Town of CRAWFORD

Work Session Agenda

Wednesday, MAY 17, 2017

Time:7:00Pm

* **CALL TO ORDER**
* **PLEDGE OF ALLEGIANCE**
* **ROLL CALL**
* Wanda Gofforth Hetty Todd
* John Paton Chriss Watters
* Mike Tiedeman Bruce Bair
* Cameron Clark Cally Gallegos
* Chris Johnson
* **Announcements**
* **Public Non Agenda Items**
* **Unfinished Business\***
* **NEW BUSINESS\***

1. COOP Workbook
2. Discuss Exemption Audit

* **Regular business**

1. Public works
2. board members
3. clerk
4. mayor

**Adjournment**

**\*NO ACTIONS TAKEN AT WORK SESSIONS**

**RULES OF PROCEDURE AND CONDUCT FOR TOWN OF CRAWFORD BOARD OF TRUSTEES MEETINGS**

**Section 1**. **Schedule of meetings** – Regular Board of Trustees meetings will be held on the first and third Wednesday of each month except on legal holidays. Meetings begin at 7:00 pm or as scheduled and posted on the agenda.

**Section 2. Officiating officer** – The meetings of the Board of Trustees shall be conducted by the Mayor, in his or her absence, by the Mayor Pro Tem. The Town Clerk or a designee will record the minutes of the meeting.

**Section 3**. **Time of meetings** – Meetings begin at 7:00pm or as scheduled and posted on the agenda. The members shall be called to order by the Mayor. The Mayor shall lead the Pledge of Allegiance. The Town Clerk shall proceed to the roll, note the absentees and announce whether the quorum is present.

**Section 4**. **Schedule of Business** – If a quorum is present, the Board of Trustees shall proceed with the business before it, which may be conducted in the following manner:

1. Roll Call.
2. Approval of Agenda
3. Announcements
4. Public Non Agenda Items
5. Unfinished business
6. New business
7. Regular Business
8. Minutes
9. Disbursements
10. Public works
11. Board members
12. Clerk
13. Mayor’s report
14. Adjournment

**Section 5**. **Priority and Order of Business** – the Mayor may determine the priority and order of business without debate, subject in all cases to an appeal by the Board of Trustees.

**Section 6**. **Presentation to the Board** - Citizens are encouraged to provide input and feedback to the Town Council on items of public concern through the normal “**Public Non Agenda items**” portion of the regular Council agenda or during the public comment portion of items that are scheduled on the agenda. However, in certain circumstances a citizen may request an item be placed on the public agenda as set forth in this resolution**. (Resolution 4 Series 2016)**

1. Process. Citizens requesting an item to be placed on a Council agenda should provide the request through the Town Clerk’s office at least Seven (7) days prior to the date of the Town Council meeting. The Town Clerk will use criteria established below to determine the eligibility of the item to be placed on the agenda. All presentation material including handouts must be provided to the Town Clerk no later than the 4:00 p.m. on the seventh (7th) day prior to the Town Council meeting. If an item meets the criteria as defined herein, Staff will work to accommodate the request based on the length of the agenda for that meeting, but may need to schedule the presentation for a later date. Application of the criteria for placement of the item on the agenda will be in the reasonable discretion of the Town Clerk.
2. Criteria. The criteria to be used by Town staff when determining whether an item may or may not be placed on the agenda are as follows:
   1. Special presentations designed to bring attention to a special event, date, or something notable that it is important to get information out to the public on are eligible to be placed on the agenda.  Examples could include presentation on Pioneer Days Festivals, any Chamber events festival, the Parade of Lights/ tree festival, etc.
   2. Items that have a direct link to Town business and impact the community at large are eligible to be placed on the agenda.  Typical examples may include a citizen requesting that the Council consider budgetary changes, consider public facility construction, consider public safety issues, consider broad policy issues, etc.
   3. Items that are not directly linked to Town business and/or do not have an impact on the community at large may be addressed during the “**Public Non Agenda items**” portion of the agenda and do not need to be scheduled in advance. These would not be eligible to be placed on the agenda as a separate item.
   4. If the item is already under current consideration by the Council, is already being researched by the Town, or has recently been considered by the Town (within the past 6 months), the requestor may speak to those issues in the “**Public Non Agenda items**” portion of the agenda or at the point of the agenda where the item is already scheduled if it is on the same agenda (for those items under current consideration).
   5. Items where Charter limitations prohibit the Council from discussion (i.e. personnel matters) would not be eligible to be placed as a separate agenda item.
   6. Requests for agenda items to promote a specific political candidate or ballot proposition are not eligible to be placed as a separate agenda item.
3. **Rules for items placed on the agenda**. In addition to the aforementioned rules, the following rules shall be adhered to for presentation of items placed on the agenda:
   1. The presentation may not exceed 15 minutes in length.
   2. The presenter should present in a professional, positive manner, showing respect to other members of the public, the Town Council, and Town staff.
   3. The presentation should not create a disruption of the entire meeting.
4. Any presentation, tape or written document to be provided by any citizen or elected official should be provided to the Town at least one week in advance. The Administration will inform the Council of the content of the document, presentation, or tape.
5. Placing of a citizen initiated matter on the agenda for a regular Council meeting will not require the Council to take any action, formal or informal, on the matter. If the Council desires to take action on the matter, it may do so provided that the subject of the matter has been adequately disclosed on the agenda.
6. It is encouraged that the citizens contact the appropriate member of City staff with concerns that may be addressed prior to addressing Town Council.

**Section 7.** **Public Comment** – after discussion of agenda items has been completed by the Board of Trustees, the public and members of the media will be allowed the opportunity to comment or ask questions on the agenda. Each member of the public wishing to address the Town Board shall raise his or her hand to be recognized. After being recognized by the Mayor, the individual shall rise and state their name and address and any group they are representing prior to making comment or asking questions. Comments or questions will be directed to the Mayor or presiding officer, not to an individual trustee or other Town employee.

**Section 8.** **Content of Comments** – Comments or questions – Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

**Section 9.** **Unacceptable Behavior** – Disruptive behavior will result in expulsion from the meeting.

**Section 10.** **Posting of Rules of procedures and conduct for the Crawford Board of Trustees meetings** – These rules of procedure and conduct shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meetings will be conducted.