

CITY COUNCIL RULES OF PROCEDURE



ADOPTED BY RESOLUTION NO. 2025-1944

EFFECTIVE DATE September 9, 2025

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Rule 1 | General Rules

A. Rules of Journal (Article II, Section 15, City Charter): The Council Shall determine its own rules and order of business subject to the provisions of this Charter. It shall keep a journal of its proceedings and the journal shall be open to public inspection during regular office hours.

B. Written Rules of Procedure: The rules of procedure of the Council shall be in writing and be available to all interested citizens.

C. Rules of Parliamentary Practice: The rules of parliamentary practice, comprised in Robert's Rules of Order, latest edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with state law, these rules or with the Code or Charter of the City of Prescott.

Rule 2 | Council Code of Ethics

City Council members and officials occupy positions of public trust. Council members and all City officials shall strictly adhere to both the spirit and the letter of the laws of the State of Arizona pertaining to conflicts of interest.

In addition to matters of pecuniary interest, Council members shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from violation of Council rules; shall refrain from appointing immediate family members, business associates or employees to municipal boards and commissions; shall refrain from influencing the employment of municipal employees; and shall refrain from using their influence as members of the governing body in attempts to secure contracts, zoning, or other favorable municipal action for friends, immediate family members or business associates.

Rule 3 | City Officials

A. City Manager, City Clerk, Finance Director & City Attorney: The City Manager, Clerk, Finance Director and Attorney shall perform their respective duties as set forth in the Charter of the City of Prescott. Whenever there may be any questions concerning the interpretation of the powers and duties of the aforementioned City officials as enumerated in the City Charter, the City Council shall be the final arbitrator of any such dispute and, by a majority vote of its members, shall settle any such issue as a matter of Council policy.

B. Chief of Police: The Chief of Police or such members of the Police Department as the Chief may designate, shall be Sergeant-at-Arms of the Council Meetings.

C. Officials & Employees to Attend: The head of any department, or officer or employee of the City, when requested by the Council or City Manager, shall attend any regular or special meeting and confer with the Council on all matters relating to City business.

Rule 4 | Council Meetings

A. Regular and Special Meetings: The City Council shall hold regular and special meetings according to the provisions of the City Charter. Council Meetings shall be conducted in accordance with the procedures as set forth in these rules. Regular Meetings of the Council shall begin at 3:00 pm on the second and fourth Tuesday of each month, unless a different day or time is determined by a majority of the Council. Study Sessions shall be held on the second and fourth Tuesday of each month at 1:00 pm as needed.

B. Executive Sessions: The Council may meet in the Executive Session in accordance with the procedures and purposes set forth in State Law and not otherwise.

C. Scheduling Agenda Items: The Mayor may place any item on an agenda for consideration or discussion by the Council. Any two (2) councilmembers may place an item on an agenda for consideration or discussion by the Council. The Mayor or council members making such a request may designate the particular meeting date they wish the item to be discussed or considered and all reasonable efforts shall be made to accommodate that request.

D. Withdrawing Agenda Items: When an item is initially placed on an agenda, it may only be withdrawn by the individual (Mayor or Councilmembers) who placed that item on the agenda.

Rule 5 | Presiding Officer

The Mayor or, in his absence, the Mayor Pro Tempore, shall take the chair at the hour appointed for Council to meet and shall immediately call the members to order. In the case of absence of both the Mayor and the Mayor Pro Tempore, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, the chairman of the meeting.



Rule 6 | Conduct of Meetings

The presiding officer shall serve as Council Parliamentarian upon advice of the City Attorney. He shall preserve decorum and decide all questions of order, subject to appeal to the Council.

A. During Council Meetings, Council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or the rules of the Council. Every Council member desiring to speak shall address the chair, and, upon recognition by the presiding officer, shall confine himself to the question under debate and shall avoid all offensive or indecorous language. A Council member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer or unless a point of order or other privileged motion is raised by another Council member. If a Council member is called to order while he is speaking, he shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be out of order, he shall remain silent or shall alter his remarks so as to comply with the rules of the Council. A Council member, with permission of the presiding officer, may address questions to the City Manager or staff or members of the audience, but he shall confine his questions to the particular issue before the Council. If a point of order is raised and the presiding officer fails to act, any member of the Council may move to require him to enforce the rules and the affirmative vote of the majority of the Council shall require the presiding officer to act.

