



# **Rules and Procedures**

## **TOWN COUNCIL Of Town of Jackson, Wyoming**

Updated March 2010

Pursuant to W.S. § 15-1-106 the governing body shall determine the rules for the conduct of its proceedings.

Effective March 1, 2010

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# CHAPTER I

## GENERAL PROVISIONS

### **Section 1. Adoption of Robert's Rules of Order.**

The Town has adopted "Robert's Rules of Order" as its guideline for parliamentary procedure. The rules of parliamentary procedure should be adhered to whenever possible for the proper and orderly conduct of Town Council meetings. Where there is a conflict in procedure between that set forth in the Wyoming Statutes for Municipal Ordinances and that contained in "Robert's Rules of Order", the procedures established by law take precedence.

### **Section 2. Suspension of Rules.**

The Town Council has the right to suspend such rules as it has the power to adopt, including any rules contained in "Robert's Rules of Order". When the Town Council acts in violation of such rules as it has the authority to suspend, the rules are deemed suspended thereby and its actions are not invalidated by failure to comply with such rules.

### **Section 3. Precedence of Rules.**

The following is a compilation of both applicable parliamentary laws and those parliamentary rules and procedures that have been adopted by this Town Council. Any rules herein, in conflict with "Robert's Rules of Order", shall take precedence and shall be considered as amendments to said "Robert's Rules of Order."

## CHAPTER II

### RULES AND PROCEDURES

#### **Section 1. Types of Meetings.**

Town Council Meetings may be of the following kinds:

- a. “Regular meetings” which are set by ordinance and held twice monthly in the Council Chambers of the Town Hall located at 150 East Pearl Avenue.
- b. “Special meetings” which may be called as provided by ordinance. Town Council workshop meetings and rescheduled regular meetings are special meetings. Meetings conducted jointly with the Teton County Commission are special meetings. Special meetings may be called by the Mayor or by a majority of the Town Council.
  - i. Mayoral Determination. When the Mayor sets a special Town Council meeting, the Town Clerk shall inform all members of the Town Council individually of the details of the meeting and shall proceed with public notification, Town Staff notification, and agenda preparation.
  - ii. Majority of the Town Council Determination. When a majority of the Town Council sets a special Town Council meeting, a representative of that majority shall contact the Town Clerk. The Town Clerk shall then inform all members of the Town Council individually of the details of the meeting and shall proceed with public notification, Town Staff notification, and agenda preparation.
  - iii. Town Staff Request. When Town Staff is desirous of conducting a special Town Council meeting, the Town Staff member shall contact the Town Clerk. The Town Clerk shall contact the Mayor to obtain authorization for that meeting. The Town Clerk shall then inform all members of the Town Council individually of the meeting, and shall proceed with public notification, Town Staff notification, and agenda preparation. If the Mayor is unavailable for the proposed meeting date and time or has no preference regarding the Town Staff proposed meeting date and time, and directs that the meeting should proceed, the Town Clerk shall then contact each member of the Town Council individually to ascertain whether a quorum would exist for the proposed meeting date and time. Upon receiving quorum information from three Councilmembers, the Town Clerk shall then proceed with setting the Special Meeting and shall inform all members of the Town Council individually of the details of the meeting and shall proceed with public notification, Town Staff notification, and agenda preparation.
- c. “Executive sessions” which are portions of Special Meetings called by a vote of two-thirds (2/3) of the members present and excluding the public therefrom, when the nature of the business so requires. Prior to recessing or adjourning to executive session, the Town Council must first convene a special meeting.
- d. Emergency Meetings. Emergency meeting may be called on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become

permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours.

## **Section 2. Notice of Meetings.**

No notice of regular meetings is required. Action may be taken on matters before the Town Council at a regular meeting regardless of prior listing on the agenda, unless the matter requires advance notice as per the Jackson Municipal Code or Wyoming Statutes. Noticing is required for special meetings as set forth in the Wyoming Statutes. The notice for special meetings shall state the business to be transacted. No other business may be considered at a special meeting.

## **Section 3. Quorum.**

A majority of the Town Council is sufficient to do business, and motions may be passed 2-1 if only three (3) Councilmembers are present, but ordinances, resolutions granting franchises or licenses and motions concerning the payment of money require at least three (3) affirmative votes. A Councilmember listening via conference call or via videoconference is not present at the meeting and shall not be counted in roll call, nor may they vote on any matters or take any action before the Town Council. The privilege of listening via audio conference or video conference shall be granted or denied by the Mayor on a case-by-case basis.

