

Attachment A

CITY OF LARAMIE

**RULES OF PROCEDURE
OF CITY COUNCIL**

Revised February 17, 2026

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ARTICLE 1: Rules of Procedure

Rule 1. Meetings

- A. Pre-Council Meeting. Pre-Council Meetings are held prior to the Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meetings.
- B. 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.
- C. Work Session. Work sessions may be scheduled by the city council as needed.
- D. 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.
- E. Quarterly Town Hall Meetings. Held quarterly from 6-7:30 pm in different locations. Meetings will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall. These meetings are compensated in accordance with Laramie Municipal Code 2.04.240.
- F. 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 web conferencing in accordance with Rule 1.E shall count towards a quorum.
- G. Web Conference. The City of Laramie shall provide web conference access to council members, city staff, and the public at all business meetings, special meetings, and work sessions. Web conference will be available for Executive Session on an as needed basis. All participants, including members of the City Council, city officials, and members of the public, must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings. The Mayor, as presiding officer, will request the use of cameras before votes or public comments are taken.
 - 1. Exceptions include and must be reported to the City Clerk and Mayor:
 - a. Technical issues
 - b. Extenuating circumstances such as privacy concerns, technical limitations, or emergencies

- c. Telephone attendance via web conferencing.
 - d. Illness or other medical reason.
- H. Web Conferencing Attendance at Meetings. Any member of council who attends a meeting by web conference are subject to the following conditions.
- 1. 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 and a quorum exists
 - 2. The council member must have equipment available to effectively communicate, both for audio and the ability to receive documents in electronic format.
 - 3. The council member must have the agenda packet available to read.
 - 4. 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.
 - 5. Each council member shall be limited to not more than five (5) times annually during which web conferencing attendance may be utilized unless the reason for attendance via web conferencing has been excused and accepted by the Mayor and City Clerk for recordation or, if not on the list of excused attendances, the majority of council vote to allow additional participation by these means with the possibility of no compensation. Excused absences shall include:
 - a. Travel for work
 - b. Travel for NLC, WAM, or other approved council related conferences
 - c. Attendance via web conferencing due to illness or medical need
 - d. Vacation no more than twice per year.
 - e. Any other reason approved by the majority vote of council

Rule 2. Presiding Officer

- A. Conduct of Meeting. The presiding officer at all meetings of the council shall be the mayor, and, in the mayor's absence, the vice mayor, who shall conduct the business and deliberations of the council under these rules. Specifically, the mayor shall:
- 1. Preserve order and decorum in the council chambers;
 - 2. Observe and enforce all rules adopted by the council for its government;
 - 3. Decide all questions on order, in accordance with these rules;
 - 4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak

on the same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.

5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.
- B. Election of Mayor and Vice Mayor. The mayor shall be elected by the whole of the city council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. The vice mayor is elected in the same manner as the mayor.
 - C. Duties of the Mayor and Vice Mayor. The mayor serves as the presiding officer of the city council and as the liaison to the city manager, city attorney and city judge. The mayor also regularly attends the agenda meeting to assist city staff in preparing for an upcoming meeting and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The vice mayor may also attend the council agenda meeting and is the presiding officer in the absence of the mayor, or at the mayor's request.
 - D. Absence of Mayor and Vice Mayor. In the absence of the mayor and vice mayor the council shall, by motion, appoint one of its members to serve as presiding officer of the council until the return of the mayor or vice mayor.

Rule 3. Remarks and Debate

- A. After a motion is made and seconded, and brought to the floor for discussion the Mayor shall proceed with these steps:
 - a. Allow staff and guests consultants/experts to provide the explanation and background information,
 - b. Allow council to ask questions to seek clarifications on the information provided and a follow up comment if it is germane to the question asked ie: clarifying something, adding additional information that council may have, etc.
 - c. Ask for public comment,
 - d. Return to the council for comments and/or questions related to the item on the floor, and
 - e. Call for the vote.
 - f. Speaking to the Motion. No member of the council shall speak more than twice on the same motion except by consent of the majority of the council members present at the time the motion is before the council. Council member remarks are limited to four minutes each time the member speaks for a total of eight minutes. Council members may forfeit their time to speak to another council member, this can be done without a vote. A councilor may not speak for a second time until all members have been provided an opportunity to speak.