B. The presiding officer shall have the authority to preserve decorum in the meetings as far as to the audience, staff members, and City employees are concerned. The City Manager shall also be responsible for the orderly conduct and decorum of all City employees under his direction and control. Any remarks shall be addressed to the Chair and to any or all members of the Council. No member of the staff or audience shall enter into any discussion, either directly or indirectly, without first having obtained the floor by permission of the presiding officer.

C. Members of the public attending Council meetings shall also observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent and slanderous remarks or who becomes boisterous while addressing the Council, or while attending the Meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the presiding officer, and such person shall be barred from further attendance at that particular Council Meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who shall direct the Sergeant-at-Arms to remove such offenders from the room.

D. Should the presiding officer fail to act, any member of the Council may move to require them to enforce the rules, and the affirmative vote of the majority of the Council shall require the presiding officer to act.

Rule 7 | Attendance

In accordance with City Charter Article II, Section 11 if the Mayor or any member of Council shall be absent from at least three consecutive called meetings without prior notice to the Council, City Clerk or City Manager, he or she shall by a majority vote of the balance of Council cease to hold office. Exceptions will be made in emergency situations

"Consecutive Meetings": For purposes of this section, consecutive shall mean successively following without interruption and occurring on successive days

"Prior Notice": For purposes of this section, prior notice shall mean written notification at least 24 hours in advance of the called meeting

"Called Meeting": For purposes of this section, a called meeting shall mean an official Voting Meeting, Study Session, Executive Session or Budget Workshop of the Council duly called pursuant to local & Arizona law

The same standard for attendance at Council meetings shall also be applied to Council Subcommittee Meetings

Rule 8 | Limitation of Debate

No member of the Council or public shall be allowed to speak more than once upon any one subject until all the Council members have had an opportunity to speak. Citizens groups shall identify themselves and shall be represented in the presentation to the Council by one of the members of the group and cumulative or redundant speeches to the Council on the same issue shall be terminated at the discretion of the presiding officer.

Rule 9 | Voting

The vote on any question shall be taken by Ayes and Nays to be electronically tabulated, and the results thereof shall be disclosed simultaneously. In the event that the vote is unable to be electronically recorded there shall be a roll call vote. There shall be no additional debate or speaking after the vote is taken.



Rule 10 | Council Agenda Format

- I. Call to Order
- II. Introductions/Announcements
- III. Invocation
- IV. Pledge of Allegiance
- V. Roll Call
- VI. Any Scheduled Proclamations and/or Presentations (split into two sections as necessary)
- VII. Public Comment
- VIII. Consent Agenda
- IX. Consent Ordinance Agenda
- X. Liquor License Agenda
- XI. Regular Agenda
- XII. Adjournment

Council agenda formats are considered to be general guidelines for the published agenda. The Mayor is authorized to deviate from the order of the agenda, or to delete a specific category from a particular agenda at his or her discretion.

Rule 11 | Consideration of Petitions

Only those petitions submitted in writing at a regular Council Meeting by a citizen of the City shall require Council action within sixty (60) days thereafter. (Article II, Section 18, City Charter)

All other petitions submitted to the Mayor and/or Council members or other agencies of the City in the regular course of business, shall be considered in accordance with the laws of the State of Arizona, the City Charter or the City Code of the City of Prescott. (Examples: Annexations, Improvement Districts, Protests, Elections, etc.)

Unsigned communications or petitions, including newspaper articles or clippings, shall not be introduced in the minutes of Council meetings.

Procedure for consideration of petitions. Upon receipt of a valid petition submitted for Council action, the City Clerk shall add an item regarding the petition to the next available Consent Agenda. The Consent Agenda item shall by default constitute a vote to deny the petition. The Mayor or any Council member may pull the Item from Consent for discussion and vote. Council may then deny the petition, or provide specific direction to staff to return to Council with additional research and possible action as directed by the Council.



