

**CITY OF CASTLE PINES
RESOLUTION NO. 20-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES,
COLORADO ADOPTING CITY COUNCIL PROCEDURES AND RULES OF ORDER,
CITY COUNCIL AND BOARDS AND COMMISSIONS PROTOCOLS, AND 2020-2021
CITY COUNCIL GUIDING PRINCIPLES**

WHEREAS, the City Council is authorized to adopt procedures and guidelines to govern the conduct of Council business; and

WHEREAS, in accordance with Section 3.9 of the Castle Pines Home Rule Charter, the City Council is directed to prescribe procedures and rules of order governing Council meetings; and

WHEREAS, the City Council previously adopted Council procedures and rules of order which have not been updated in recent years; and

WHEREAS, the City Council desires to update its procedural rules and provide uniform protocols to guide Council as well as other City boards and commissions; and

WHEREAS, the City Council further desires to adopt guiding principles regarding its commitment to work together for the benefit of the community of Castle Pines; and

WHEREAS, the City Council's intention in adopting the documents identified in Section 1 of this Resolution is to promote good governance in every aspect of City government.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:

Section 1. The City Council hereby adopts the following documents and authorizes City staff to publish such documents on the City's website:

1. City Council Procedures and Rules of Order;
2. City Council and Boards and Commissions Protocols; and
3. 2020-2021 City Council Guiding Principles.

Section 2. This Resolution is effective upon adoption.

**INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO** by a vote of 6 in
favor, 0 against this 10th day of March, 2020.



ATTEST:

DocuSigned by:

Tobi Basile

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Tobi Basile, CMC, City Clerk

BY:

DocuSigned by:

Tera Stave Radloff

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Tera Stave Radloff, Mayor

Approved as to form:

DocuSigned by:

Linda C. Michow

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Linda C. Michow, City Attorney

**ATTACHMENT 1
CITY COUNCIL PROCEDURES AND RULES OF ORDER**



CITY COUNCIL RULES OF ORDER AND PROCEDURES

The Council hereby adopts the following rules of order and procedures under the authority of Section 3.9 of the Castle Pines Home Rule Charter. The purpose of these procedures is to establish a framework for the orderly conduct of meetings. As provided in Roberts Rules of Order Newly Revised, 'the application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion'.

These procedures, in conjunction with Robert's Rules of Order Newly Revised, shall govern the conduct of all Council Meetings; however, in handling routine business, Council may, by general consent, use a more informal procedure than that set forth in this procedure. Council may suspend these rules of procedure at any given time by a vote of four Council members or two-thirds of Council members present, whichever is greater.

I. Legislative Body and Officers

a) City Council

The City Council is the legislative and governing body of the City. Each member shall be addressed as Council Member (last name).

b) Mayor – Presiding Officer

The Mayor shall be the Presiding Officer at meetings of the Council and shall be addressed as Mr./Ms. Mayor or Mayor (last name). The Mayor is a member of the City Council.

c) Mayor Pro Tem

The Council shall elect one of its members to serve as Mayor Pro Tem. The Mayor Pro Tem is nominated and appointed, by a majority vote of Council members present, at the organizational meeting in January following a regular City election.

d) Temporary Chair

1. In the event of the absence or disability of both the Mayor and Mayor Pro Tem that would prevent them from attending any meeting of the City Council, the City Clerk shall call the meeting to order and call the roll. The Council shall then proceed to elect, by a majority vote of those present, a temporary chair of the meeting.

2. The temporary chair serves as Presiding Officer until the arrival of the Mayor or Mayor Pro Tem. Upon conclusion of the agenda item or business currently before the Council, the Temporary Chair relinquishes the chair

II. Meetings

a) Regular Meetings

1. The City Council shall conduct regular meetings on a regular day and time as set by the City Council. When a regular meeting date falls on a holiday or a day of special observance that is officially recognized by the City, the regular meeting shall be canceled and the City Council may, at the Council's discretion, reschedule the meeting for another date and time.
2. When a regular meeting must be canceled due to unforeseen or unanticipated circumstances, such as but not limited to emergency, absence of a quorum, or failure of a required public notice, the Mayor is authorized to instruct staff to cancel the regular meeting and the Mayor may reschedule the meeting to another date and time. The City Clerk shall prepare notice of the rescheduled meeting and shall cause the notice to be delivered, at least 24 hours in advance of the rescheduled meeting date, by electronic mail, to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.

