



City of Davenport Rules of Order

MEETINGS

- Rule 1: The Committee of the Whole meeting shall be held at 5:30 P.M. on the first and third Wednesdays of each month; and City Council meetings shall be held on the second and fourth Wednesdays of each month at 5:30 P.M., except for holidays. In the event of a holiday, the meeting shall be rescheduled to the previous business day unless otherwise determined by the City Administrator, without objection by the City Council. For months with a fifth Wednesday, no City Council or Committee of the Whole meetings shall occur unless specifically scheduled by the Council or Mayor. The Clerk, or his/her designee, shall notify the Council and the public of any changes to the days and times listed above as soon as practicable, but no less than one (1) month prior to the change.
- Rule 2: Agenda items may be added by the City Administrator, the Mayor, or two Council Members. The agenda for each meeting shall be set 48 hours in advance of the meeting and posted publicly at City Hall and on the City website. No new items may be added after the agenda is set. Changes, i.e. amendments and additions, to the agenda, after it is set, made during a meeting shall require a motion to suspend the rules and approval by a three-fourths vote Council members present. Proclamations and recognitions, being symbolic in nature, may be added or removed by the Mayor at any time without a vote.
- Rule 3: During a meeting of the Committee of the Whole, the Committee shall consider only those items on the posted agenda unless the amendment has been properly made pursuant to Rule 2.
- Rule 4: A special meeting of the City Council may be called by the Mayor or any two Council Members. Written or verbal notice shall be given with enough time for the City Clerk to post the time, date, place, and tentative agenda at City Hall and on the City website at least 24 hours in advance of the meeting. Written notice must be provided via email, hand-delivered letter, or similar verifiable method. Verbal notice shall include a phone call or in-person notification. The City Clerk is responsible for ensuring that all Council Members receive personal notice of the special meeting, and the Clerk shall confirm receipt of this notification.



Rule 5: The Chief of Police or the Chief's designee shall attend and act as sergeant at arms during Management Update, Council, Committee of the Whole, and Special meetings.

Rule 6: At all Council, Committee of the Whole, and Special meetings, the City Clerk or the Clerk's designee shall call the roll to confirm the presence of a quorum. If a quorum is not present, the Council shall adjourn and may issue notices to compel the attendance of absent members at a rescheduled meeting. Methods for compelling attendance may include issuing formal requests or other actions as authorized by The City Council's Code of Conduct, City Ordinance, or applicable state law.

Rule 7: Participation shall follow the Council's Rules of Decorum, adhere to the rules of the Davenport City Code of Conduct, and be limited to Council business at hand.

ORDER OF BUSINESS

Rule 8: Meeting Agenda:

A. Adjustments to the Agenda:

1. The agenda for each meeting shall be conducted as outlined below. Additions or removals require a vote in accordance with Rule 26. Motions to change the agenda, and any action items, shall be pursuant to Rule 2.
2. During a meeting, the reordering of an item(s) requires a motion, and a two-third (2/3) vote of the Council members present.

B. Committee of the Whole

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Review of the Rules of Decorum
6. City Administrator Report
 - A. Includes reports from other City Officials
7. Public Hearings
 - A. Each member of the public may speak only on the subject of the public hearing for up to five (5) minutes per item listed under this section.
8. Appointments, Proclamations, and Presentations

9. Petitions and Communications from Council Members and the Mayor
 - A. This may include motions to reset the agenda and action items
10. Discussion of agenda items by topical area
 - A. The topical areas may be discussed in any order; however, the traditional order is as follows:
 1. Community Development
 2. Public Safety
 3. Public Works
 4. Finance
 - B. Each member of the public may speak only on the subject of the agenda item for up to five (5) minutes per item listed under this section.
 - C. Establishment of Discussion and Consent Agenda for City Council Meeting
11. Other Ordinances, Resolutions and Motions
12. Public with Business to Present to Council
 - A. Any person may address the Council, for up to five (5) minutes, to discuss business relating to the City of Davenport not previously included on the day's agenda.
 - B. During this time, the Mayor, Council, and staff cannot respond to comments made under this agenda item.
13. Final Comments From Mayor and Council
 - A. Comments are limited to no greater than 30 seconds, no more than 1 opportunity to speak, and cannot concern an action item on the agenda
14. Any executive session meeting
15. Adjourn
- C. Council Meeting
 1. Call to Order
 2. Moment of Silence
 3. Pledge of Allegiance
 4. Roll Call
 5. Review of the Rules of Decorum
 6. Approval of Minutes
 7. City Administrator Report
 - A. Includes reports from other City Officials
 8. Approval of the Report of the Committee of the Whole, etc.