- B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.
- C. Courtesy. Members of the council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.
- D. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
- E. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
- F. City Staff. The city manager and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city manager or designee.
- G. Work session courtesy. During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

Rule 4. Order of Business

- A. Regular Meetings 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 (Aggregate time limit 30 minutes)
 - 5. Consideration of Changes in Agenda and Setting the Agenda
 - a. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)
 - b. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)
 - c. MOTION BY ___, seconded by ___, that the following changes to the Agenda be approved:
 - d. MOTION BY ___, seconded by ___, that the Agenda be set as submitted or changed.

6. Proclamations/Public Hearings/Notifications
7. Disclosures and/or Conflicts of Interest by City Council Members
8. Approval of Consent Agenda
9. Consent Agenda
10. Mayor Announcements/Acknowledgement of Board and Commission Member Appointments
11. Regular Agenda
12. Public Comment on Non-Agenda Items
13. Consideration of Future Work Session Topics with a Brief Description
14. 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 \$100,000;
4. Bid and contract awards under \$100,000;
5. Third readings of ordinances;

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

C. 5th Tuesday Open House Meetings. These meetings shall follow the following format:

1. **Purpose:** To provide the community an opportunity speak to the Council about City business and receive additional information relevant to current City projects.
2. **Where:** Each quarter's meeting will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall.
3. **When:** The meetings will occur on the 5th Tuesday in months which a 5th Tuesday occurs from 6- 7:30 pm.
4. **Participation:** Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.
5. **Compensation:** Council will be compensated their current wages set forth in Laramie Municipal Code 2.04.240.
6. **Broadcast:** Any structured question and answer portion of the 5th Tuesday meetings will be available in hybrid format to include web conferencing for online participation and viewing.
7. **Advertised:** These meetings will be advertised as other public meetings of Council.

- D. Work Sessions.
 - 1. Public Comments on non-agenda related items.
 - 2. Staff or invitees present information related to the set work session topic.
 - 3. Council questions and comments received throughout the topic presentation and immediately following.
 - 4. Public Comment on agenda item.
 - 5. Council final thoughts and questions.

Rule 5. Motions (More information can be found in Robert Rules of Order Newest Edition.)

- A. **Roll Call.** Roll call will be in a randomized order with the Vice-Mayor always second to last and the Mayor last in the order. Majority vote of the Council is more than half of the members in attendance.
- B. **Making a Motion.** For an item to be brought to the floor a councilor shall make a motion. Items shall be brought to the floor in the order of the agenda.
- C. **Seconding a Motion.** All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the mayor will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.
- D. **Amending a Motion.** Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first. (Majority vote.)
- E. **Postpone to a Certain Date.** This motion is used to delay consideration of an item until a specified date. (Majority vote.)
- F. **Postpone Indefinitely.** This motion is used to delay consideration of an item until an unspecified date. (Majority vote.)
- G. **Point of Order.** Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the mayor's ruling to the council, which may affirm or overrule the mayor's ruling by a majority vote of the council members present. A point of order directed to the mayor or council does not require a second and is not subject to amendment. (Chair handles.)
- H. **Reconsideration.** No motion to reconsider a vote shall be in order except by a councilor who voted on the prevailing side. A council member who voted in the majority may move to reconsider an item that council has voted on during the same or next business meeting. Any member of the council shall have the right to change their vote at any time before final action is taken. (Majority vote, must be moved by a member who voted in the majority.)
- I. **Discussion on the Motion.** Council may discuss a pending motion only after the motion has been moved and seconded.