b) Special Meetings

1. Special meetings of the City Council may be called by the Mayor or any three (3) members of the Council by notice to each Council Member via electronic mail. Such advance written notice shall set forth the date, hour, place, and purpose of such meeting. The City Clerk shall prepare the notice and cause the notice to be delivered by electronic mail to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.
2. A special meeting may also be called and notice thereof given by majority consent of Council present at any regular meeting subject to the time and notice requirements set forth hereinabove; however, that further written notice of such special meeting will not be necessary for those Council members present.

c) Study Sessions

The Council may conduct study sessions. Study sessions shall be limited to the presentation of information to the Council and the Council's discussion of the information. Public comment shall not be taken at study sessions. Council may offer and accept reports, direct City administrative staff, and provide general guidance concerning public business under discussion. A quorum of Council is not required in order to hold a study session. No official business shall occur during a study session.

d) Quorum

A majority of the members of the Council in office shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later date and time. The City Clerk shall prepare and deliver to each member of Council timely notice setting forth the date and hour to which such a meeting has been adjourned.

e) Meetings to be Public

All regular meetings, study sessions, or special meetings of the City Council shall be open to the public as required by the Colorado Open Meetings Law, and the

public shall have a reasonable opportunity to be heard as provided by these *Rules of Order and Procedures*.

f) City Attorney

The City Attorney or the City Attorney's designated representative shall attend all regular and or special meetings of the City Council and shall attend such other meetings and sessions of the City Council as requested by the Council.

g) City Clerk / Minutes

1. The City Clerk shall attend and shall keep the minutes of each regular or special meeting of the City Council.
2. The minutes of meetings shall record what action was taken rather than what was said.
3. At any time prior to the City Clerk's certification of the minutes as approved by the Council, the Clerk may change the minutes to correct spelling or typographical errors, provided that such change does not alter the substance or meaning of the minutes. Council is encouraged to provide non-substantive changes to the City Clerk outside of Council meetings and prior to Council approval of the minutes.
4. Upon acceptance of the minutes to Council, the City Clerk and the Mayor shall sign the minutes.

h) Public Comment

Public Comment is a time set aside for citizens to address the Council concerning City business not otherwise on the agenda for a public hearing. To accommodate all persons wishing to speak, speakers are requested to sign up in advance and limit comments to no more than three (3) minutes for an individual or five (5) minutes for a person representing a group. Staff and Council responses to citizen comments are highly discouraged at the meeting, except for referral to the staff for further analysis and Council discussion on a future agenda.

i) Consent Agenda

Subject to Council approval, items placed on the Consent Agenda may be moved to the agenda prior to the adoption of the Consent Agenda by any Council Member present at the meeting. Items moved from the Consent Agenda will be considered in order following the remaining General Business items.

j) General Business

Presentations by outside organizations, updates, consideration of Ordinances, Resolutions, and Motions are all a part of General Business. Items where substantial public comment is expected are generally placed first on the agenda, but critical items or items of extreme public interest may be placed first when deemed appropriate by the City Manager.

k) Attendance and Absences

1. All Council members are expected to attend all regular, special, and study session meetings.

2. In the event any Council Member is unable to attend any meeting of the City Council, such member shall advise the Mayor, City Manager or City Clerk in advance of the meeting.
3. The Presiding Officer shall excuse an absence of any member where:
 - i. the Council member contacted the Mayor, City Manager or City Clerk in advance of the meeting regarding the reason for the absence; and
 - ii. the reason for the absence is due to circumstances that were unforeseeable or unavoidable, such as but not limited to, emergency, illness, vacations scheduled well in advance of a meeting, or last-minute familial obligations.

III. Agenda

a) Items are placed on the agenda by the City Manager in consultation with the Mayor. Council members who have items for future agendas should contact the City Manager and request that the agenda item be added.

b) Order of agenda

The staff will set the order of agenda, which will be generally as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Presentation of Minutes
7. Consent Agenda
8. General Business
9. City Manager's Report
10. Council Member Reports
11. Mayor's Report
12. Executive Session (as needed)
13. Adjournment

IV. Rules of Speaking

a) To be recognized, a Council member or staff member addresses the Mayor. The Mayor shall recognize Council members or staff.

b) The Mayor recognizes by calling out the Council Member's name. Only one person may have the floor at a time. A person shall not speak while another has the floor except in the case where a Council member makes a "Point of Order." A "Point of Order" relates to conduct that would not be considered appropriate conduct of the meeting; for example, if the Presiding Officer moved on to a vote on a motion that permits debate without allowing discussion or debate. After a Council member finishes

speaking, the Mayor generally recognizes the next person who first asks for the floor after it has been relinquished.

