

**CITY OF LARAMIE, WYOMING  
RESOLUTION 2020-09**

A RESOLUTION REVISIONS TO THE CITY COUNCIL CODE OF CONDUCT

**Whereas**, Council for the City of Laramie, Wyoming (“Council”) adopted Rules of Procedure and Code of Conduct of City (“Council Rules”); and,

**Whereas**, the Council wishes to amend the Council Rules to reflect current and best practices as shown in Attachment A City of Laramie Rules of Procedure and Code of Conduct of City Council.

**NOW, THEREFORE, BE IT RESOLVED** BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:

**Section 1.** That the following changes be made to the Council Rules under Rule 1, 4, Article 2, and Appendix B:

**Rule 1. Meetings**

- A. Regular Meeting. Regular meetings of the city council shall be held at 6:30 p.m. on the first and third Tuesday of every month in the city council chambers unless otherwise noticed. If the first or third Tuesday falls on a city holiday or Christmas Eve or New Year’s Eve, the regular meeting shall be held at 6:30 p.m. on the next business day. *When any such meeting falls on a legal holiday, State primary election, general election, or Municipal Special Election, such meeting shall be held on the next succeeding business day according to the current Resolution adopted to set time, date, and location of Council meetings.*
- B. Work Session. Work sessions may be scheduled by the city council as needed.
- C. Special Meetings. A special meeting, or any change in the time or location of a regular meeting, shall be called by the city clerk who shall notify each member of the council and notice the meeting pursuant to state and municipal law. Any person or entity requesting that a special meeting be called shall pay to the city an administrative fee in the amount of the city council salaries for council members in attendance at the meeting. This section shall not apply to requests for special meetings from city council members or staff members of the city council.
- D. Quorum. Five council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by telephone *or web conferencing* in accordance with Rule 1.E shall count towards a quorum.
- E. Telephonic *or Web Conferencing* Attendance at Meetings. Any member of council may attend a meeting telephonically subject to the following conditions.
  - 1. The telephonic attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to insure that the necessary equipment is available for use.
  - 2. The council member must provide the contact information to the city clerk’s office so that contact can be made.
  - 3. The council member must have equipment available for the contact to effect the communication, both for audio and the ability to receive documents in electronic format.

4. The council person must have the agenda packet available to read.
5. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
6. Each council member shall be limited to not more than five (5) times annually during which telephonic/web conferencing attendance may be utilized unless the majority of council vote to allow additional participation by these means with the possibility of no compensation.

#### **Rule 4. Order of Business**

A. Order of Business. The order of business shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment on Non-Agenda Items
5. Order of Agenda
6. Proclamations/Notifications
7. Consent Agenda
8. Regular Agenda
9. Public Comment
10. Adjournment

B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. The following items may be placed on the consent agenda:

1. Approval of license applications and bonds;
2. Resolutions;
3. Approval of payments of contracts under \$150,000;
4. Bid and contract awards under \$150,000;
5. Third readings of ordinances;

#### **2.10. Telephonic/Web Conference Attendance at Meetings**

**2.10(A).** It is recognized that there may be circumstances when a council member intends to attend a meeting, but is prevented from attending in person and wishes to participate telephonically or via web conference. In order for that attendance to occur telephonically or via web conference, there are a number of conditions that must be fulfilled to achieve that attendance. Those conditions include the following, together with such unanticipated circumstances as may arise during the interim:

1. The telephonic or web conference attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to ensure that the necessary equipment is available for use.
2. The council member must provide the contact information to the city clerk's office so that contact can be made.

3. The council person must have equipment available to effectively communicate and receive documents both for audio and visually if utilizing web conferencing.
4. The council person must have the agenda packet available to read.
5. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
6. Each council member shall be limited to not more than five (5) times annually during which telephonic attendance may be utilized unless the majority of council vote to allow additional participation by these means with the possibility of no compensation

**2.10(B).** A council member who attends the entire meeting telephonically or via web conferencing shall be paid for that meeting. Attendance at only a portion of the meeting, regardless of whether the council member participates in one or more votes, does not entitle the member to be paid for the meeting.

### **2.11. Travel Policy & Expenditure Guidelines**

Council members shall be subject to the following travel policy and shall follow the expenditure guidelines where such are applicable.

**2.11(A).** All travel by council members for which reimbursement is sought from the city must be directly related to City business and, with the following exceptions, must be pre-approved by the council:

1. Travel to the National League of Cities annual conferences.
2. Travel to the National League of Cities committee meetings when the council member is an appointed member of the committee.
3. Travel to the Wyoming Association of Municipalities (WAM) annual meetings and the committee meetings of which the council member is a member, or other requested WAM activities.
4. Travel to attend the Wyoming legislature, or the committee meetings thereof, to promote the city's position.
5. Council retreats.
6. Other events the majority of Council agrees relates to City business.

## **APPENDIX B**

### PROCLAMATIONS

To request a proclamation at a regular City Council meeting requests must be submitted to the city clerk 14 days prior to the date of the council meeting you are requesting the presentation. Proclamations should remain non-partisan for civic causes. Please provide the following: submit the proclamation with title two Fridays before the date of the council meeting; date you would like the proclamation to be read; format the proclamation to be one legal size page in Word; provide the names of the person/people that will be in attendance at the meeting to accept the proclamation; and come to the meeting to receive the

proclamation. Requests will be reviewed and notice of the date to be read will be emailed to the person submitting the request.

PASSED, APPROVED, AND ADOPTED THIS 21<sup>st</sup> day of January 2020.

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Joe Shumway  
Mayor and President of Council

ATTEST:

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Nancy Bartholomew  
City Clerk