- J. **Voting on the Motion.** After discussion, the mayor or any council member may call a vote on the motion (Calling the “Previous Question”). After voting concludes the mayor will announce the results.
- K. **Approval or Denial.** If a motion is made to approve any application, and the council does not approve the motion, one of the councilors voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.
- L. **Call the Question or Previous Question.** Ends discussion and moves to a vote. If a councilor calls the question, the chair shall allow the councilors that have not spoken to the motion one chance to speak. The chair shall then allow the public to comment, after which a roll call vote shall take place. *(Two-thirds vote)*
- M. **Substitute.** Substitution is handled as an amendment to the main motion, can be done in parts or the whole document. *(Majority vote)*
- N. **Limit or extend debate.** Is a motion by which the group can exercise special control over debate whereby reducing the number and length of speeches allowed, e.g. “I move to limit debate on this topic to one speech for two minutes to each member of council.” *(Two-thirds vote)*
- O. **Lay on the table.** Used to set aside an item on the floor temporarily to address something else of urgent matter before the pending question. Is out of order if the evident intent is to kill or addressing the motion on the floor. *(Majority vote)*
- P. **Commit or refer.** *(Majority vote)*
 - a. The motion should include the number of members and shall report back to council and include a date. An example: I move to refer to an ad hoc committee of 3 council members assigned by the mayor, city staff assigned by city manager if necessary/appropriate and shall report back to council on a date certain.
- Q. **Rescind/Amend Something Previously Adopted.** *(Two-thirds of the membership without notice or majority with notice)*
- R. **Suspend the Rules.** Temporarily suspend the standing rules to allow something otherwise forbidden. Requires a second. *(Two-thirds vote)*
- S. **Appeal from a Decision of the Chair.** Used when a member disagrees with a ruling of the chair. Requires a second. *(Majority vote)*

Precedence of Motions

- A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:

Privileged Motions:

1. Fix the Time to Which to Adjourn *(Majority vote)*
2. To adjourn. *(Majority vote)*
3. Recess *(Majority vote)*
4. Raise a Question of Privilege. *(Chair handles)*
5. Call for the Orders of the Day. *(Chair handles)*

Subsidiary Motions:

1. Lay on the Table (Majority vote)
2. Call the Question or Previous Question (Two-thirds vote)
3. Limit or extend debate. (*Two-thirds vote*)
4. To postpone to a date certain. (*Majority vote*)
5. To commit or refer (*Majority vote*)
6. To amend. (Majority vote)
7. To postpone indefinitely. (*Majority vote*)

Rule 6. Suspension of Rules

No rule shall be suspended except by two thirds vote of the council members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

Rule 7. Ordinances and Resolutions

Reading of ordinances and resolutions shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or purpose of the resolution. Reading the motion shall satisfy this requirement. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

Rule 8. Robert's Rules of Order

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

Rule 9. Amending these Rules

Amendments to these rules shall be made by a resolution and shall require a majority vote by the council members present.

ARTICLE 2: Code of Conduct

CHAPTER 1. Roles and Responsibilities

1.01. Whole Council

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is

important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those serving as mayor and vice mayor, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

1.02. Mayor & Vice Mayor

1.02(A). The Mayor serves as the administrative head of the council, addressing a variety of issues that may arise including, but not limited to, conduct among council members, communicating with the media, emergencies, and authorizing by signature a number of documents for the city. Generally, the mayor should not make decisions other than administrative decisions on behalf of the whole council, and should instead work to differentiate which matters need comments from the council and which matters are purely administrative in nature. Matters which concern policy direction should be brought before the council as a whole.

1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum

1.03(A). The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall first, elect the mayor and the vice-mayor and select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

1.03(B). The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be made by a game of chance selected by the mayor. Council members previously appointed to an ad hoc committee by resolution may continue to serve on the ad hoc committee.

1.03(C). The seating of council members at the rostrum shall be by rotation of council members beginning with those council members with the most years of consecutive service as a council member.

1.03(D). A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

1.03(E). Council members are expected to attend their Boards and Commissions meetings. Should a council member be unable to attend a meeting, the Councilor should try to find another Councilor who can attend. Should the council member be unable to find a substitute, the Councilor should notify both the Chair and City Clerk in writing (email). Should a council member encounter circumstances in which there is a conflict to regular attendance, the Councilor should notify the Mayor and the City Clerk so that either a temporary or permanent replacement can be established.

1.04(F). Guidelines for interviewing and appointing board or commission members as outlined in Appendix A, shall be followed.

CHAPTER 2. Internal Council Conduct

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

2.02. Addressing One Another

2.02(A). During a regular meeting, council members shall address one another in a more formal manner as “Councilor _____ (last name)” or “Council Member _____ (last name).” Council members should also address all responses through the chair, for example: “Mr./Madame/Honorable Mayor, I disagree with the comment made by the previous Council Member or Councilor Smith....” Formality helps to maintain civility during contentious issues. In all instances, council members shall remember that as representatives of the community it is important to keep discussions civil, whether in or out of chambers. Personal attacks will not be tolerated and may subject the councilor to being called by another council member for a breach of order or potential penalty by a majority of the council, such as an apology or a withdrawal of objectionable statement(s) or remark(s).