- c) Questions and/or comments are rotated. Each individual Council member is given the opportunity to ask questions or make comments before Council members are allowed to speak for a second time, except in circumstances when responding to a question from a fellow Council member.
- d) The Mayor may intervene in Council debate in order to determine whether the Council wishes to postpone the Council action if more information or staff work appears to be warranted to facilitate a Council decision.
- e) Any Council Member may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state their reason for same, and the Presiding Officer may briefly explain their ruling but there shall be no debate on the appeal. The Presiding Officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of Council Members present vote "Yes," the ruling of the Chair is sustained; otherwise it is overruled.

V. Procedure in Handling Motions (general/most common usage motions)

a) Classes of Motions

When an item is before the Council, the following types of motions shall govern.

1. **Main:** Basic motions introduce items of business before Council. A basic motion might be: "I move to approve Resolution Number....."
2. **Motions to Amend:** A main motion may be changed by moving to amend it. A motion to amend takes the main motion that is currently before the Council and seeks to change it in some way. A motion to amend might state: "I move to amend the motion approving Resolution Number ____ to add a new condition of approval as follows:...."
3. **Motions to Substitute:** A motion to substitute has the effect of doing away with the main motion and proposing a new, different or "substitute" motion.

b) Debate on Motions

Motions are subject to discussion. Each of the foregoing classes of motions is subject to discussion and debate subject to the decision of the Presiding Officer to move on and take action. Non-debatable motions are those motions that, when made, must be immediately called on by the Presiding Officer for a vote by the Council without debate or discussion. Motions that are not debatable include:

- Motion to adjourn to the next regularly scheduled meeting;
- Motion to recess, with the Presiding Officer determining the length of recess;

- Motion to fix the time to adjourn;
- Motion to table an item;
- Motion to withdraw a motion; or
- Motion to limit debate.

c) Majority and Supermajority Votes

- Voting ultimately decides all questions and items before Council. Most decisions and motions require a simple majority to pass. A simple majority means the majority of Council members present if a quorum exists (e.g., 3 out of 4, if only 4 members are present). Certain decisions require a super-majority to pass.
- Emergency ordinances require the concurrence of three-fourths of the City Council present;
- Motion to limit debate or to move the question requires the concurrence of two-thirds of the Council members present to pass;
- Motion to suspend these Rules of Order and Procedures requires the concurrence of two-thirds of the Council members present to pass.

d) Tie Votes; Abstentions

In the case of a tie vote, the motion fails. Council Members may not abstain from voting. A Council Member may be recused if such member has a conflict of interest, in which case the member shall declare the conflict, and leave the City Council chambers while the item is being considered.

e) Motions to Reconsider.

A motion to reconsider a decision previously passed upon may only be made at the same meeting or at the next regular Council meeting. The motion must be made by a Council Member who voted in the majority on the original motion. A member who voted in the minority cannot make a motion to reconsider.

VI. Procedure in Handling Ordinances and Resolutions

- a) All ordinances require two readings with publication required.
- b) On second reading of an ordinance, the Mayor reads the title of the item set forth on the agenda and opens the public hearing, followed by staff presentation. After the presentation, Council has an opportunity to ask questions of staff. The Mayor will then open the public comment portion of the public hearing. After public comment is heard, the Mayor will close the public comment and the public hearing. The Mayor then requests an appropriate motion. Once seconded, the Mayor restates the question or may ask the

Clerk to restate the motion, followed by a discussion by Council. The City Manager, City Attorney and staff may respond to questions raised by Council, if any. After any discussion, the Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the ordinance adopted, defeated, or continued.

- c) Resolution titles are read by the Mayor and followed by a staff presentation if requested. The Mayor will ask for a motion. Once seconded, the Mayor restates the question, followed by a discussion by Council. The City Manager, City Attorney and staff may respond to questions raised by Council, if any. After any discussion, Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the resolution adopted, defeated, or continued.

VII. Voting

Council may vote by means of a roll call voice vote or an electronic voting system.

VIII. Parliamentary Procedure

Except as otherwise provided herein, all matters of procedure are governed by Robert's Rules of Order Newly Revised.

IX. Amendments

These Rules of Order and Procedures may be amended by a majority vote of the Council Members present at a Council meeting at which a quorum exists. Any proposed amendments shall be submitted in writing to each member of Council at least ten (10) days in advance of the City Council meeting at which such amendments are to be considered.

ATTACHMENT 2
CITY COUNCIL AND BOARDS AND COMMISSIONS PROTOCOLS



CITY COUNCIL AND BOARDS/COMMISSIONS PROTOCOLS

I. Purpose and Intent

Public servants have a responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Castle Pines City Council has adopted these Protocols to provide uniform guidelines to direct the conduct of the City's Council and Planning and Zoning Commission as well as any future boards or commissions the City Council may create hereinafter referred to as Boards.