- 9. Appointments and Proclamations
- 10. Presentations to the Council,
- 11. Petitions and Communications from Council Members and the Mayor
- 12. Discussion Agenda.
 - A. The discussion agenda is to be set at the Committee of the Whole meeting and will include the items that will be individually discussed and voted upon by the Council. The Mayor and Council Members may request members of staff explain issues and answer questions during this time.
 - B. Each member of the public may speak for up to five (5) minutes per item listed on the discussion agenda.
- 13. Consent Agenda
 - A. The consent agenda is to be set at the Committee of the Whole meeting.
 - B. The Council shall pass these items en-masse by one vote.
 - C. Items may be removed from the Consent Agenda only to ask a question, offer comment, or make a motion to postpone. If, after removal, only questions or comments are made, or if a motion to postpone fails, the item shall be returned to the Consent Agenda.
- 14. Other Ordinances, Resolutions and Motions
- 15. Public with Business to Present to Council
 - A. Any person may address the Council, for up to five (5) minutes, to discuss business relating to the City of Davenport not previously included on the day's agenda.
 - B. During this time, the Mayor, Council, and staff cannot respond to comments made under this agenda item.
- 16. Final Comments From Mayor and Council
 - A. Comments are limited to no greater than 30 seconds, no more than 1 opportunity to speak, and cannot concern an action item on the agenda
- 17. Any executive session meeting
- 18. Adjourn

D. Changes to the allotted speaking times must be made pursuant to Rule 26.

Rule 9: A motion to change the order of agenda items, as outlined in Rule 8(A)(2) is not debatable and shall be put to an immediate vote.



Rule 10: Council Members should address the Council no more than two (2) times on a single item of business; the Mayor or Chair may enforce a strict limit if he/she chooses.

DUTIES AND PRIVILEGES OF THE MAYOR

Rule 11: The Mayor shall:

1. Preside over all meetings to which she/he is present, ensuring the orderly conduct of business.
2. Enforce the Rules of Decorum, which shall be posted outside of council Chambers, to preserve order, subject to a majority vote of the council members present to override any enforcement decision.
3. The Mayor may vote only to break a tie among Council Members eligible to vote. For all votes, the majority and any tie are calculated against ten (10) Council seats, reduced only by the number of Members who are recused for a declared conflict of interest. Absence or abstention without a conflict does not reduce the denominator. A motion resulting in a tie among the eligible Members fails unless broken by the Mayor.
4. Appoint the Chairs, Vice-Chairs, and Mayor Pro-Tem.
 - i. In the absence of the Mayor, the Mayor Pro-Tem assumes these duties except for 12(C) When the Mayor and Mayor-Pro Tem are absent the Chairman Pro-Tem will assume these duties except for 12(C).

DUTIES AND PRIVILEGES OF THE COUNCIL

Rule 12: Council Members shall:

- A. Wait until recognized by the Mayor or Chair before speaking. This does not prohibit a council members' ability to raise a Point of Order to address an issue of parliamentary procedure.
- B. Immediately cease speaking if called to order by the Mayor or Chair. The member called to order may appeal the decision to the other members present, and the Council members present shall decide by majority vote whether to overturn the Call to Order. There will be no debate on the appeal. A tie vote sustains the Chair.
- C. Respect the speech of other members and not hold any private discussion or create a disturbance or distraction while another member has the floor.
- D. Vote "yes" or "no" or "abstain" on each question. If there is an abstention, the reason for the abstention, including a conflict of interest, shall be disclosed at the time of the abstention. An abstention for conflict of interest shall reduce the number of Council Members present for the



purposes determining whether an item passes. An abstention for reasons other than a conflict of interest shall be deemed a “No” vote.

- E. All members shall silence their electronic devices while Management Update, Committee of the Whole Meeting, Council Meeting, or Special Meeting is in session

Rule 13: The Council Member acting in the role of Mayor Pro-Tem retains their rights, duties, and privileges as a Council Member.

