that approved presentation materials for scheduled presenters may be permitted by Council. Council chambers attendance shall be limited to the posted seating capacity as determined by the State Fire Marshal. [Ord. G-2017-03 § 6, passed 3-16-17; Ord. G-83-10, passed 8-22-83; Ord. G-73-33, passed 1-20-74. 1962 Code, Art. 1, Ch. 1, § 7; 1982 Code § 31.09; 1983 Code § 3.31.09.]

2.10.130 Other matters.

Any matters not addressed by these Council rules shall be resolved by **reference to Robert's Rules of Order Revised** which are hereby adopted by the Common Council, except where those rules are in conflict with the rules of the Common Council, in which case the rules of the Common Council shall prevail. [Ord. G-83-10, passed 8-22-83. 1982 Code § 31.13; 1983 Code § 3.31.13.]

Fishers

PDF on order of business

- Was unable to find any mention of Order of Business in municipal code, but did find a PDF of "[Rules of Procedure for the Common Council of the City of Fishers, Hamilton County, Indiana](#)," adopted February 19, 2018 and Amended February 17, 2020.
- There is no mention of Robert's Rule in Municipal Code

Section G of the adopted procedure addresses order of business and is as follows:

G. Order of Business. The order of business at Regular Council Meetings shall be as follows:

1. The President shall call the meeting to order with the Pledge of Allegiance
2. Announcements
3. Proclamations
4. Presentations
5. Committee Reports
6. Consent Agenda
7. Ordinances/ Resolutions
 - a. Financial/Budgetary Ordinances & Resolutions
 - b. Economic Development/Redevelopment Ordinances & Resolutions
 - c. Miscellaneous Ordinances & Resolutions
 - d. Planning & Zoning Ordinances & Resolutions
8. Old Business
9. New Business
10. Community Engagement Listening Session
11. Meeting Adjournment

Fort Wayne

Order of Business, Robert's Rule, Decorum and Debate

§ 32.33 ORDER OF BUSINESS.

- (A) The following order of business shall be observed by the Common Council at its regular session:
- (1) Presentation of the national colors.
 - (2) Moment of silent prayer.
 - (3) Roll call of members.
 - (4) Approval of the journal of the proceedings of regular or special meetings.
 - (5) Communications.
 - (6) Introduction of ordinances and resolutions by committees in the following order:
 - (a) Public Works.
 - (b) City Utilities.
 - (c) Finance.
 - (d) Regulations.
 - (7) Reports of committees of ordinances and resolutions to which the reports refer, in the following order:
 - (a) Public Works.
 - (b) City Utilities.
 - (c) Finance.
 - (d) Regulations.
 - (8) Voting on ordinances and resolutions, subsequent to reports given and accepted, in the following order:
 - (a) Public Works.
 - (b) City Utilities.
 - (c) Finance.
 - (d) Regulations.
 - (9) Miscellaneous business.
 - (10) Session is open for comment from the public.
 - (11) Session is open for comment from the Council.
 - (12) Retirement of colors.

(B) The reading of the journal may be dispensed with at any time by order of the Council.

(C) The Council may order a return to any order of business after the call of the regular order of business.

('74 Code, § 2-18) (Ord. passed 1-2-56; Am. Ord. G-18-92, passed 4-26-92; Am. Ord. G-13-01, passed 7-24-01; Am. Ord. G-6-19, passed 2-26-19)

§ 32.34 RULES OF ORDER.

Robert's Rules of Order, Revised, the latest edition, shall be the controlling authority on all questions of parliamentary law and procedure not specifically covered by the rules within this subchapter for the conduct of business or by statute or ordinance.

('74 Code, § 2-19)

§ 32.36 DECORUM AND DEBATE.

(A) When any Councilmember is about to speak or present any matter to the Council, she/he shall respectfully address him- or herself to the Presiding Officer, and, on being recognized, may address the Council, and shall confine him- or herself to the question in debate and shall avoid personalities.

(B) No Councilmember shall speak more than twice on the same question without leave of the Council, and no more than once until every Councilmember choosing to speak shall have spoken. All speeches shall be limited to five minutes, unless further time is granted by the Council. Time consumed in answering questions shall not be considered as part of the speaker's time.

