**INTRODUCTION**

**CITY OF HENDERSON**

COUNCIL MEETING DECORUM

IN ACCORDANCE WITH CITY OF HENDERSON

RULES OF PROCEDURE POLICY

We appreciate your interest in the City of Henderson and welcome your presence at City Council meetings.

The purpose of this document is to acquaint you with the structure and operational procedures of your City Council. It also informs you of the approved procedure to address the City Council and to place items on the agenda. While this is a meeting held in public, it is not a public forum.

**RULES OF PROCEDURE**

Agenda – All written petitions, communications and other matters to be submitted to the City Council for inclusion in the agenda packet should be delivered to the City Clerk no later than three (3) business days prior to the scheduled meeting. The City Clerk, in consultation with the Mayor, and City Council will establish the agenda and order of item.

Council Meetings – The City Council shall meet on the second Tuesday of each month to consider items of business and matters related to policies pertaining to the City. Meetings may be changed to other dates due to conflicts and the Council may also meet additional dates for the purpose of conducting workshops or to hold special hearings or special meetings. All meetings will be held in the Henderson Community Center unless otherwise specified. It is the responsibility of the Council to set City policy. It is the responsibility of the administration to carry out that policy.

For the consideration of others, ***PLEASE*** turn all electronic devices to vibrate or ***OFF*** during City Council meetings

Decorum in Council Meetings – While the Council is in session, all persons shall preserve order and decorum. Any person making personal, impertinent or slanderous remarks, or becoming boisterous shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Council.

* We may disagree, but we will be respectful of one another.

* All comments will be directed to the issue at hand.

* Personal attacks will not be tolerated.

**PROCEDURES FOR ADDRESSING**

**THE CITY COUNCIL**

If a citizen has a question about the operation of the

City, he or she is encouraged to contact the City Clerk or Mayor. If satisfaction is not obtained, the citizen is encouraged to call a Council member. If the issue is still unresolved it should come before the full Council.

While it is not the Council’s intent to stifle public participation in its meetings, it is apparent that if the Council is going to complete its agenda within a reasonable time and in a businesslike manner, it will be necessary to implement formal procedures for meetings so the Council can best proceed to conduct their business without undue interruptions. The Mayor or presiding officer has the right and obligation to terminate prolonged or irrelevant speeches or discussions.

* A citizen wishing to make a brief statement to express a view point or ask a question is welcome to do so during the public comments portion of the meeting.
* When called upon, the person wishing to speak will stand and state their name, address and then state their concern.
* A maximum of twenty (20) minutes will be set aside for members of the public to address Council on any item not on the agenda.
* Presentations will be limited to three (3) minutes.
* Preference will be given to individuals who did not speak at the previous council meetings public comments portion.

* Individuals may not speak more than once during public comments.
* All speakers must address the entire Council and will not be permitted to engage in dialogue.
* If it appears there is much interest in one particular agenda item, the Mayor may call for a special meeting to discuss that one item.

**COUNCIL ACTION**

The City Council will not take official action on items discussed during the Public Comments section of the agenda. Council members may ask questions for clarification purposes, but they may wish to investigate or research issues before responding. Council or staff will respond at a later date by letter or in person.

**CITY COUNCIL MEMBERS**

The Henderson City Council consists of five (5) Council members elected for a four (4) year term.

The Mayor is elected for a term of two (2) years

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MAYOR

Joel Tomford 2020

COUNCIL

Bambi Byers 2022

Cody Carrigan 2020

Rachael Knight 2022

Nicole Schondelmeyer 2020

Janelle Williams 2020