A member who recuses himself from discussion and action on a particular item by stepping down from the Council desk or leaving the Council Chambers is no longer counted towards a quorum being present.

## **Section 4. Conduct of Meetings.**

- a. The Mayor, or in the absence of the Mayor, the Vice Mayor shall act as chairperson at all meetings.
- b. The powers and duties of the Mayor include moving, seconding, debating and voting from the Chair.
- c. The Mayor shall introduce each matter on the agenda in its proper order, unless a majority of the Town Council orders otherwise. The procedure to follow for each type of item is as follows:
  - 1) Consent Calendar Item Procedure
    - i. Mayor Asks Town Council if there are Items to be Withdrawn
    - ii. Town Council states items to be withdrawn or states no items to be withdrawn
    - iii. Public Comment on Consent Calendar
    - iv. Mayor Asks for a Motion on the Remainder of the Consent Calendar
    - v. Motion to Approve Remainder
    - vi. Vote on Remainder
    - vii. Withdrawn Items are read by Mayor Individually
    - viii. Town Council Discussion on Individual Items
    - ix. Motion and Second to Approve on Individual Items
    - x. Vote on Individual Items
  - 2) Public Hearing Item Procedure
    - i. Mayor Bangs Gavel Once and Opens a Public Hearing on Item as Stated on Agenda

- ii. Public Comment.
  - iii. Mayor Closes Public Hearing
  - iv. Town Council Discussion
  - v. Motion and Second to Approve
  - vi. Vote
- 3) Discussion and/or Action Item Procedure
- i. Agenda Item is read by Mayor
  - ii. Presentation by Town Staff
  - iii. Town Council Questions of Town Staff
  - iv. Presentation by Applicant
  - v. Town Council Questions of Applicant
  - vi. Public Comment
  - vii. Town Council Discussion
  - viii. Motion and Second to Approve/(if planning item, discuss and make necessary findings)
  - ix. Vote
- 4) Resolution Procedure
- i. Agenda Item is read by Mayor
  - ii. Town Council Questions of Town Staff
  - iii. Public Comment
  - iv. Town Council Discussion
  - v. Motion and Second to Approve
  - vi. Vote
- 5) New Ordinance Procedure
- i. Agenda Item is Read by Mayor
  - ii. Motion to read by Short Title/Vote
  - iii. Read by Town Attorney
  - iv. Town Council Questions of Town Staff
  - v. Public Comment
  - vi. Town Council Discussion
  - vii. Motion and Second to Approve
  - viii. Vote
- 6) Multiple Ordinance 2<sup>nd</sup> or 3<sup>rd</sup> Reading
- i. Motion to read all Ordinances by Short Title/Vote
  - ii. Ordinance is read by Town Attorney
  - iii. Public Comment
  - iv. Town Council Discussion
  - v. Motion and Second to Approve
  - vi. Vote
- d. At his discretion, the Mayor may allow additional Town Council Questions of Town Staff, Town Council Questions of the Applicant or Public Comment at any time he deems appropriate.
- e. “Robert’s Rules of Order” shall be followed in conducting Council Meetings, unless a majority of the Town Council rules otherwise.
- f. The Chief of Police, or a designated subordinate, shall serve as Sergeant-at-Arms to preserve order in the Chambers during meetings, as directed by the Mayor.

### **Section 5. Vice Mayor.**

Each January, or whenever the Mayor deems appropriate, the Mayor shall appoint a Councilmember to serve as the Vice Mayor or Mayor Pro-Tem. In the absence of the Mayor, the Vice Mayor shall preside at all meetings of the governing body and/or perform other Mayoral duties as requested.

### **Section 6. Rules of Debate.**

- a. In obtaining the floor, every Councilmember shall first address the Mayor, gain recognition by the Mayor, and shall confine himself or herself to the question under debate, avoiding personalities and indecorous language.
- b. Members of the Town Staff, after recognition by, the Mayor, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
- c. No Councilmember shall be allowed to speak more than once upon any particular subject until every other Councilmember desiring to do so shall have spoken. No Councilmember shall be allowed to speak longer than five (5) minutes the first time or three (3) minutes the second or subsequent times on any one particular subject, except by majority vote of the Town Council. No Councilmember shall be allowed to speak more than three times on the subject without the express consent of the Mayor.

