

RESOLUTION NO. 2026-1979

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, RESCINDING CITY OF PRESCOTT RESOLUTION NO. 2025-1944 IN ITS ENTIRETY AND ADOPTING NEW RESOLUTION NO. 2026-1979 REVISING THE “PRESCOTT CITY COUNCIL RULES OF PROCEDURE” ADDING THE COUNCIL VIRTUAL PARTICIPATION POLICY (RULE 13)

RECITALS:

WHEREAS, Prescott Resolution No. 2025-1944 revised Rules of Procedures for the City Council adding rules for the conduct of the public at Council Meetings; and

WHEREAS, the Prescott City Council wishes to update and adopt revised Rules of Procedure to include a Council Virtual Participation Policy as Rule 13, and make Conduct of the Public at City Council Meetings Rule 14; and

WHEREAS, the establishment and adoption of the revised “Prescott City Council Rules of Procedure” is in the best interest and promotes the welfare of the citizens of Prescott; and

WHEREAS, the Prescott City Council wishes to clarify expectations by approving these additions and incorporating this language into the “Prescott City Council Rules of Procedure”; and

WHEREAS, as necessary following Election years and staff changes, the City Clerk may revise the “City Officials” page of the “Prescott City Council Rules of Procedure”.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT City of Prescott Resolution No. 2025-1944 is hereby rescinded in its entirety.

Section 2. THAT there is herewith established the “PRESCOTT CITY COUNCIL RULES OF PROCEDURE”, attached hereto and incorporated herein by reference as Exhibit “A” to this Resolution.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 28th day of April, 2026.

Cathey Rusing

CATHEY RUSING, Mayor

ATTEST:

Sarah M. Thornhill

SARAH M. THORNHILL
City Clerk

APPROVED AS TO FORM:

Joseph D. Young

JOSEPH D. YOUNG
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2026-1979 is a true, correct and accurate copy of Resolution No. 2026-1979 passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 28th day of April 2026, at which a quorum was present and, by a **7-0** vote, **seven** voted in favor of said resolution.

Given under my hand and sealed this 4th day of May, 2026.



Sarah M. Thornhill
City Clerk

EXHIBIT A

CITY COUNCIL RULES OF PROCEDURE



ADOPTED BY RESOLUTION NO. 2026-1979

EFFECTIVE DATE APRIL 28, 2026

RULES



1 - GENERAL RULES

2 - COUNCIL CODE OF ETHICS

3 - CITY OFFICIALS

4 - COUNCIL MEETINGS

5 - PRESIDING OFFICER

6 - CONDUCT OF MEETINGS

7 - ATTENDANCE

8 - LIMITATION OF DEBATE

9 - VOTING

10 - COUNCIL AGENDA FORMAT

11 - CONSIDERATION OF PETITIONS

12 - COUNCIL MAYORAL PROCLAMATION POLICY

13 - COUNCIL VIRTUAL PARTICIPATION POLICY

14 - CONDUCT OF THE PUBLIC AT COUNCIL MEETINGS

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 their 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.

Rule 6 | Conduct of Meetings (cont.)

D. Should the presiding officer fail 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.

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. Role Call

III. Introductions/Announcements

IV. Invocation

V. Pledge of Allegiance

VI. Any Scheduled Proclamations and/or Presentations (split into two sections as necessary)

VII. Open Call to the Public

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.

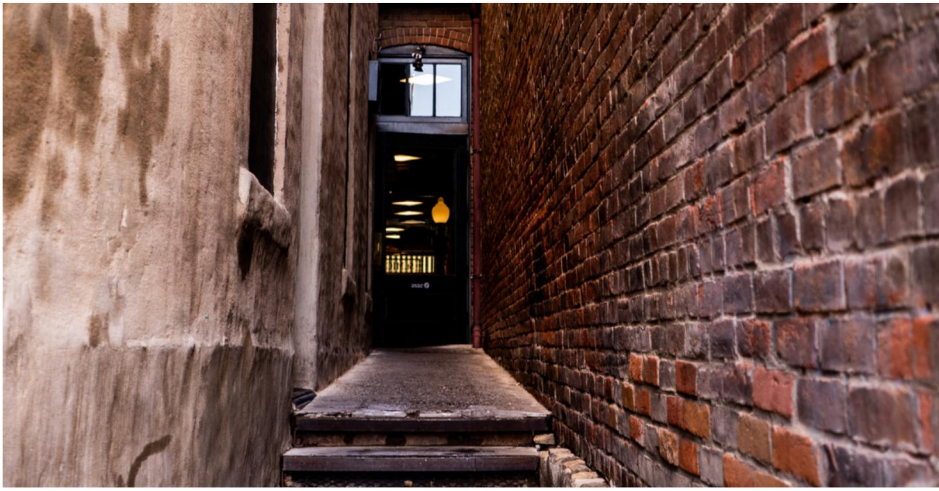
Rule 11 | Consideration of Petitions

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 a 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 Recognitions by one of the two approving members, at the requested Voting Meeting date and posted on the city's social media platforms.



Rule 13 | Council Virtual Participation Policy

This policy is intended to govern the City’s standards related to remote/virtual participation for members of the City Council in Council Meetings. The State of Arizona Open Meeting Law permits participation in a public body meeting if a policy or procedure is adopted by the Council. This policy shall apply only to members of the Council for Study Sessions or Voting Meetings, and is not applicable to Board, Commission or Committee Members.

Council members should endeavor and plan to be physically present at all council meetings, in order to adequately participate. However, in the event of a medical issue, illness or family situation, and with prior approval of the presiding officer, no more than two (2) Council members may participate in a Study Session or Voting Meeting via Teams.

1. **Definitions:** Remote Participation shall mean participation of any member of the City Council remotely via a Teams Meeting established by the City IT Department, during a Study Session or Voting Meeting in Council Chambers at Prescott City Hall. Remote Participation is not available for meetings conducted outside of the Council Chambers
2. **Executive Session:** Remote Participation is not permitted for Executive Sessions
3. **Notification:** Council members must notify the presiding officer and City Clerk, or designee, not less than two (2) business days in advance of the meeting that they will need to have Remote Participation access to the meeting; Remote Participation will only be available with less than two (2) days notification in emergency situations
4. **Remote Participation of the Mayor:** In the event that the Mayor needs Remote Participation access to the meeting, the Mayor Pro Tem will serve as the presiding officer for the meeting
5. **Participation:** Members of the City Council utilizing Remote Participation will view the meeting via Teams on a city issued device or personal device with two-factor authentication logged into their prescott-az.gov Teams account, and shall not be logged into their CivicClerk Board Portal
 - a. When the remotely participating member wishes to ask a question or comment following staff presentation and Council discussion, they shall raise their hand in Teams and the City Clerk will notify the Presiding Officer
 - b. When participating remotely, Council members must vote verbally on items
6. **Limitations:** No member of the City Council may Remotely Participate for more than two (2) consecutive meeting days and no more than three (3) meeting days in any calendar year.

Rule 14 | 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 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 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 at least 30-days in advance of the requested meeting via the online form, and upon approval by the Mayor OR two (2) Members of the Council the Clerk will schedule the presentation.

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 with 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.

CITY OFFICIALS

Mayor
Cathey Rusing

Council Members
Lois Fruhwirth (Mayor Pro Tem)
Mary Frederickson
Ted Gambogi
Jim Garing
Patrick Grady
Jay Ruby

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

City Manager
Dallin Kimble

City Attorney
Joseph D. Young

City Clerk
Sarah M. Thornhill

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