2.02(B). During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair’s discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

2.03. Recording and Broadcasting Meetings

2.03(A). All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Wyoming Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

2.03(B). In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, an audio recording of each meeting is made available to the public through the city's internet website at www.cityoflaramie.org. Each entire meeting is recorded as hereinafter specified.

2.03(B)(i). Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

2.03(B)(ii). Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

2.03(B)(iii). Executive Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

2.03(B)(iv). Regular business meetings and work sessions will be available to the public via video streaming or audio recording.

2.04. Council Updates

Each work session shall include time for council updates and council comments. Council updates shall be an opportunity for council members to report or discuss issues with the

whole council that may have arisen from boards or commissions or other meetings. Council comments shall provide an opportunity to raise matters which are of concern to the council member or members of the public. It may also be a time for city staff to update the council on items council might find relevant, or to request direction on pressing issues.

2.07. Placing Items on the Business Meeting Agenda

2.07(A). Generally, the business agenda for each meeting will be generated by the city manager, with the items being suggested by staff or members of council. The proposed agenda may be reviewed with the mayor at the agenda meeting and subsequently may be submitted to council at a meeting for adoption, with such amendments as may be determined by council.

2.07(B). A council member may request an item be considered on a future agenda by making a written request to the city manager. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten (10) day period all written material for submission to council.

2.07(C). A member of the public may request a council member sponsor an item on a future agenda by submitting the request in writing to the council member, or to the city clerk's office. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The member of the public shall submit to the clerk within the ten (10) day period all written material for submission to council. Once the issue has been placed on the agenda, the city clerk will notify the requester so that he or she may plan to attend the meeting.

2.08. Requesting Work Session Topics

2.08(A). A council member may suggest an item or topic, including a brief description, to be presented during a regular work session to acquire more information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

2.08(B). The requesting council member and second must meet with the City Manager or designated staff to discuss the details of the item or topic prior to the scheduling of the requested work session.

2.09. Time Length of Regular Council Meetings

It is the intent of the city council that no additional agenda item will be introduced at a regular business meeting or special business meeting after the hour of 9:30 p.m. unless the city council members present vote to extend the meeting by suspending the rules with a 2/3 vote of the members present and continue the meeting until 10:00 p.m. If the item

introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council shall adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. City council shall reserve time at the end of each regular meeting for public comments regardless of the hour. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda. The intent and purpose of this policy is to encourage a reasonable hour in which the city council business is discussed and to protect against fatigue in discussing and deciding important city issues.

When an Executive Session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 pm.

2.10. 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 via web conference. In order for that attendance to occur 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. 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 and a quorum exists
2. The council person must have equipment available to effectively communicate both for audio and the ability to receive documents in electronic format.
3. The council person must have the agenda packet available to read.
4. 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.
5. Each council member shall be limited to not more than five (5) times annually during which 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.
6. Council members must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings in accordance with Rule 1.F.

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.

2.11(A)(i). In the event that a council member does not file for re-election, or is defeated in an election contest, all travel requested by that member after the date of the decision at any of the three (3) points in time, filing of the petition for candidacy, the primary election or the general election, shall be submitted to the council for approval prior to exercising such travel.

2.11(B). Requests for Pre-Travel Approval

1. Requests for pre-travel approval shall be made by council member on the travel request form located in the city clerk's office.
2. The completed travel request form shall be submitted to the city clerk for inclusion on the consent agenda of the following regular business meeting.
3. The following information must be submitted by the council member on the travel request form:
 - a. Estimated costs of travel, including airline tickets, mileage reimbursement, meals, lodging, taxi service and any associated costs.
 - b. The proposed dates of travel, the method of travel and the proposed destination.
 - c. The purpose of the trip.

4. The request will be placed on the consent agenda for concurrence of the majority of the council, if the request is for other than the approved travel of the council member.