### **Section 7. Addressing the Town Council.**

- a. Each person desiring to address the Town Council either under the Public Comment section or under the public comment period for a particular item shall approach the lectern, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing if he or she represents an organization or other persons, and unless further time is granted by majority vote of the Town Council or the Mayor, shall limit his remarks to three (3) minutes. All remarks shall be addressed to the Town Council as whole and not to any member thereof. No question shall be asked a Councilmember or a member of the Town Staff without the permission of the Mayor. After permission of the Mayor, a question may be asked, but neither Town Staff nor the Councilmember to whom the question is directed shall answer the question during the public comment period.
- b. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Town Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to address the Town Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Town Council.

### **Section 8. Rules of Decorum.**

- a. While the Town Council is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise delay nor interrupt the proceedings of the peace of the Town Council nor disturb any member while speaking nor refuse to obey the orders of the Mayor. Members of the Town Council shall not leave their seats during a meeting without first obtaining the permission of the Mayor.

- b. Members of the Town Staff and employees shall observe the same rules of order and decorum as are applicable to the Town Council, with the exception that members of the Town Staff may leave their seats during a meeting without first obtaining the permission of the Mayor.
- c. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the Town Council shall be called to order by the Mayor and, if such conduct continues, may at the discretion of the Mayor be ordered barred from further audience before the Town Council during that meeting.
- d. Any person in the audience who engages in disorderly conduct as defined in the Jackson Municipal Code by loud or unnecessary talking, hallooing, or by any threatening, abusive, profane, or obscene language, or violent actions, or by any other rude behavior, interrupts, molests or disturbs a Town Council Meeting, upon instructions from the Mayor it shall be the duty of the Chief of Police or his designee to remove any such person from the Council Chamber and charge that person with Disturbing Meetings as provided for in 9.40.010 of the Jackson Municipal Code
- e. Matters before the Town Council in a meeting will normally be handled in one of the following manners:
  - (1) Acted upon.
  - (2) Placed under Matters from Mayor and Town Council for action later on in the meeting.
  - (3) Received and referred to Town Staff for further research and a recommendation for a future meeting.
  - (4) Received and filed without action.
  - (5) Continued, pending further consideration or the receipt of a report.
  - (6) Referred to the Town Manager for placement on an upcoming meeting.
  - (7) Tabled.

### **Section 9. Motions.**

- a. The process of motions is that when a motion is made and seconded, it shall be stated by the Mayor or the Town Clerk before vote. A motion shall not be withdrawn by the mover without the consent of the seconder.
  - (1) If the question contains two or more divisionable propositions, the Mayor may, and upon the request of a member, shall divide the same.
- b. No motion is before the Town Council until it has been seconded.
- c. The precedence of motions is when a motion is before the Town Council, no other motion shall be entertained except:

- (1) To adjourn.
- (2) To fix the hour of adjournment.
- (3) To lay on the table (postpone indefinitely).
- (4) For the previous question (to vote immediately).
- (5) To postpone to a certain day,
- (6) To refer (to a committee or a member of the Town Staff for report).
- (7) To amend or to substitute another motion.
- (8) To refer to the Town Manager for placement on a future meeting agenda.

These motions have precedence in the order indicated. The first four motions are not debatable, though it is always permissible to raise a point of order on the proper use of any motion and it is also in order to appeal from the decision on the point of order. Once an item of business has been disposed of, it is not available for further debate except upon a motion and majority vote to reconsider.

d. Reconsideration. A Councilmember may make a motion to reconsider the vote on a particular item to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. Because of the investment made by members of the public to attend specific Council meetings to hear entire presentations and debate, to make public comments, and hear the vote on a particular item, motions to reconsider are strongly discouraged.