(C) When two or more Councilmembers request to be heard at the same time, the Presiding Officer shall decide which shall speak first.

(D) During regular sessions, while the Presiding Officer is putting a question or addressing the Council, or when any member is speaking, no member shall engage in any private conversation or walk across or leave the room without the permission of the Presiding Officer.

(E) No Councilmember shall impugn the motive of any other.

(F) Any Councilmember may change his or her vote before the announcement of the result by the Presiding Officer.

(G) If any Councilmember fails to follow these rules of decorum on debate, he/she shall be subject to a point of order addressed to the Presiding Officer.

('74 Code, § 2-21) (Ord. passed 1-2-56; Am. Ord. G-18-92, passed 4-26-92)

Gary

Robert's Rule, Order of Business, Question of Order, Limits on Discussion

Sec. 2-171. - Robert's Rules of Order. The rule of parliamentary practice comprised in Robert's Rules of Order shall govern the common council in all cases to which they are applicable, and in which they are not inconsistent with the standing rules of this council.

(Code 1960, § 2-111; Code 1989, § 32.15; Ord. No. 842)

Sec. 2-172. - Order of business.

(a) At the hour appointed for the meeting, the clerk or the deputy clerk, or someone of the common council, by the common council selected or appointed to fill his place, shall proceed to call the roll of the members of the common council and mark the absentees, if any, and announce whether a quorum is present. Upon the announcement of the clerk of a quorum being present the common council shall be called to order, the presiding president taking the chair if present. If the president is not present at the meeting of the common council, the vice-president shall take the chair, and if neither the president nor vice-president is present at the meeting of the common council, the common council shall proceed to elect from among its members, a president pro tem, to preside as chairperson of the meeting until the arrival of the person entitled to preside. If a quorum does not appear at any regular or special meeting of the common council, the meeting shall not thereby stand adjourned, but the members present may adjourn the common council to meet at a time certain in the future. When a quorum is present at any regular, special, or adjourned meeting of the common council, the common council shall proceed with the business before it, which, unless the meeting is a special meeting, shall be taken up and disposed of in the following order.

- (1) The reading of the minutes of the proceedings of the last meeting of the common council and the approval, or amendment and approval, of the same unless the reading of the minutes is deferred by a majority vote of all members of the common council.
- (2) Assignment of pending ordinances and resolution.
- (3) Reports of standing committees.
- (4) Reports of special or select committees.
- (5) Presentations of petitions, communications, ordinances, resolutions, and remonstrances.
- (6) Ordinances on third reading.
- (7) Ordinances on first and second reading.
- (8) Reports of city officials.
- (9) Deferred or unfinished business.
- (10) Miscellaneous and new business.

(b) All questions relating to the priority of business shall be decided by the chairperson without debate, subject to appeal to the common council.

(Code 1960, §§ 2-112, 2-113; Code 1989, § 32.16; Ord. No. 842; Ord. No. 4856, 2-5-1974; Ord. No. 5799, 2-2-1982)

Sec. 2-173. - Questions of order.

The presiding officer shall preserve order and decorum and may speak to points of order in preference to members of the common council, rising from his seat for that purpose, and shall decide all questions of order, subject to an appeal to the common council, on which appeal no member shall speak more than once without the two-thirds consent of the common council. While the presiding officer is putting the question, no member of the common council or other person shall walk across or out of the council chamber.

(Code 1960, §§ 2-114, 2-115; Code 1989, § 32.17; Ord. No. 842)

Sec. 2-174. - Recognition by presiding officer.

Every member of the common council, previous to speaking, making a motion, or seconding the same, shall arise from his seat and address himself to the presiding officer and say, "Mr., Miss, or Mrs. President," but the member shall not proceed with his remarks until recognized by the presiding officer. When two or more members of the common council are attempting to gain recognition from the chairperson at the same time, the presiding officer shall recognize the member who addressed him first.

(Code 1960, §§ 2-116, 2-117; Code 1989, § 32.18; Ord. No. 842)

Sec. 2-177. - Limit on discussion.