2.11(C). Travel Reports and Reimbursement Procedure

1. Travel arrangements for council members shall be coordinated through the city clerk, who may make arrangements of the following for council members using the city issued credit card at the request of the council member:
 - a. Airline tickets.
 - b. Registration.
 - c. Lodging reservations.
2. Following the approved travel, each council member shall follow the procedure set forth below to complete the travel procedure.
 - a. Submit a completed travel and reimbursement form to the city clerk, together with the receipts for items that have been paid with the city credit card, such as:
 - i. Airline tickets.
 - ii. Lodging.
 - iii. Rental vehicles.
 - iv. Taxi or bus fare.
 - v. Parking fees.
 - vi. Baggage fees.
 - vii. Registration, training and attendance costs.
 - b. Sign the completed travel form certifying attendance at the scheduled event, incurring the expenses on behalf of the city and conforming to the provisions of this policy to the best of the knowledge of the council member.
3. Each council member shall follow the procedure set forth below to obtain reimbursement for the incurred expenses which have been paid by the council member not using the city credit card:
 - a. Submit a completed reimbursement request form to the city clerk, including the receipts for such items as:
 - i. Meals.
 - ii. Private vehicle mileage.

- iii. Other expenses incurred on behalf of the City business.
 - b. Sign the completed reimbursement request form certifying that such expenses were incurred on behalf of the city and such are conforming to the provisions of this policy to the best of the knowledge of the council member.
 - c. Submit the completed form to the city clerk, who will process the request with the finance department.
- 4. Council Travel Reports. Following travel to out-of-state conferences each Councilor may submit a written report of the significant activities of the conference to the council via the city clerk for inclusion in the agenda packet prepared for council.

2.11(D). City Issued Credit Card Procedures

- 1. Each council member may, at the option of the council person, be issued a city owned credit card for use by that council member while engaged in the furtherance of city business, but not otherwise.
- 2. The city issued credit card may be used for the following expenses incurred by that council member, but not otherwise:
 - a. Airline tickets and baggage fees.
 - b. Lodging at the lowest rate available to the council member, but excluding any and all upgrades in accommodations or service.
 - c. Rental vehicles at the lowest rate available, but excluding any and all upgrades in vehicle or service.
 - d. Parking fees.
 - e. Fuel for city owned vehicles operated by the council member.
 - f. Registration, training and attendance fees.
- 3. The following uses of the city issued credit card are prohibited:
 - a. Meals.
 - b. Alcoholic beverages.
 - c. Upgrades in lodging accommodations or services or rental vehicles.
 - d. Personal expenses.

2.11(E). Meal and Incidental Reimbursement

For any event, each council member may choose either of two methods of reimbursement for the meals and incidentals authorized during travel on city business, with the below described procedures applicable.

1. Per Diem Reimbursement.
 - a. Meals will be reimbursed at the rate approved by the city manager for city employees, within the federal travel regulation guidelines.
 - b. Partial days of travel are addressed within that policy.
 - c. No receipts for meals are used in calculating the meal expense allowance under the per diem method, with the exception of meals consumed during a single day travel, when receipts must be submitted to the city clerk.
2. Actual Expense Reimbursement.
 - a. The council member must submit the receipts for the meals actually eaten, excluding any and all charges for alcoholic beverages.
 - b. Tips, not to exceed 20%, actually given are to be included and reimbursed.
3. No meals will be charged on the city issued credit card.

2.11(F). Lodging Expenses and Procedures

1. Lodging will be paid by city, either directly or as reimbursement, in either of the following cases:
 - a. The federal per diem hotel guideline for the location actually used by the council member, without regard to the actual cost of the lodging.
 - b. The lowest rate available to the council member, with an attempt to secure the lowest government rate available for the actual lodging utilized by the council member, excluding any and all upgrades which have additional expense for the accommodations or the service.
2. Other lodging policies:
 - a. A council member may have the council member's spouse also stay in the room if there is no additional expense to the city, or if any additional expense is paid by the council member and not paid on the city issued credit card.

- b. Lodging may be paid by the council member and the amount attributed to city business reimbursed by the city.
- c. All receipts for lodging must be submitted to the city, regardless of the payment method.
- d. Only lodging that is actually used by the council member may be paid on the city issued credit card, or reimbursed to the council member.
- e. Council members shall review the receipts for travel to insure that additional charges have not been entered on the account to be charged to the city.
- f. Council members shall make every reasonable attempt to arrange for travel and lodging at times which allow the council member to take advantage of the special lower rates for travel, lodging and registration, where available.