- (1) A motion to reconsider shall occur either at the same meeting where the original vote was taken, or at the next regular or special Town Council meeting, prior to the approval of the minutes at which the original vote was taken.
- (2) A motion to reconsider must be made by a Councilmember who voted on the prevailing side.
- (3) A motion to reconsider can then be acted upon immediately or it can be delayed until a future Town Council meeting.
- (4) Immediate Action.
  - i. Debate can then occur as to whether there is added information, a changed situation, whether a Councilmember felt they made a hasty decision, etc.
  - ii. If the vote to reconsider is successful, the item is then before the Town Council for action pursuant to the motion as stated at the previous meeting. Additional information can then be presented and discussed. The vote on the original motion is then called for and taken.
  - iii. The minutes of the previous meeting are then approved as amended to include the reconsideration and outcome.
  - iv. If the vote to reconsider fails, the minutes for the previous meeting are then approved as presented and the meeting continues.
- (5) Delayed Action.
  - i. The Mayor directs the Town Clerk to place the reconsideration item as the first action item on the next agenda and to place the minutes of the previous meeting as the next action item after the item in question.
  - ii. Public notice is then given that the Council intends to reconsider the outcome of the previous vote taken on the item in question.
  - iii. At the subsequent meeting, the motion to reconsider is Called Up by the Mayor. Debate can then occur as to whether there is added information, a changed situation, whether a Councilmember felt they made a hasty decision, etc.,

- iv. If the vote to reconsider is successful, the motion before the Town Council is the same as it was stated in the original meeting. Additional information can then be presented and discussed, amendments to the original motion can be made, and a vote taken.
- v. The minutes of the previous meeting are then approved as amended to include the reconsideration and outcome.
- vi. If the vote to reconsider fails, the minutes of the previous meeting are approved as presented and the meeting continues.

### **Section 10. Voting.**

On the passage of every motion, the vote shall be taken and entered in the record by the Town Clerk.

- a. Every Councilmember should vote unless disqualified by a conflict of interest.
- b. The failure of a Councilmember to voice his or her vote will be considered as his or her having cast an affirmative vote on the motion.
- c. Abstention. (To refrain from voting)
  - (1) Councilmembers may abstain from voting as they cannot be compelled to vote. An abstention on a motion based on a conflict of interest is appropriate and expected. Abstention on a motion in the affirmative, where no conflict of interest exists, is discouraged and has the same effect as a negative vote.
  - (2) Councilmembers abstaining from a vote due to a conflict of interest shall not participate in the debate on that matter prior to the vote being taken.
  - (3) Councilmembers abstaining from debate and voting on a motion due to a conflict of interest may briefly state their reason for the abstention prior to debate occurring.
- d. Recusal. (To disqualify oneself from participation in debate and voting on grounds such as prejudice or personal involvement)
  - (1) Councilmembers may recuse themselves for cause by publicly stating the reason for the disqualification. When it has been determined that a Councilmember has cause for recusing himself or herself from voting on a particular matter then before the Town Council, said Councilmember shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given permission of the Mayor to step down from the Council Table and either take a seat in the audience or leave the Council Chamber. A Councilmember recusing himself or herself shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter. Stepping down from the Town Council for an item shall be so noted in the minutes of that meeting.
  - (2) If the Mayor or a Councilmember contends that there is no clearly disqualifying conflict of interest, the matter of disqualification shall be decided by the Town Attorney.

## **Section 11. Consent Calendar.**

The consent calendar shall contain any and all items Town Staff or the Town Council believes are routine and appear to be lacking the need for debate or discussion. This includes minutes, disbursements, special event requests, bid awards, contracts for projects previously authorized, and the like. All contracts shall, before presentation to Town Council, have been approved as to form and legality by the Town Attorney.

## **Section 12. Ordinances.**

Where the particular ordinance has been prepared in advance.

- a. On first reading, an ordinance shall be accompanied by a Town Staff report.
- b. Upon unanimous vote, all readings of ordinances may be made by title only. Otherwise it must be read in full. Upon completion of the appropriate reading by the Town Attorney, the Town Council may, by majority vote, make any changes or amendments it desires.
- c. Upon second reading, if the ordinance is substantially changed at this time, the reading must be considered a first reading. No Town Staff report is required for second reading.
- d. Upon third reading, if the ordinance is changed at this time, the reading must be considered a first reading. No Town Staff report is required for third reading.
- e. Following the third reading, and at least ten (10) days after the first reading, except for emergency ordinances, upon motion made and seconded, the ordinance is adopted if there are at least three (3) affirmative votes.
- f. Ordinances shall become effective pursuant to Title 15 of the Wyoming Statutes.
- g. It is the duty of the Town Clerk to publish ordinances pursuant to Title 15 of the Wyoming Statutes. Ordinances shall be published between 2<sup>nd</sup> and 3<sup>rd</sup> reading so that they become effective upon 3<sup>rd</sup> reading except for charter ordinances, ordinances related to annexation, or any other ordinance as directed by the Town Attorney.
- h. Emergency ordinances may be read by short title; require  $\frac{3}{4}$  of the qualified members of the governing body or four (4) affirmative votes for passage; require only one reading; and become effective immediately upon adoption. They may be declared void if no true emergency existed. No franchise may be granted by emergency ordinance.
- i. All ordinances shall, before presentation to the Town Council, have been approved as to form and legality, by the Town Attorney.