Rule 12 | City Council Mayoral Proclamation Policy

A. Requests for Proclamation must be submitted through the city website and are reviewed and approved solely at the discretion of the Mayor. Language for the Proclamation must be provided by the requesting party, but the Mayor reserves the right to revise wording at his/her discretion.

B. Requests for Proclamation must be submitted no less than 30-days in advance of the requested Voting Meeting date for presentation. Generally, Council meetings take place on the second and fourth Tuesday of each month at 3:00 p.m.

C. Mayoral Proclamations should be for the purpose of recognizing an event, person, milestone or other noteworthy occasion within the City of Prescott.

D. Proclamations recognizing annual events or holidays, primarily focused on national or political matters and those not from a resident of the City of Prescott or an organization without a local affiliation or advocate will not be considered.

E. If a Proclamation request is denied, the requestor may submit a Request for Council Recognition to be reviewed and approved by two (2) members of City Council with the same stipulations and requirements as a Mayoral Proclamation.

F. Upon approval, Proclamations will be presented by the Mayor (or his/her designee) and Council Recognition by one of the two approving members, at the requested Voting Meeting date and posted on the city's social media platforms.

Rule 13 | Conduct of the Public at City Council Meetings

- A. Members of the public shall observe rules of propriety, decorum and good conduct set out in the Prescott City Council Rules of Procedure.
- B. All remarks and questions shall be addressed to the Mayor and to members of the Council. The Mayor may direct the City Manager or staff to respond to questions posed by the public.
- C. No member of the public shall be allowed to speak more than once on a subject and remarks shall be limited to three (3) minutes unless allowed by the Mayor. Groups wishing to address the Council shall identify a representative speaker to present for the group in one presentation on behalf of the group.
- D. Members of the public desiring to address the Council during any agenda item's public comment period must complete, and submit to the City Clerk, a blue comment card indicating their name, city of residence and item on which they wish to speak for the record. Speakers will be called in the order that the cards are received. Remarks shall be limited to the question under discussion and shall be directed to the Council as a whole.
- E. Use of the projection system is reserved for staff, and is not available to members of the public during public comment, however, if a member of the public wishes to provide materials to the Council they may do so via email by 9 am the day of the meeting OR by providing ten (10) copies (seven for Council, and the remaining for the City Clerk, City Attorney & City Manager) to the City Clerk at the beginning of the meeting. Staff presentations may be placed back on the projection screens upon the request of the public speaker/commentor during discussion.
- F. Making personal attacks, rude or slanderous remarks will result in removal from the meeting.
- G. Members of the public who wish to make a presentation to the Mayor and Council shall submit a Presentation Request Form to the City Clerk, and upon approval by the Mayor OR two (2) members of Council the City Clerk will schedule the presentation for a future meeting.
- H. At the discretion of the Mayor, a call to the public will be included on the Agenda of Voting Meetings. During the call to the public residents may comment & address Council on matters NOT included on the posted Agenda. Speakers must be present in Chambers, submit a green comment card to the City Clerk prior to the start of the meeting and are limited to four (4) minutes, with the call to the public limited to forty (40) minutes in total. Pursuant to A.R.S. 38-431.01(H), members of the Council may NOT discuss items that are not specifically identified on the Agenda.
- I. In order to maintain civility and respect for all points of view, there will be no clapping, booing or any other verbal form of support or non-support in chambers. Continued unauthorized remarks or actions from the audience will be grounds for removal.
- J. General Conduct Expected from the Public is as Follows: be courteous, honest and respectful, focus on the city's vision & goals, come prepared with comments, avoid side conversations and disruptions when sitting in the audience.

The background of the page is a scenic photograph of a calm lake reflecting a dense green forest on a hillside. The sky is overcast with soft, grey clouds. In the foreground, there are some green leaves and branches, possibly from a vine or tree, framing the bottom and right sides of the image.

CITY OFFICIALS

Mayor

Philip R. Goode

Council Members

Connie Cantelme (Mayor Pro Tem)

Lois Fruhwirth

Ted Gambogi

Patrick Grady

Brandon Montoya

Eric Moore

For Mayor & Council Contact: (928) 777-1248 or city.council@prescott-az.gov

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