CHAPTER 3. Council Conduct with City Staff

3.01. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the city manager in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the manager, attorney, and judge), are under no obligation to pursue items for only one council person. If a council person wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

Amendments to motions may be presented to staff for review prior to the council meeting for proper placement, wording, grammar, and legality. The staff shall provide professional opinions to the council during the meeting. Notification of request shall be provided to the city manager.

3.02. Requests for Information on Non-Agenda Items

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a council member is asking for information from city staff that will require more than thirty (30) minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

3.02 (A). When a council member wishes to request staff to provide information, that request should be made in writing to the city manager. A response to the written request shall be made by staff in not more than five (5) business days.

3.03. Interaction with Staff

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

CHAPTER 4. Council Conduct with the Public

4.01. Public Meetings

Making the public feel welcome is an important part of the democratic process. Handouts for the public on council meeting procedures, and guidelines for addressing city council, are outlined in Appendix B and C and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

4.02. Public Comments

4.02(A). Time for public comment during meetings. There shall be public comments permitted when members of the public are recognized by the Mayor at the following times:

Regular meetings:

1. During any public hearing on the agenda.
2. Before any substantive action by Council on a regular agenda item, for comments on that agenda item.
3. For comments on matters not on the agenda, as a regular agenda item at or near the beginning, with an aggregate time limit of 30 minutes, and end of the meeting.
4. Public comments on non-agenda related items at the beginning of the meeting may only be taken in person at the physical location of the meeting. All other comments may be emailed to Council at council@cityoflaramie.org or sent in writing to the City Clerk at 406 Ivinson Ave, Laramie, WY.

Work sessions:

1. As a regular agenda item, following the opening of the work session, for comments on matters not on the agenda for a maximum of 30 minutes.
2. As a regular agenda item a public comment period at the end of each work session agenda item.

Special Meetings:

Special meetings may be called from time to time specifically to solicit public comments or for other purposes. The Mayor has the discretion to organize such special meetings to allow public comment and council discussion.

5th Tuesday Open House Meetings:

1. Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.

4.02(B) General rules

General rules involving public comment include:

1. Members of council may not participate as members of the public in public comment periods.

2. Each member of the public may only speak once in any given public comment period, and is limited to three minutes for his/her public comment. In situations where unusually large numbers of people wish to speak, the Mayor has discretion to limit public comments to less than three minutes to insure everyone has a chance to speak.

3. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See rule 1.F.

4. A speaker may not defer the speaker's time to other speakers.

5. When commenting on agenda items, the comments must be germane to the agenda item.

6. When commenting on non-agenda items, the comments must be germane to City business over which Council has control.

7. Without limiting any other guideline, speakers may not use public comment for political campaigning or commercial advertising, nor use threatening, obscene, or defamatory language or make personal attacks.

8. Council shall take care not to debate issues with members of the public but, if items need to be addressed, Council may request that the Mayor provide direction to City staff, invited guests or consultants, or relevant council members to provide factual clarifying information, or request staff to report back at a subsequent meeting.

9. Council shall not personally attack the public, nor may any member of the public personally attack or insult councilors, City staff, or other members of the public.

4.03. Disruption of Public Meetings

4.03(A). No attendee or speaker at any council meeting may impede the orderly conduct of the meeting by, including but not limited to, making threats, using obscene language, making personal attacks, engaging in indecent or threatening behavior or violent actions, or engaging in loud or disruptive behavior, or violate rules governing council meetings. The mayor may order the expulsion from the meeting of any person engaging in

such behavior, which order may be appealed by any member of Council according to council's normal rules.

4.03(B). To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

4.04. Written Public Comment

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the council has control, or by addressing the city clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence at council@cityofflaramie.org. Written comments are part of public records.

4.05. Unofficial Settings

It is also appropriate that council members recognize that as elected officials their conversations when out in public will be overheard. Members of the council should take care to be aware of what they say in public, and to differentiate between personal opinion and the opinion of council as a whole, whether in private or public conversations. This also pertains to any social media posts made by Council members.

These guidelines shall be modified and adopted by a majority of council as needed.