## **Section 13. Resolutions.**

Where the particular resolution has been prepared in advance, the procedure is: Resolution title is read by the Mayor, Town Council questions of Town Staff, Public Comment, Town Council discussion, Motion, second, vote. It is not necessary to read in full, as long as the resolution is sufficiently

identified. However, any Councilmember may demand that it be read in full. Resolutions shall be published in full in the text of the minutes and do not require separate publishing.

- a. All resolutions shall, before presentation to the Town Council, have been approved as to form and legality, by the Town Attorney.

#### **Section 14. Town Council Minutes.**

The minutes are the responsibility of the Town Clerk until presented to the Town Council for approval; the Town Council may then, by motion make such corrections as conform to fact. The minutes shall be published pursuant to Wyoming Statutes.

Minutes of executive sessions are the responsibility of the Town Attorney.

#### **Section 15. Order of Business.**

The regular order of business for regular meetings shall be:

- a. Opening
  - i. Call to Order
  - ii. Pledge of Allegiance
  - iii. Roll call
  - iv. Announcements and Proclamations
- b. Public Comment (public comment is reserved for questions and comments from the public on items that are not otherwise included in the agenda)
- c. Consent Calendar
  - i. Minutes
  - ii. Disbursements
- d. Public Hearings, Discussion and/or Possible Action Items
- e. Resolutions
- f. Ordinances
- g. Matters from Mayor and Town Council
- h. Matters from the Town Manager
- i. Adjournment.

The regular order of business may be suspended at any time by a majority vote of a quorum of the Town Council, in order to take up a matter on the agenda out of its regular order. The order of business for meetings, other than regular, shall be determined by the Town Clerk, based on the anticipated needs of the Town Council.

#### **Section 16. Agendas and Packets for Meetings.**

- a. Regular Meetings. Agendas and Packets for regular meetings shall be prepared by the Town Clerk. Agendas for regular meetings shall be closed at 10:00 A.M. on the Thursday preceding the meeting. The agenda shall be finalized by the Town Clerk with input from the Town Manager and the Mayor. Matters on a regular meeting agenda are comprised of the following:

- (1) Announcements. Announcements do not need to be accompanied by a Town Staff report. Announcements notify the public of upcoming meetings, schedule changes,

new employee introductions, office closings, and the like. Announcements do not require Town Council action and can be recommended for addition to the agenda by any Councilmember or Town Staff member.

- (2) Proclamations. Proclamations do not need to be accompanied by a Town Staff report. Proclamations notify the public of community wide events such as burn week or of issues of community significance such as commendations, remembrances and the like. Proclamations do not require Town Council action and can be recommended for addition to the agenda by any Councilmember or Town Staff member.
- (3) Public Comment. This item on the agenda is reserved for questions and comments from the public on items that are not otherwise included on the agenda. If prior notification has been given that a citizen intends to speak under Public Comment, their name shall be so listed on the agenda. If documents are provided prior to finalization of the Town Council packet, those items shall be included in the packet.
- (4) Consent Calendar. The consent calendar shall contain any and all items Town Staff or the Town Council believes are routine and appear to be lacking the need for debate or discussion. This includes minutes, disbursements, special event requests, bid awards and the like. Any item on the consent calendar other than minutes, disbursements or the Municipal Court Report shall be accompanied by a Town Staff report.
- (5) Public Hearings, Discussion, and/or Possible Action Items. Items in this section shall be accompanied by a Town Staff report. This section of the agenda is for liquor license public hearings and action, planning items, administrative items, departmental action items, contracts, easements, public infrastructure project authorization, and the like. All contracts, prior to presentation to Town Council shall have been approved as to form and legality by the Town Attorney.
- (6) Resolutions. Resolutions shall be accompanied by a Town Staff report. Resolutions are related to policy matters, budget adoption or amendment, elected official commendations, parking schedule or speed limit schedule amendments and the like. Resolutions may amend the Municipal Code if the enacting ordinance allows amendment by resolution. Resolution numbers are designated by the Town Clerk and shall be so numbered as to represent the year of adoption.
- (7) Ordinances. Ordinances presented for first reading shall be accompanied by a Town Staff report. Ordinances presented for second or third reading do not require a Town Staff report. Ordinances shall be designated with a letter of the alphabet upon first reading and shall retain that letter until passed on third reading. The agenda shall specify which reading is before the Town Council. Upon presentation for third reading, the agenda shall specify the ordinance number to be designated per the Town Clerk. Ordinance readings shall occur at consecutive regular Town Council meetings unless directed otherwise by the Mayor, Town Manager or Town Attorney.
- (8) Matters from Mayor and Town Council. Items in this section of the agenda can be presented from any member of the Town Council and may or may not be accompanied by a Town Staff report and may or may not be listed on the agenda. This section of the agenda is for travel authorizations, designation of voting delegates to various meetings or conventions, or any item the Town Council may wish to bring up for Town Council consideration or discussion. Town Staff may also present items for Town Council consideration under this section of the agenda with authorization from a member of the Town Council. Town Council requests of Town Staff shall be directed to the Town Manager.

