

CITY OF TUCSON
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OFFICE OF THE
CITY CLERK

CWAC RULES AND REGULATIONS

THE CHAIRPERSON

- Presides 1. The Chairperson shall preside at all meetings and hearings of the governing body.
- Vice-Chairperson 2. In the event of absence or disability of the chairperson, the vice-chairperson shall preside. In the absence of both, the members shall appoint a chairperson.
- Committee Appointments 3. May appoint and remove at will all members to committees of the governing body and name the chairpersons thereof.
- Control of Chamber 4. He shall have control of the Council Chamber.
- Decides Points Of Order 5. He shall preserve order, decide all points of order and procedure, subject to appeal to membership. He may vote on all matters except upon his own rulings.
- Declare Votes 6. Motions may be determined by viva voce vote, or at request of any member, by roll call. He shall declare all votes. If any member doubts the vote, a roll call shall be ordered.
- Sign Documents 7. He shall administer oaths, and take evidence. He shall sign resolutions, ordinances, and subpoenas issued by the governing body.
- Sergeant At Arms 8. He shall have the services of a sergeant at arms, as required, to preserve order and enforce the rules and orders of the chairperson and membership.
- Substitute 9. He may name any member to preside, but such substitutions shall not extend beyond an adjournment.

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Sec. 10A-136. (1st Mandated Copy)

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DECORUM AND DEBATE

Being Recognized

1. When a member desires to speak or make a motion, he shall address himself to "Mr. Chairman." Upon being recognized, he may address the membership.

First Person Recognized

2. When more than one member addresses the chairperson, he shall name the person who is to speak, recognizing the person who first addressed the chair.

Interruptions

3. No member shall interrupt another, except to call to order or to correct a mistake.

Decorum

4. No member shall indulge in personalities, arraign motives or members, or use language tending to hold a member up to contempt.

PARTICIPATION BY EMPLOYEES AND PUBLIC

Employees
Recognized

1. When an officer or employee of the City admitted to the dais desires to speak, he shall address himself to the chair and upon being recognized, state his name and position with the City and then speak.

Public
Recognized

2. No person in the auditorium shall be permitted to speak unless recognized by the chairperson who may permit persons to speak on any agenda item.

Call To
Audience

3. On calls to the audience, a person desiring to speak shall address himself to "Mr. Chairman." Upon being recognized, he shall advance to the dais, state his full name, address, and whom he represents, and state his subject matter.

No
Interruptions

4. No person shall interrupt legislative proceedings.

Five Minute
Rule

5. No person shall speak more than five minutes except upon special waiver by the chairperson or on motion of the membership.

Procedure

6. Orderly procedure requires that each person shall proceed without interruption from the audience and shall retire when his time is up; that all arguments shall be addressed to the governing body, and that there be no questioning or argument between individuals.

Question

7. The members of the governing body and staff members may ask questions and make appropriate comments; however, no member should argue or debate an issue with the petitioner.

Written
Requests

8. Should a person desire more than five minutes, he shall file a written petition with the City Clerk at least five days prior to the meeting date, stating his subject matter and the time desired. The rules committee shall place the matter upon an appropriate agenda and determine the time that shall be granted.

Hearings

9. On hearings, including zoning matters, the

same provisions shall apply. Any person desiring to speak over five minutes shall notify the City Clerk five days in advance of the time desired.

No Assignment
of Time

10. If there are several speakers on a matter, one person may not assign his time to another. Citizen groups may select a person to make their presentation in their behalf.

Orderly
Conduct

11. Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the governing body, may be removed by the sergeant at arms if directed by the chairperson. Such person may be barred from further audience before the governing body. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the chairperson, who may direct offenders from the chambers.

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