

Rule 4. Public Hearings.

- 4.1 REGISTERING TO SPEAK. All persons wishing to speak shall register with the Council secretary.
- 4.2 TIME LIMITS; EXCEPTIONS. Before the hearing begins, the President shall announce a time limitation of three minutes for individual speakers, and all registered speakers shall strictly adhere to such limitation. Exceptions:
1) A speaker may answer questions from Council members outside the three-minute time limit. 2) A speaker may not yield his or her time to another speaker unless necessary to accommodate translation or a disability. 3) A time limit longer or shorter than three minutes per speaker may be established upon the affirmative vote of a majority of members present.
- 4.3 ORDER OF SPEAKERS. In assigning the floor, the President shall alternate between opposing points of view where possible.
- 4.4 COURTESY PUBLIC HEARINGS. When public hearings not required by law are conducted, the President may limit the public hearing to one hour or such other length of time in the President's discretion that will enable the Council to consider the measure on its merits and permit opposing points of view to be equally and adequately represented, while avoiding repetitious and irrelevant testimony. If a courtesy public hearing is held on the same night as a required public hearing, the required public hearing will be held first unless a majority of the Council votes to hold the courtesy public hearing out of order. Courtesy public hearings are not permitted on an appointment or confirmation of an appointment to any board or commission or to any other office or position of employment for which council is the appointing or consenting authority.
- 4.5 REQUIRED PUBLIC HEARINGS. A Council Member shall not take a position on the merits of a bill during committee or during first reading if the bill is the subject of a required public hearing. Nothing in this rule prohibits a member from taking procedural votes such as moving a bill out of Committee of publishing on first reading.

Rule 7. Special Parliamentary Rules.

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7.13 Committee Procedures for Resolutions Seeking Council Consent of Mayoral Appointees.

- (a) A resolution seeking Council consent of a Mayoral appointee under Charter §2.2.6 (D) shall be placed on the consent agenda.
- (b) In considering a Resolution seeking Council consent of a Mayoral appointee, a member may request that a resolution for consent be scheduled for action at committee provided that:
 - 1. Such member has made every effort to meet with the proposed appointee upon receipt of the proposed appointee's candidate packet and in advance of the committee meeting to resolve outstanding questions as set forth below in subsection 2 below;
 - 2. Any questions of the proposed candidate shall be limited to the Mayoral appointee's academic credentials, training and experience, and qualifications or ability to perform the essential functions of the position for which the consent is sought. The consent process is not intended as a review of the Mayoral appointee selection process;
 - 3. Members asking questions at committee shall each be allotted five minutes for questions of the appointee provided the Chair has discretion to extend such time; and,
 - 4. Members shall keep confidential any information in the proposed appointee's candidate packet to the extent required by law. Any records subject to disclosure under the Colorado Open Records Act will be handled by the appropriate custodian and not unilaterally released by any member in any forum including social media.

Rule 10. Committees.

- 10.1 FORMATION. The Council President shall determine Standing Committees of the Council, their leadership, and their functions.
- 10.2 MEMBERS. Members of Standing Committees shall be appointed by the President and shall remain constituted until new committees are appointed.
- 10.3 SPECIAL COMMITTEES. Special committees of the Council may be appointed by the President from time to time if found necessary or desirable.
- 10.4 RECORD. An official written record shall be maintained of every committee action, including a record of every matter approved by a committee on consent in accordance with Rule 5.6 (a), and every matter approved by roll-call vote in a committee meeting in accordance with Rule 5.6 (b).
- 10.5 SUBPOENA POWER. For the purpose of gathering information on which to base its reports, any committee duly authorized by Council shall have the power to compel the attendance and testimony of witnesses, and the production of books, records and documents, and to do all things necessary and needful in connection with the preparation and making of such reports. *Charter §3.2.3.*
- 10.6 PUBLIC COMMENT. For committee meetings where proposed changes to the municipal code or policy are discussed, there will be a fifteen-minute public comment period on the measure with two minutes per speaker, unless extended at the discretion of the chair. The order of speakers is determined by the committee chair. Public comment will not be permitted on an appointment or confirmation of an appointment to any board or commission or to any other office or position of employment for which council is the appointing or consenting authority. For all other items scheduled at committee, public comment at a committee meeting is within the discretion of the committee chair if the matter is within the purview of the specific committee or the full council and the matter is not scheduled for a required public hearing.
- 10.7 JURISDICTION. In establishing committees, the President shall identify the subject areas and types of resolutions and bills for ordinances that are intended to be referred to each committee for action in accordance with Rule 5.6. In the event of any dispute about the proper Committee to which a particular resolution should be assigned, the President shall exercise exclusive authority to determine the proper assignment.

Rule 12. Decorum.

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12.2 DECORUM OF MEMBERS.

- (a) When a member is speaking, other members shall not engage in private discourse or commit any other act tending to distract the attention of the Council from the business before it.
- (b) Members and other speakers when speaking on a question shall confine their remarks to the question under discussion, avoid personalities, refrain from unnecessarily repeating points and respect the public's and colleagues' time.
- (c) Where a public hearing distinguishes question and comment periods, members should confine their remarks to questions and during the comment period of the meeting members should confine their remarks to the comments.
- (d) Questions and comments should be germane and concise, addressing the pending question only. Members should refrain from questioning or commenting on any matter not pending.
- (e) No member shall walk across or out of the Council Chambers while the President is putting the question.
- (f) A member or other speaker may not impugn or demean another member of Council, a city employee or a public speaker.
- (g) Members will conduct meetings using videoconferencing software in the same professional manner as in-person meetings. Setting aside unanticipated technical issues, members should adhere to the following additional decorum requirements:
 - 1. Members must log on to the remote videoconferencing software at least three minutes prior to the start of the meeting.
 - 2. Members must be live on camera when establishing quorum, when speaking, and when voting. Members are not considered in attendance if using a phone without video capability. All votes must be recorded live or the vote will not be recorded.
 - 3. Members must use the formal digital background provided by Central Staff during remote Council meetings. When not on

camera, members should use the formal digital Council photo provided by Central Staff or another professional-looking photo during remote Council meetings.