Non-substantive changes to this document may be made and then distributed to Council.

II. Meeting Protocols

- a. Council/Boards shall make the public feel welcome and refrain from partiality, prejudice or disrespect toward any individual participating in or attending a public forum. Members of City Council/Boards will be fair and impartial in listening to public testimony.
- b. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the Council/Board. It is not anticipated nor expected for Council or staff to respond during that meeting unless specifically requested by the Council/Board.
- c. Written comments to City Council must include the name and address of the sender. Written comments included in the City Council's packets must be received by the City Clerk no later than 1 p.m. on the Wednesday before the Tuesday meeting. Any correspondence received by the City Clerk by noon on the Monday before a public hearing will be disseminated to City Council via email. Any documents received after the noon deadline will be disseminated the night of the Council meeting.
- d. Council expects civility among and between Council, Boards, and members of the public while in meetings. Any person who makes threatening or obscene remarks or becomes disruptive or who makes threats against any person or against public order and security while in the Council Chamber shall be removed from the meeting at the direction of the presiding officer unless permission to remain is granted by the majority vote of the Council members present.
- e. Council/Boards shall always show respect for each other.
- f. Members of the Council/Boards, staff, and the public shall refrain from sidebar conversations.
- g. Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively, openly discuss and evaluate options, and listen to the concerns of other Council/Board members.
- h. Council/Boards are expected to attend meetings having reviewed all the materials.
- i. To attain efficiency, Council/Board members should simply state, "I agree", rather than restating a point.
- j. Council/Board members should ask the mayor/chair to intervene if the discussion becomes repetitive.

- k. Members should feel comfortable communicating the reasoning for their voting decision. After the decision has been made, members should support the body's decision and move forward.
- l. It is improper for any Council/Board member to state or attempt to state the vote or sentiments of any absent Council/Board member.
- m. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Boards.
- n. The City Council is responsible for making policy. The City staff is responsible for implementing policy.

III. Confidential Information

Council members will be provided with information that is confidential within an executive session or through written communication. Disclosure of confidential information to individuals outside parties is a violation of the confidential attorney-client or other legal privilege. The privilege is held by the City Council as a whole. Only the City Council acting at an open meeting can waive this privilege. It is a breach of these protocols and a violation of public duty for any individual Council or Board member to provide confidential information to an outside third party. This protocol shall not be construed as prohibiting the City Manager and City Attorney from distributing confidential information to other City management staff to the extent reasonably necessary to implement Council direction or fulfill their responsibilities to the organization. Any other person receiving such information is also subject to the privilege and may not waive the privilege.

IV. Making Public Statements

- a) When giving a written or oral opinion concerning issues facing or involving the City, all Council/Board members shall refrain from making statements on behalf of the City or the body upon which he or she serves unless such person has explicitly been authorized by the respective body.
- b) Any comments made by a Council/Board member at a meeting of another Board must be disclaimed to be the Council/Board member's personal views or opinions and not the official position of the Council/Board unless stated otherwise.
- c) Council reports at meetings are intended to communicate to other Council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- a) Council/Board members will receive information that is relevant to the Council/Board's policymaking authority.
- b) All City Council/Board members shall use City email for email communication on any City issues. Email communications by and among Council/Board members are subject to the Colorado Open Meetings and Open Records laws, and therefore, may be subject to disclosure. Council/Board members are reminded to refrain from communicating on public business items among three or more members to avoid potential violations of the Open Meetings law.
- c) Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.

- d) Council/Boards should notify the appropriate City staff members in advance of public meetings about key questions and discussion points they would like addressed during the public meeting.
- e) For routine questions or requests (e.g., code complaints, questions regarding agenda items), Council/Boards should contact the City Manager's office or the appropriate City department director with information about the request.
- f) It is the responsibility of staff to ensure evenness of information when Council members submit questions related to any aspect of Council business. The City Manager will ensure all Council are communicated to evenly.
- g) Legal questions shall be initiated through the City Attorney's office.
- h) Any Council member's request for additional information that would take a significant amount of staff time/resources shall be referred back to the Council/Board and receive a majority opinion that it merits an investment of City resources.
- i) Critical comments about staff shall only be made to the City Manager. And only through correspondence or conversation outside the public setting.