No member, without consent of a majority of the members of the common council, shall speak more than once upon any subject until every member has spoken who was desirous of speaking. No person requesting permission to speak at any session of the common council shall speak for a longer period than three minutes without the consent of a majority of the members of the council; any person exceeding this limitation shall be stopped by the presiding officer.

(Code 1960, §§ 2-120, 2-163; Code 1989, § 32.21; Ord. No. 842)

Greenwood

Order of Business, Robert's Rule

Sec. 3-14 Order of Business. (Ord. 13-05, §3, 3-4-13)

The following shall be the order of business for all meetings of the Common Council:

- I. Call meeting to order:
 - A. Pledge of allegiance;
 - B. Prayer;
 - C. Roll call;
- II. Minutes
- III. Audience requests;
- IV. Reports
- V. Ordinances and Resolutions
 - A. Notice of intent to consider
 - B. First Reading
 - C. Second Reading
 - D. Introduction of ordinances and resolutions
- VI. Miscellaneous business
- VII. Adjournment.

Order of business at Special Meetings of the Common Council shall be as noted on the agenda and determined by the Council President. The Council may amend its Order of Business for any particular meeting by majority vote.

(Code 1968, § 2.03(a); 1983 Greenwood Municipal Code, § 2-25; Ord. 04-02, §1, 2-16-2004)

Sec. 3-17 Robert's Rules.

The deliberations of the Common Council shall be governed by Robert's Rules of Order, Newly Revised, in all cases where no rule is otherwise provided in this Chapter. (Code 1968, § 2.03 (f); 1983 Greenwood Municipal Code, § 2-26)

Hammond

Robert's Rule, Roll Call, Order of Business

§ 30.20 ROBERT'S RULES OF ORDER.

Robert's Rules of Order Newly Revised, 11th Edition, shall govern the conduct of the business of the Common Council and its members, in all cases where they are applicable and not inconsistent with the other provisions of this chapter.

(Prior Code, § 30.10) (Am. Ord. 7450, passed 1-13-1992; Am. Ord. 9131, passed 1-23-2012)

§ 30.23 ROLL CALL.

The roll call of members of the Common Council shall at all times and for all purposes be called in the following order: the Council members elected by districts shall be called in numerical order of their districts and shall be called after the at-large Council members, and the at-large Council members shall be called in the alphabetical order of their names except that the presiding officer of the Council shall be called last.

(Prior Code, § 30.13) (Ord. 3408, passed 1-27-1964; Am. Ord. 7352, passed 2-25-1991)

§ 30.25 ORDER OF BUSINESS; SUSPENSION OF ORDER.

(A) The following order of business shall be observed by the Common Council at its meeting.

- (1) Invocation;
- (2) Calling of the roll and noting the members present and absent;
- (3) Reading and correcting the journal of the preceding regular or special meeting;
- (4) Public hearing, if any;
- (5) Reports from city officers and other communications;
- (6) Reports from all regular committees in alphabetical order;
- (7) Reports from special committees;
- (8) Ordinances on third reading;
- (9) Ordinances on second readings;
- (10) Introduction of ordinances;
- (11) Introduction and passage of resolutions;
- (12) Unfinished business;
- (13) New business; and
- (14) Public expression.

(Ord. 4508, passed 3-27-1979; Am. Ord. 7023, passed 4-11-1988)

(B) (1) The order of business prescribed in division (A) above may be suspended at any time by the majority consent of the members present.

(2) In case the business of any 1 meeting shall not have been completed according to the list above, at the next subsequent meeting the order of business shall be resumed where it left off.

(3) However, at the beginning of each meeting the roll call shall be taken and the journal read unless upon motion the reading shall be dispensed with.

(Ord. 3408, passed 1-27-1964)

(Prior Code, § 30.15)

§ 30.27 MAYOR MAY SPEAK, DEBATE.

(A) The Mayor shall have the right to speak on any question and take part in any debate.

(B) While participating in debate, he or she shall be subject to all the rules governing the Common Council.

(Prior Code, § 30.17)

§ 30.28 AUTHORITY TO ADDRESS COUNCIL.