Rule 14: In the absence of the Mayor and Mayor Pro-Tem, a Chairperson Pro-Tem shall be selected from among the appointed chairs of the areas of discussion, referenced in Rule 23 and shall rotate among the four (4) area chairs. The order of rotation will be established at the beginning of each Council term, based on seniority of service on the Council. The rotation will begin with the area chairperson who has the greatest seniority. Once a chair has served as Chairperson Pro-Tem, the role will pass to the next most senior chair in the established order. This rotation shall continue cyclically for the duration of the term, ensuring that each chair has the opportunity to serve in the role. While serving as Chairperson Pro-Tem, the Council Member shall retain all rights, duties, and privileges of their office.

MOTIONS AND RESOLUTIONS

Rule 15: No motion or resolution shall be debated unless it has been seconded by another member. The Mayor or Chair shall restate the motion before the vote, if requested. A motion shall be reduced to writing before discussion if requested by the Mayor or any two Council Members. The name of the member making the motion and the member seconding it shall be recorded in the minutes.

Rule 16: A motion or resolution may be withdrawn by its maker at any time before decision or amendment.

Rule 17: A roll call vote is required for the adoption of an ordinance, resolution, or a motion that appears as an action item on the discussion or consent portion of the City Council meeting agenda.

Rule 18: All action items on the Committee of the Whole agenda must advance by motion to either the discussion agenda or consent agenda at the following City Council meeting unless the members postpone or otherwise delete the item.



Rule 19: When a question is under debate, a motion to “lay on the table”, i.e. move to later in the agenda of the same meeting, or “postpone”, i.e. move to a future meeting, takes priority over other motions except a motion to adjourn.

Rule 20: In the event a motion to adjourn passes and there are still action items that have not been acted upon, those remaining action items shall automatically move to the next Committee of the Whole agenda.

Rule 21: Unless otherwise stated under this section, the most recent edition of Robert’s Rules of Order shall govern the types, priority, and meaning of motions made by the Council.

CHAIRS AND AD HOC COMMITTEES

Rule 22: Community Development, Public Safety, Public Works, and Finance Chairs/ Vice-Chairs: The Mayor shall appoint one Council Member as chair and one as vice chair for these areas of discussion. The chair and vice chair shall act as liaisons between the Council and Staff in regard to these areas. The Chairs will read the items and conduct business for their topical area during the Committee of the Whole meeting. The Chair may vote on all items. All members of the Council, including the Mayor, Chair and Vice-Chair, may participate as a right in the debate or discussion of agenda items under these topical areas during Committee of the Whole or City Council meetings.

Rule 23: Ad Hoc Committee(s): The Mayor may appoint Ad-Hoc council committees. All such Ad-Hoc committees shall consist of no more than four (4) Council Members. The Mayor may appoint one of the Council Members as chair. Each Ad-Hoc committee shall deliver its recommendations to all members of Council. The committee is discharged after the Council acts on the recommendations.

PUBLICATION

Rule 24: Management Update, Committee of the Whole Meeting, Council Meeting, and Special Meeting of the City Council shall be live streamed and recorded in its entirety. All recordings shall be published to a publicly accessible media platform administered by the City of Davenport.



SUSPENSION AND AMENDMENT OF RULES

Rule 25: These rules may be suspended by motion with the approval of three-fourths of the Council as a whole. Discussion on the motion to suspend is permitted. The suspension shall apply only to the meeting in which it was approved.

A. **Exception:** Rule 8 (Meeting Agenda) may not be suspended.

Rule 26: An amendment to any of these rules, excluding a resolution to produce a new set of rules, may be performed at a regular council meeting by motion with a two-third vote of all members upon oral or written notice at a preceding regular council meeting.

APPROPRIATIONS

Rule 27: No appropriation of City funds shall be passed by the Council at the same meeting it is first proposed, without the unanimous consent of the Council as a whole. This provision does not apply to items previously budgeted by the Council.

ADDITIONAL AUTHORITY

Rule 28: The most recent edition of Robert's Rules of Order shall govern any question as to procedure not covered under these rules. The City Charter, the Davenport Municipal Code and Code of Iowa should also be considered to ensure the proper procedure is followed.