- (9) Matters from the Town Manager. This section of the agenda is for the Town Manager to report to the Town Council on the various activities of note of Town government operations and to notify the Town Council of upcoming meetings and scheduling. Items contained in the Town Manager's report may include issues recommended for affirmative Town Council action. Upon presentation of the Town Manager's report, the Town Council acts on the acceptance of that report.
- b. Special/Workshop Meetings. Agendas and Packets shall be prepared for Special/Workshop Meetings by the Town Clerk. Agendas for Special/Workshop meetings shall be closed at 10:00 A.M. on the Thursday preceding the meeting or on the date so determined by the Town Clerk. The agenda shall be finalized by the Town Clerk with input from the Town Manager and the Mayor. Matters on a Special/Workshop meeting agenda are comprised of the following:
- (1) Discussion and/or Action Items. These matters may require detailed discussion in an informal setting between Town Council and Town Staff, Town Council and other appointed boards, Town Council and citizen groups, or Town Council and individual applicants requesting Town Council action. Matters before the Town Council at a special/workshop meeting may be items requiring additional time for review of details or requests, draft ordinances for discussion purposes, complex public infrastructure projects, or items Town Staff is desirous of feedback on prior to placement on a regular meeting agenda for action.
  - (2) Set Next Workshop Agenda. Town Staff shall recommend to the Town Council a proposed listing of matters to be placed on upcoming workshop agendas. The Town Council may add, delete, or rearrange this listing during the meeting by motion and a majority vote. Additional items for upcoming workshops shall be finalized by the Town Clerk with input from the Town Manager and the Mayor.
- c. General.
- (1) Items submitted from the public are due to the Town Clerk two (2) weeks prior to the packet deadline for a particular meeting in order to provide Town Staff sufficient time to review the request and prepare a Town Staff report and recommendation to the Town Council.
  - (2) Agendas and packets for regular meetings shall be produced by the Town Clerk and distributed to members of the Town Council by no later than 4 o'clock p.m. on the Thursday preceding the meeting. A hard copy packet shall be provided to each of the five (5) Town Council members, the Town Clerk, the Town Manager and the Town Attorney. An electronic version of the agenda and packet shall be constructed by the Town Clerk and posted on the Town's website no later than 4 o'clock p.m. on the Thursday preceding the meeting. The Town Clerk shall provide e-mail notice of agendas to anyone requesting such notice.
  - (3) Agendas and packets for other meetings, shall be produced by the Town Clerk and distributed to members of the Town Council in the same manner as regular meetings unless the timeframe does not allow it. If the timeframe does not allow sufficient time for such distribution, the Town Clerk shall produce the agenda, packet and provide notice at the next earliest opportunity.

(4) Public hearings shall be set by:

- (1) The Town Council, when the law requires the Town Council to set the hearing.
- (2) The Town Clerk in all other cases.
- (3) Unless otherwise ordered by the Town Council or determined by the Town Clerk, public hearings shall normally be scheduled for the first item of business under Public Hearings, Discussion and/or Action Items at regular Town Council meetings.