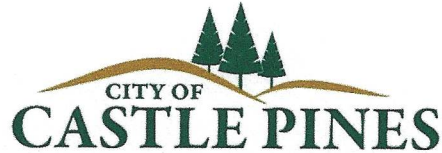
VI. Council Conduct with Boards

- a) The City Council may establish various Boards and Commissions as a means of gathering more community input and recommendations to Council. Council members shall refrain from having any ex-parte communications with Boards concerning issues and/or applications before any quasi-judicial body.
- b) Since the attendance of three or more Council members constitutes a legal Council meeting, the Council members should advise the City Clerk at least 24 hours in advance of their planned attendance at another function where discussion of City business is anticipated so the appropriate and timely public notice can be prepared and posted.

VII. Council Meetings with Boards and Commissions

- a) Council may meet with the Council-appointed Boards on an as-needed basis.
- b) The Mayor may appoint a Council liaison to any Board as deemed appropriate. The role of the liaison shall be to convey current and relevant information on Council activities and to provide input as requested. This is not a voting position, nor shall the liaison participate in the business of the Board.

ATTACHMENT 3
2020-2021 CITY COUNCIL GUIDING PRINCIPLES



2020/21 City Council Guiding Principles

Our Vision

Castle Pines is an inclusive and unified Colorado community that embraces our unique neighborhood character, creates outdoor and active lifestyle living amenities, and supports conscientious development where we live, work, play, and shop.

Our Action

We will take a proactive approach to implement our vision through thoughtful and intentional actions.

Our Strategic Objectives

We will honor our past while ensuring a successful future through excellence in:

Actions to ensure long-term **financial resiliency and vitality**

Constructing **reliable and safe infrastructure**

Building our community through **intentional and responsible development**

Continuous outreach and engagement to **foster a united community**

Supporting **high performing operations** through our top-notch city government

Attracting a wide variety of top-tier business to maximize our **economic strength**

OUR ROLE

As elected officials of a Home Rule Council/Manager form of government, we are the legislative and governing body of the City. As a group, we set policy and adopt laws, ordinances, resolutions and an annual budget as we deem appropriate. The City Charter enables the City Manager and their staff to manage the day-to-day activities of our municipal government, such as preparing the annual budget, hiring staff, enforcing laws and regulations and carrying out Council policy directives.

OUR COMMITMENT TO WORK TOGETHER

As elected officials, we will:

Listen - We will listen to what fellow Council Members, community members, visitors, and staff have to say. Listening with an open mind builds trust.

Seek Consensus - We will seek common ground among competing interests and strive for consensus.

Disagree Agreeably - We may disagree with each other but will treat the opinions of others with respect. Our disagreements can lead to constructive solutions to real problems.

Respect the Will of the Majority - While we may not all agree with the Council's final decision, we will support the decision of the majority and not undermine it. If we want to affect change, we will do so in a constructive manner consistent with Council policies and procedures.

Respect the Rights of the Minority - We will be sensitive to the feelings and concerns of those who do not agree with the majority. We will respect their position and refrain from criticizing them for disagreeing with the remainder of the Council.

Treat Everyone with Respect - We will not publicly embarrass or humiliate our fellow Council Members, citizens or staff. While disagreements are expected and acceptable, we will maintain an atmosphere of good will and respect. We will focus on ideas and suggestions rather than question motives, intelligence or integrity.

Treat Staff as Professionals – We respect the role of staff as professionals and depend on the City Manager to manage staff performance.

Share information – In order for all Council Members to have the same information, we will share relevant information and use the Council Update on our agenda as the primary vehicle to share information.

Make Decisions in the Open - We will be transparent and conduct our business, not just by the letter of the Open Meetings law, but with the spirit of it as well.

Communicate the Decisions of Council - We will accurately communicate the majority decisions of the City Council, even if we disagree with the decision; and by so doing, affirm the respect and integrity of our decision-making process.

Nurture the Value of the Individual and Recognize the Strength of the Team - We believe the Council's legal and political strength is maximized when we work as a team. Constituents expect their elected officials will work together for the common good of the City and our constituents.

Trust Your Judgment; Make Tough Decisions - The voters elected us to make informed decisions. We realize some of the most difficult decisions are those that represent the greater good, sometimes against the wishes and desires of individual citizens.

PERSONAL CITY COUNCIL COMMITMENT:

To ensure we are committed to working together for the greater good of the Castle Pines community, each member of City Council adheres to the following personal expectations:

Responsibility.

- I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
- I avoid actions that might cause the public to question my independent judgment.
- I do not use my office or the resources of the city for personal or political gain.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.

Fairness.

- I promote consistency, equity, and non-discrimination in public agency decision-making.
- I make decisions based on the merits of an issue, including research and facts.
- I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.

Respect.

- I treat my fellow city officials, staff, board and commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

Integrity

- I am honest with all elected officials, staff, board and commission members, and the public.
- I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
- I take responsibility for my actions even when it is uncomfortable to do so.