APPENDIX A

BOARDS AND COMMISSION PROCEDURES FOR APPOINTING MEMBERS

1. City staff liaisons to particular city boards or commissions should notify the City Manager or City Manger's designee ("Designee") when positions on boards and commissions become vacant.

2. Vacant positions of city boards or commissions should be advertised by the Designee for one (1) month unless otherwise specified by council as follows:

Website;
Public Access Channel;
Laramie Daily Boomerang;
Posted at City Hall; and
Other available electronic notification forms.

3. The Designee will notify standing members of city boards or commissions regarding the expiration date of their term at least one (1) month in advance of the expiration of their appointment and inform them of the period during which they may reapply for their position.

4. Applications should be made available to interested applicants from the Designee, or may be downloaded from the city's website, and should be submitted to the Designee.

5. The Designee will refer the names of the applicants to the city clerk to be placed on city council's agenda.

6. A minimum of three (3) members of council will interview applicants or incumbents for the Planning Commission and the Parks, Tree and Recreation Board. A minimum of two (2) members of council will interview applicants or incumbents for the remaining boards and commissions, who will make recommendations to the full council at the next regular meeting. Normally, the interviewing members of council will include the liaison to the board or commission. Incumbents who are reapplying to a city board or commission will not be interviewed unless there are additional applicants for such city board or commission or upon the request of a council member for an interview to re-appoint the incumbent applicant. In such case, all applicants and the incumbent will be interviewed. The entire council will then vote at the regular meeting to select members for city boards or commissions from the list of applicants who have been interviewed.

7. Following appointment by the council, a list of appointees will be forwarded to the Designee who will contact new appointees notifying them of their appointment, meeting times and dates, and contact information for the board's/commission's staff liaison.

8. Positions of leadership on a given city board or commission will be decided within the city board or commission, unless otherwise specified by the city council.

9. During the formation of a city board or commission, council should give that body a written set of expectations and/or goals based upon requirements as outlined in the Laramie Municipal Code.

10. Emeritus Members.

A. The Emeritus designation is an honorary title given to commission/board members who are recognized for their distinguished service and contributions. Emeritus status further defined:

- i. **Honor and Recognition.** It acknowledges the individual's achievements and long-standing commitment to the City of Laramie.
- ii. **Continued Association.** It allows the person to maintain a formal connection without the responsibilities of their previous role. For example, they may still advise on projects, mentor others, and represent the organization in approved capacities.
 - a. Shall be added to calendar invites for upcoming meetings.
- iii. **Preserve Institutional Knowledge.** Emeritus individuals often serve as valuable resources for historical context, expertise, and guidance.
- iv. **Symbol of Prestige.** It signals respect and appreciation by showing that the City of Laramie values the contributions made by the individual over time.

B. Process for Selection:

- i. A council liaison to a board/commission may nominate an individual for Emeritus Designation in the event that the individual either retires or is replaced by a new member.
- ii. A nominee should have served at least two (2) terms or be recognized for distinguished service to the board/commission and be a resident of Laramie.
- iii. Council liaison will present the nomination to City Council and nomination must be confirmed by resolution and a majority vote of the Council.
- iv. Nominee will be recognized as Emeritus by Council in a public meeting.

APPENDIX B

CITY OF LARAMIE, WYOMING COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE LARAMIE CITY COUNCIL

The city council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on each side of the rostrum.

The council meets the first and third Tuesday of each month at 6:30 p.m. in the Council Chambers with a pre-meeting at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meeting, and holds public hearings or work sessions as needed, typically during the second and fourth Tuesday of each month at 6:00 p.m., as well as other meeting dates when required.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be picked up in the city clerk's office without charge or downloaded from the city's website at www.cityoflaramie.org.

COPIES OF AGENDA ITEMS

Agenda items may be downloaded from the city's website at www.cityoflaramie.org. Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

PUBLIC PARTICIPATION

The council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council.

In person: You may stand or raise your hand until recognized by the mayor or presiding officer. Please step to the lectern and microphone when addressing the council.

Via web conference: Press the "raise hand" button or equivalent on the web conference platform during appropriate public comment periods.

IDENTITY OF SPEAKERS

The chair will ask each speaker to write the speaker's name on a sign-up sheet so they are correctly recorded in the minutes. The chair will ask each speaker to state the speaker's first and last name and whether the speaker resides in the city to introduce themselves before speaking.