### **Section 17. Town Council Board and Committee Liaisons.**

The Town Council may appoint individual members to represent the Town Council at various board meetings and committee meetings throughout the community. Each January, or as soon thereafter as the Town Council deems appropriate, the Town Council shall review the list of board and committee liaisons and make changes as they deem necessary. These liaison appointments shall be mutually agreed upon by the Town Council and shall remain valid until changed. Individual Councilmembers serving as a liaison shall not represent themselves as speaking for the Town Council on any matter or in any respect unless directed to do so by majority vote of the Town Council on individual matters as they arise. The Councilmember's role as liaison is to remain informed of the board or committee's issues and be a conduit for information to be relayed back to the Town Council. Depending on the board or committee's bylaws, the Councilmember may be a voting member or may be an ex-officio member or may simply attend the meetings to remain informed without actually serving on the board or committee.

### **Section 18. Town Staff Reports.**

The Town Manager shall approve all Town Staff reports prior to placement in the packet for any Town Council meeting as he deems necessary. The Town Council may, at its discretion, request a Town Staff Report from the Town Manager on any matters under consideration. The Town Manager may then assign the Town Staff report to any member of Town Staff.

- a. Members of the Town Staff may, at their discretion, initiate and submit to the Town Council reports on any matters before the Town Council or any matter deemed important with the Town Manager's approval. These reports may be listed on the agenda, or they may be submitted to the Town Council outside of the agenda at the Town Manager or Town Attorney's discretion.
- b. Town Staff reports shall be prepared in a format as determined by the Town Manager.

### **Section 19. Town Attorney.**

The Town Attorney is retained to provide legal advice and assistance to the Town Council, Commissions, and the Town Staff. Individual members of the Town Council wishing to have the Town Attorney undertake any research or the preparation of any resolution or ordinance shall first obtain authorization from the Town Council; or, in matters of extreme emergency, from the Mayor. Individual Town Staff members wishing to have the Town Attorney undertake any research or the preparation of any resolution or ordinance shall first obtain authorization from their Department Director and in some cases the Town Manager.

## **Section 20. Research for Members of the Town Council.**

Individual Councilmembers shall refrain from requesting opinions or research from Town Staff and shall direct all inquiries through the Town Manager. Individual Councilmembers shall direct all requests through the Town Manager or the Assistant Town Manager except simple matters related to citizen information requests.

## **Section 21. Official Correspondence from the Mayor or Members of the Town Council**

The Mayor shall be designated and authorized to represent the Town Council and author letters on issues supported by a vote of the Town Council. The Mayor shall also be authorized to author letters on behalf of the Town of Jackson organization when a response is appropriate as determined by the Mayor or the Town Manager. Individual Councilmembers shall refrain from using their position as a Councilmember to send official letters on Town letterhead in support of or in opposition to issues without a vote of approval from the Town Council. The Mayor or any Councilmember may author personal letters of reference to individuals on Town letterhead so long as those letters do not indicate that they are representing the Town Council as a whole.

## **Section 22. Appointments.**

- a. Mayoral Appointments. Mayoral appointments that require the advice and/or consent of the Town Council shall follow a procedure as determined by the Mayor. This procedure may involve advertising, accepting letters of interest, interviews by the Mayor, interviews by the Town Council, interviews by Town Staff or any other procedure as the Mayor deems appropriate. Any procedure used by the Mayor may change at any time with or without notice provided.
- b. Majority of Town Council Appointments. Appointments that are a majority vote of the Town Council shall follow a procedure as determined by majority vote of the Town Council. This procedure may involve advertising, accepting letters of interest, interviews by the Town Council, and interviews by Town Staff or any other procedure as the Town Council deems appropriate. Any procedure set forth by majority vote of the Town Council may change at any time by another majority vote of the Town Council.

## **Section 23. Swearing In of New Members.**

- a. Upon Election. Pursuant to Wyoming Statutes, the term of office for a person elected at the general municipal election commences the first Monday in January following the general election but before entering their duties, they must be administered the Oath of Office. The Town Clerk shall arrange a Swearing In Ceremony to be held on the first Monday in January in the morning, prior to any regular or special Town Council meetings being called to order.
- b. Upon Appointment. Pursuant to Wyoming Statutes, when a vacancy exists in the governing body of a municipality, the Town Council shall appoint an eligible person as successor. A vacancy in the office of Mayor shall only be filled by a member of the governing body. The appointment shall be made at a regular or special meeting of the Town Council and upon appointment, the Oath of Office shall be administered.

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