(A) No one not a member of the Common Council, shall be permitted to address the Common Council except by petition, unless by the consent of 2/3 of the Council present. Any city officer may, when called upon, make a verbal report, provided the report be confined to his or her department.

(B) (1) Any member of the public may address the Council under the agenda item of public expression, but only if the member of the public first sign in with the City Clerk prior to the commencement of the public expression period of the Common Council meeting, giving his or her name, address, telephone number and the subject on which he or she wishes to speak.

(2) Members of the public speaking during the public expression period shall be limited to 3 minutes unless the Council President or a majority of the members of the Common Council permit the person to speak longer.

(Prior Code, § 30.18) (Ord. 7023, passed 4-11-1988)

§ 30.51 DEBATE.

The sponsor of any ordinance shall be permitted to have the last word in any debate or discussion concerning any ordinance, resolution or order.

(Prior Code, § 30.31) (Ord. 7023, passed 4-11-1988)

Lafayette

Order of business, Robert's Rule

2.01.100 - Order of business.

The regular order of business of the Common Council shall be as follows:

- A. Pledge of Allegiance;
- B. Roll call;
- C. Minutes of previous meeting;
- D. Presentation and disposal of claims;
- E. Presentation of petitions and communications;
- F. Reports of city offices;
- G. Presentation of ordinances for second or subsequent reading;
- H. Presentation of ordinances for first reading;
- I. Presentation of resolutions;
- J. Reports of standing committees;
- K. Reports of special committees;
- L. Report by Mayor;
- M. Miscellaneous and new business;
- N. Reports of Council members;
- O. Public comment.

('71 Code, § 2-21)

(Ord. 60-1, 2-19-60; Am. Ord. 92-1, 2-3-92)

2.01.240 - Applicability of Robert's Rules of Order.

All points of order not provided for in this chapter shall be decided according to the rules laid down in Robert's Rules of Order, so far as the same may be applicable.

('71 Code, § 2-33)

(Ord. 60-1, 2-19-60)

Muncie

Order of Business – No mention of Robert's Rule

[Sec. 32.37. - Order of business.](#)

The order of business at regular meetings of the council shall generally be as follows:

- (A) Preliminary matters.
- (B) Calling the roll.
- (C) Approval of minutes.
- (D) Committee reports.
- (E) Ordinances previously introduced.
- (F) Introduction of ordinances
- (G) Resolutions.
- (H) Other business.

The order of conduction of business is subject to the discretion of the presiding officer in accordance with section 32.21 herein.

(Code 1968, § 31.18; Ord. No. 71-17, § 3, 12-14-17)

Noblesville

Order of Business, Robert's Rule

§ 32.12 COUNCIL'S RULES OF PROCEDURE.

Rule 1: Regular meeting. The Council shall hold a regular meeting the Tuesdays immediately following the second and fourth Mondays of each month. Individual meeting dates may be moved to accommodate legal holidays. A schedule of regular meetings shall be approved by the Council and advertised by the Clerk each year. The meeting shall be held at the Noblesville City Hall and shall begin at 7:00 p.m.

Rule 2: Special meetings. The Mayor, Council President or Council Vice President in the President's absence, or any five members of the Council may at any time call a special Council meeting. Any news media which have requested notice of meetings shall be given notice of special meetings as required by law.

Rule 3: Election of officers. At the first meeting in January, the Council shall elect from its members a President and Vice President and any meeting guidelines that are to be used that year.

Rule 4: Agenda. The Clerk shall prepare the proposed agenda for the regular meeting. A request to have an item of business placed on the proposed agenda must be received at least three working days before the regular meeting. Any Council Member may, by a timely request, have an item placed on the proposed agenda. The proposed agenda shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. A copy of all proposed ordinances shall be attached to the proposed agenda. Each Council Member shall receive a copy of the proposed agenda before the meeting and it shall be available for public inspection or distribution at least 48 hours prior to the regular meeting. The Council may, by majority vote, add an item that is not on the proposed agenda.

Rule 5: (A) Public request to address the Council. Any individual or group who wishes to address the Council shall make a request pursuant to the Meeting Guidelines adopted at the Council's organization meeting in January of each year.

