

City of Red Oak City Council Policy & Procedures

Introduction

We appreciate your interest in the City of Red Oak 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 placing 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 City Hall by noon on the Thursday preceding a Council meeting. The City Clerk, in consultation with the City Administrator and Mayor will establish the agenda and order of items.

Council Meetings - The City Council shall meet on the first and third Monday 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. All meetings will be held in the Council Chambers 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.

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 asked to leave the meeting and barred by the presiding officer from further attendance at said meetings 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 be avoided.

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 Administrator. 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 operational procedures for meetings.

- ✓ A citizen wishing to make a brief statement to express a view point or ask a question is welcome to do so upon recognition by the Mayor or Council.
- ✓ When called upon, the person wishing to speak will stand and state their name, address and then state their concern.
- ✓ The Council can best proceed to conduct their business without undue interruptions or other interference. The Mayor or presiding officer has the right and obligation to terminate prolonged or irrelevant speeches or discussions. The Mayor or presiding officer will set the time limit for the person to address the Council
- ✓ 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, except to refer items to City staff or commission for future report. 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.

Mayor & City Council Members

The Red Oak City Council consists of two (2) Council Members elected at large and one (1) Council Member from each of the three (3) Wards, elected for overlapping terms of four (4) years.

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

Mayor & City Council	
Bill Billings	Mayor 2013
Scott Keith	Ward 1 2015
Tom Pratt	Ward 2 2013
Larry Barnett	Ward 3 & Mayor Pro Tem 2015
Jeanice Lester	At Large 2015
TBD	At Large 2013

Staff	
Brad Wright	City Administrator
Mary Bolton	City Clerk
Drue Powers	Police Chief
Kevin Watford	Fire Chief
Dwayne Adams	Street Superintendent
Chris Baird	Water Superintendent
Tom Bentley	Waste Water Superintendent
Erv Ficek	Cemetery/Park Superintendent
Gail Ernst	Airport Manager
Kathi Wagner	Library Director

****For the consideration of others, please turn all electronic devices to vibrate or off during City Council Meetings.**