PROCLAMATIONS

To request a proclamation at a regular City Council meeting requests must be submitted to the City Clerk fourteen (14) days prior to the date of the council meeting you are requesting the presentation. Proclamations must be non-partisan and pertain to local civic causes or issues. A requestor must: submit the proclamation with title fourteen (14) days before the date of the council meeting; state the date requested for the proclamation to be read; format the proclamation as one legal size page in Word; provide the names of attendees at the meeting who will accept the proclamation; and attend the meeting to receive the proclamation. Upon receipt, the City Clerk will email requests to be reviewed by City Council and notice of the date to be read will be emailed to the person submitting the request upon approval of placement on the agenda.

SPECIAL PRESENTATIONS

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a council meeting. Arrangements must be made in advance with the city clerk at least one (1) week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special presentations during the course of a meeting will only be allowed with the prior approval of the council.

WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for the official city records. If any person intends to appear before the council and provide it with written material, it should be delivered to the city clerk's office six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

If written material is provided to the council at the meeting, it may affect the council's consideration of the matter. Therefore, the council will determine whether or not to continue the matter to a later date in order that it will have time to consider the written material.

DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city manager's office at least twenty-four (24) hours in advance of a meeting. The city manager's office may be reached at 721-5226. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable listening device by requesting one from the city clerk. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city clerk's office within seven (7) days prior to the date of the meeting.

MICROPHONES

City council meetings are recorded and/or televised when held in the council chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

TIME LIMIT

Each member of the audience speaking to the council shall limit their presentation to no more than three (3) minutes, unless the time is waived by the council on any specific item. A speaker may not defer the speaker's time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments.

ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

HEARINGS

Any member of the audience may speak on items scheduled for hearing at the time the mayor declares the hearing open to the audience. Council members will disclose any communications with any individual or party in which they were involved prior to any hearing that is quasi-judicial in nature.

REGULAR AGENDA

All items listed under the regular agenda are in the order which require council action at this meeting. The items will be considered in the order set during the meeting. Any person may speak on items listed on the regular agenda if recognized by the chair.

PUBLIC COMMENTS

A member of the general public may address the council at every meeting of the city council.

1. When specific topics have been scheduled for work session discussion, the mayor or presiding officer may specifically request or invite members of the public who may have a special interest, involvement, information or expertise of the topic to address the council.
2. Members of the public may also address council on specific topics scheduled for consideration. The chair will call for comments from the public at the appropriate time as per the established agenda for the meeting.
3. When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members should not engage in inter-council discussions. On its own initiative or in response to questions posed by such

person, council members may request that the Mayor provide direction to City staff, invited guests or consultants, or relevant council members to provide factual clarifying information or request staff to report back at a subsequent meeting.

REPORTS AND COMMUNICATIONS

Staff reports and communication items are being provided to the council primarily for information. Accordingly, these matters will not be discussed unless a member of the council or general public requests such discussion. However, no action shall be taken on these matters unless the matter is included as an action item at a subsequent meeting and included on the posted agenda as such.

EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

TIME LIMIT OF MEETINGS (referenced in 2.09)

No additional agenda item will be introduced at a regular city council meeting after the hour of 9:30 p.m. unless the majority of the city council members present vote to extend the meeting. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council may adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda.

When an executive session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 p.m.

MINUTES

Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website at www.cityoflaramie.org.

APPENDIX C

GUIDELINES FOR ADDRESSING THE COUNCIL

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Presentations concerning agenda items will be heard only upon approval by the chair.
3. An individual wishing to address the council should approach the lectern or raise their hand via web conferencing; wait to be acknowledged by the chair to speak, and clearly state the speaker's name and whether the speaker resides in the city before making general remarks.
4. All remarks should be directed to the chair. The chair may wish to refer any questions to the proper council member or to city staff.
5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.
6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the three (3) minute time limit when speaking. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.
7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give written comments should submit a completed card to the city clerk.
8. To maintain order, applause or other unnecessary disturbances are discouraged.
9. Petitions should be presented to the city clerk.
10. Members of the audience are encouraged to speak before the council but they cannot make motions or otherwise participate in the meeting.