(B) Citizen input. Before any person will be allowed to speak to the presiding officer they must be recognized by the presiding officer and identify themselves by name and address; at that time they shall come forward before the presiding officer and speak into a microphone or at a place designated. Any person failing to comply with these rules may be ruled out of order by the presiding officer and at that time may be removed from the council room by the Chief of Police or his representative at the instruction of the presiding officer.

Rule 6. Order of business. Items shall be placed on the proposed agenda according to the order of business. The order of business for each regular meeting shall be as follows:

Call to order;

Any opening ceremonies deemed appropriate and agreed by majority vote at the first regular meeting of the year;

Roll call;

Recognition (if desired);

Minutes;

Petitions or comments by those citizens present;

Mayor's comments;

Reports from committees and officers;

Claims;

Unfinished business;

New business;

Miscellaneous business;

Adjournment.

If unusual circumstances warrant, an item may be placed out of order on the proposed agenda with approval of the Council President. By motion seconded and majority vote of the Council, items also may be considered out-of-order when the proposed agenda is approved at the meeting.

Rule 12: Procedural Motions. In addition to those procedural motions allowed under Roberts Rules or by law, the following are procedural motions allowed during any meeting of the Council: (A) To postpone to a certain time. An item under consideration may be postponed to a particular date by motion, second, and a majority vote; (B) To commit or refer an item under consideration. An item under consideration may be committed or referred by motion, second, and a majority vote to an individual or department for further review and recommendation and returned for consideration at a later date; (C) Call of the previous question. The motion is not in order until every member has had an opportunity to speak one time.

South Bend

Decorum and Debate, Robert's Rule, Order of Business

[Sec. 2-8. - Decorum and debate regulating Common Council.](#)

- (a) The presiding officer shall preserve order and decorum at all Council meetings. When necessary, the presiding officer may seek the assistance of the Sergeant-at-Arms in the enforcement of this provision.
- (b) Each member of the Common Council shall be present within the Council Chamber during the sessions of the Council and shall vote on each question put unless excused from voting by a majority of the members present. Any Council Member not present shall be noted in the minutes as absent.
- (c) A Council Member shall not vote or take any other discretionary action in the Member's official capacity, except in the exercise of the Member's own independent judgment, reached after due regard for the collective interests of the Member's constituency as a whole, and of the citizens and the community of the City of South Bend. The prohibition in this subsection extends to any agreement to take action in violation of this subsection and to any effort to induce other Council Members to violate it.
- (d) Whenever a Council Member has or is likely to have a substantial conflict of interest in connection with a matter pending before the Council in which the Member's action may be influenced by possible economic benefits or material personal gain, the Member shall disclose fully the nature of the potential conflict of interest, in which event the Member may continue to participate in the deliberations and vote on the matter if it is determined by a majority of the Council present that it is not a substantial conflict of interest.
- (e) Whenever a Council Member has or is likely to have a substantial conflict of interest in connection with any official matter other than one pending before the Council, the Member shall either:
 - 1) Disqualify himself or herself from further participation in the proceeding; or
 - 2) Conduct himself or herself in accordance with an advisory opinion from the Council Rules Committee.
- (f) Council Members shall not derive or attempt to derive any unjustified enrichment from their office. This subsection forbids:
 - 1) The solicitation or acceptance of any bribe, or any gift, or other material, economic or personal benefit, or of any promise of similar benefit, which the Member believes or reasonably should believe was intended to influence the Member's vote or other action to be taken in the Member's official capacity; or

- 2) The solicitation or acceptance of any gift or other economic or personal benefit conferred because of any vote or other action in the Member's official capacity already taken by the Member;
 - 3) The acquisition or use for personal purposes of any property, services or funds of the City, unless authorized by law; or
 - 4) The use for personal gain of information pertaining to the City of South Bend, which is not a matter of public record, at a time when it is treated as confidential by the officials of the City.
- (g) When any Council Member is about to speak or deliver any matter to the Council, he or she shall respectfully address himself or herself to the presiding officer, and upon being recognized, confine himself or herself to the question in debate, and avoid personality, the presiding officer shall not recognize any Council Member as in order, unless he or she is in his or her proper seat.
- (h) When two (2) or more Members seek recognition at once, the presiding officer shall name the Member entitled to speak.
- (i) No member shall speak more than twice nor for more than five (5) minutes on the second occasion, upon any one (1) question or issue in debate during the same meeting. A member shall only be granted the right to speak a second time on the same question or issue after each member has had an opportunity to speak on said issue or question.
- (j) While the presiding officer is putting the question or addressing the Council, no Member shall walk out of or across the Council Chamber or engage in private discourse.
- (k) No Member shall impugn the motive of another.
- (l) Any member may change their vote before the announcement of the result by the presiding officer.
- (m) If any Member, in speaking or otherwise, shall transgress the rules of the Council, the presiding officer shall, or any Member may, call that Member to order, in which case the Member shall immediately cease the transgression unless permitted, on motion of another Member, to explain; and the Council shall, if appealed to, decide the case without debate by a majority vote of the Members present. If the decision is in favor of the Member called to order, that Member shall be at liberty to proceed, but not otherwise, and if the case requires it, that Member shall be liable to the censure of the Council.
- (n) Should any Council Member, in the course of the Member's remarks, violate a second time any rule of the Council, and again be called to order that Member shall not speak further upon the pending question, except by permission of two-thirds ($\frac{2}{3}$) of the members present.

- (o) Each Council Member shall observe the highest standards of dignity, propriety, courtesy, respect and decorum when with other Council Members, officers and employees of the City, and all other persons, and when carrying out any of the responsibilities, duties and services allowed or mandated by the office of a Council Member.
- (p) Unless excused in advance by the presiding officer, persons in the Council Chambers and in the Council Informal Meeting Room shall turn all cell phones, and any other electronic devices to silent mode when the Common Council is in session and when any Standing Committee meeting is in progress. Council Members and citizen members of any Standing Committee may not send, view or listen to any electronic message communications while a Council or citizen member is part of the quorum for such meeting or while such meeting is in progress. Any electronic device which is used through City-controlled access and which is needed during the Common Council or any Standing Committee is permitted for the purpose of accessing city information, city presentations, and to record minutes and notes.
- (q) As used in this article, "electronic device" means a wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones walkie-talkies, pagers, etc.) portable internet devices (mobile managers, mobile messengers, BlackBerry T handset, etc.) Personal Digital Assistants (PDAs), (Palm organizers, pocket PCs, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions. "Electronic device" also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access and information transmitting/receiving, etc. Tape recorders, cameras, and hearing aids shall be excluded from the definition of "electronic devices" as used in this article. Emergency communication devices used by sworn police officers and medical first responders who are in attendance of a Common Council or Standing Committee meeting shall be excluded from the provisions of this article. [2]

[Sec. 2-9. - Parliamentary procedure for the Common Council.](#)

- (a) The most recent edition of Robert's Rules of Order shall be the authority on all questions of parliamentary law and procedure not specifically covered by this article. For the purposes of this article, parliamentary law shall mean the enacted rules and recognized usages which govern the procedure of legislative assemblies.

[Sec. 2-12. - Council meetings; order of business.](#)

Business shall be conducted in the following order, unless the Council, by a two-thirds ($\frac{2}{3}$) vote shall suspend the rules:

- (1) Invocation;

- (2) Pledge to the flag
- (3) Roll call;
- (4) Report from the Subcommittee on Minutes;
- (5) Special business;
- (6) Report(s) of City offices;
- (7) Committee of the Whole:
 - (A) Second readings by title only;
 - (B) Public hearing on each bill listed;
 - (C) Recommendation from the Committee of the Whole on each bill;
- (8) Bills on third reading:
 - (A) Third readings by title only;
 - (B) Formal disposition on each bill by roll call vote;
- (9) Resolutions:
 - (A) Formal presentation;
 - (B) Public hearing;
 - (C) Roll call vote by council;
- (10) Bills on first reading;
- (11) Unfinished business;
- (12) New business;
 - (A) Council Members serving as representatives on other committees, commissions, boards, etc. [e.g., Area Plan Commission, Michiana Area Council of Governments (MACOG), Century Center Board of Managers, Solid Waste Management Board, etc.] shall provide verbal update(s) on meetings which they have attended in the past two (2) weeks; and
 - (B) Council Members may announce upcoming events, meetings, etc.
- (13) Privilege of the floor:
 - (A) Individuals who wish to address the Council must state their name and residential address.
 - (B) Individuals will be limited to three (3) minutes only. The maximum time limit for this portion of the meeting shall be thirty (30) minutes.
 - (C) Individuals may address only issues over which the City has jurisdiction.
 - (D) Individuals shall not be permitted to address topics which the Council has heard previously on the agenda.

(E) The Council President may assign a topic raised by an individual during the Privilege of the Floor to the appropriate Council Member; and/or request the City Clerk to contact a member of the City Administration for review and comment. All topics assigned shall be responded to at the next regularly scheduled Common Council meeting.

(14) Adjournment.

(Code 1916, § 9; Code 1962, § 2-13; Ord. No. 5484-73, § 1; Ord. No. 6114-77, § 1; Ord. No. 7025-82, § 2; Ord. No. 7862-88, § 1; Ord. No. 9504-04, § VII)

Terre Haute

PDF on City Council Rules and order of business

- Was unable to find any mention of Order of Business in municipal code, but did find a PDF of "[Rules and Regulations Common Council Terre Haute, Indiana](#)," adopted 1990 and Revised 2006, 2010, 2012, 2016 and 2018.
- Rules and Regulations starts with Robert's Rule of Order:
- "Robert's Rules of Order, Revised, shall be followed on all questions of parliamentary procedure not specifically covered by these rules."

SECTION V. Order of Business

A. The following order of business shall be observed by the Common Council in the creation of its agendas at its meetings:

1. Moment of silence and Pledge of Allegiance to the Flag
2. Calling of the roll
3. Thirty (30) minutes of time for public to comment on items not on the agenda¹
4. Correcting the journal of the preceding meeting if needed
5. Communication from the Mayor
6. Reports from City officials
7. Reports from Board of Public Works and Safety
8. Reports from standing committees
9. Reports from non-standing committees
10. Items previously tabled
11. Tax abatements for confirmation
12. Items on second reading
 - a. Appropriations
 - b. General ordinances
 - c. Special ordinances
 - d. Resolutions
13. Items on first reading
 - a. Appropriations
 - b. General ordinances
 - c. Special ordinances
 - d. Resolutions

B. Reading of the journal will be suspended and ordinances and resolutions will be read by digest only, except by the order of the Council.

C. The order of the agenda may be moved at any time upon a motion, a second and a majority vote of the members of the Council or at any time upon motion of the President without further required action by the Council as a whole

SECTION VI. Decorum and Debate

A. When any member is about to speak or deliver any matter to Council, he or she shall respectfully address themselves to the presiding officer, and upon being recognized, may address the Council. He or she shall confine his or her remarks to the question in debate and avoid personalities. The presiding officer shall not recognize any member unless he or she shall be at his or her proper seat.

B. No member shall speak more than once on the same question until every member, choosing to speak, shall have spoken. He or she shall speak no more than twice on the same subject without leave of the presiding officer. Each speech shall be limited to five (5) minutes unless further time is granted by the presiding officer. The time consumed in answering questions shall not be considered as a part of the speaker's time.

C. When two (2) or more members address the chair at the same time, the presiding officer shall decide which shall speak first.

D. While the presiding officer is putting a question or addressing Council, or when any member is speaking, no member shall engage in any private conversation, or walk across or leave the room unnecessarily.

E. No member shall impugn the motive of another.

F. If any member in any way shall transgress the rules of Council, and the presiding officer fails to call him or her to order, any other member shall call him or her to order, in which case the alleged offender shall immediately take his or her seat unless permitted to explain. If the charge of disorder be decided against him or her, he or she shall be liable, if the case requires it, to the censure of the Council. If the decision be in his or her favor, he or she shall be at liberty to proceed.

G. No member shall be subject to the question of another without the member's consent to yield to such question and the leave of the presiding officer to pose the question.

H. The proponent of any ordinance or resolution shall have the opportunity to open and/or close the debate