

COMMISSIONERS' ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE DATES OF THE REGULAR LEGISLATIVE MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS FOR THE MONTHS OF FEBRUARY THROUGH DECEMBER 2017.

* * * *

NOW THEREFORE,
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the dates of the regular legislative meetings of the Board of Commissioners of the City of Covington beginning in February 2017 are hereby set as follows:

Date(s)	Time(s)
February 14 & 28	6:00 p.m.
March 14 & 28	6:00 p.m.
April 11 & 25	6:00 p.m.
May 9 & 23	6:00 p.m.
June 13 & 27	6:00 p.m.
July 18	6:00 p.m.
August 8 & 22	6:00 p.m.
September 12 & 26	6:00 p.m.
October 10 & 24	6:00 p.m.
November 14 & 28	6:00 p.m.
December 12	6:00 p.m.

Section 2

That this ordinance shall take effect and be in full force when passed, published and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____ (Second Reading)

_____ (First Reading)

COMMISSIONERS' ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE DATES OF THE CAUCUS MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS FOR 2017.

* * * *

**NOW THEREFORE,
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the dates of the caucus meetings of the Board of Commissioners of the City of Covington beginning in January 2017 are hereby set as follows:

Date(s)	Time(s)
January 10	6:00 p.m.
February 7 & 21	6:00 p.m.
March 7 & 21	6:00 p.m.
April 4 & 18	6:00 p.m.
May 2 & 16	6:00 p.m.
June 6 & 20	6:00 p.m.
July 11	6:00 p.m.
August 1 & 15	6:00 p.m.
September 5 & 19	6:00 p.m.
October 3 & 17	6:00 p.m.
November 7 & 21	6:00 p.m.
December 5	6:00 p.m.

Section 2

That this ordinance shall take effect and be in full force when passed, published and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____ (Second Reading)

_____ (First Reading)

COMMISSIONERS' ORDER NO. _____

**AN ORDER ACKNOWLEDGING RECEIPT OF OATH AFFIDAVITS FOR
NEWLY ELECTED MEMBERS OF THE BOARD OF COMMISSIONERS
BY THE CITY CLERK.**

* * * *

**NOW THEREFORE,
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby acknowledges that the City Clerk has received the Oath Affidavits for the newly elected members of the Board of Commissioners.

Section 2

This order/resolution shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

**AN ORDER APPROVING THE ELECTION OF COMMISSIONER
MICHELLE WILLIAMS AS MAYOR PRO TEM.**

* * * *

**NOW THEREFORE,
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby approves the election of Commissioner Michelle Williams as Mayor Pro Tem.

Section 2

This order/resolution shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR TO EMPLOY AN EXECUTIVE ASSISTANT TO THE MAYOR.

* * * *

WHEREAS, the Mayor and City Commissioners do not have authority to direct the activities of City staff under the authority of the City Manager; and

WHEREAS, the Mayor has requested support staff that can answer directly to the Mayor; and

WHEREAS, the Mayor has agreed to personally pay the cost of the services for staff support.

NOW THEREFORE,
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby authorizes the Mayor to personally hire Annie Venerable to serve as Executive Assistant to the Mayor. The City Manager is directed to provide the Executive Assistant office space, furniture, equipment and supplies, computer equipment, access to the network, telephone, a security pass to City Hall, a parking pass, and other amenities necessary for the Executive Assistant to function as an Executive Assistant for the Mayor.

Section 2

This order/resolution shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER APPROVING THE REAPPOINTMENT OF ELZIE BARKER TO THE BOARD OF ADJUSTMENTS FOR A FOUR-YEAR TERM, EFFECTIVE JANUARY 1, 2017, AND EXPIRING DECEMBER 31, 2020.

* * * *

**NOW THEREFORE,
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby approves the reappointment of Elzie Barker to the Board of Adjustments for a four-year term, effective January 1, 2017, and expiring December 31, 2020.

Section 2

This order/resolution shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER APPROVING RULES OF PROCEDURE FOR THE CITY OF
COVINGTON BOARD OF COMMISSION MEETINGS.

* * * *

WHEREAS, proposed Conduct of Legislative Body Meetings guidelines legislation has been proposed; and

WHEREAS, providing rules and guidelines for City Commission meetings is a best practice, and the desire is to provide a method of providing fair, open, transparent, efficient and an orderly manner to conduct public meetings.

NOW THEREFORE,
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby approves the following Conduct of Legislative Body Meetings rules and guidelines:

CONDUCT OF LEGISLATIVE BODY MEETINGS

To provide guidance and to insure that the Commission meeting of the City of Covington maintains order and completes the business at hand in a professional, successful and constructive manner, the following rules are adopted and become effective upon approval.

Rule 1. **AUTHORITY OF MEMBERS OF THE CITY COMMISSION.**

The members of the Covington City Commissioners possess no individual municipal powers or authority. The members act only through an official meeting of the Commission upon the approval of the majority of the duly constituted body.

City Commission members may interact with city staff and seek general information; they may not, however, direct any employee of the city government to take any action, interrupt or redirect the work of an employee or group of employees.

All requests for work assignments shall be made only through the office of the city manager. The City Manager has full and complete responsibility for the work performance of all City employees.

The City Commission may direct the City Manager to assign work through the adoption of an Order, approved by a majority of the City Commission.

(See: City Code of Ordinances 30.06 MEMBERS OF BOARD OF COMMISSIONERS COMMUNICATIONS WITH STAFF.)

Rule 2. **TYPES OF CITY ACTION:**

The City Commission acts through Ordinances, Orders or Resolutions.

An "Ordinance" is an official action of a city commission, which is a regulation of a general and permanent nature and enforceable as a local law or is an appropriation of money. (KRS 83A.010(11)).

An "Order" is an official act of the city commission which relates to the internal operation or functions of the City and is binding on the officers and employees of the municipality and any governmental agency over which the municipality has jurisdiction. Appointment of employees, the award of contracts, appointing members of city boards or commissions, establishing procedural personnel rules are examples of city orders. (See KRS 83A.010(9)).

A "Resolution" is an act of special or temporary character not describing a permanent rule of government but merely declaratory of the will or opinion of the municipal corporation, or recognizing the accomplishments of members of the community. Rule 3.

Rule 2. **QUORUM**

A majority of the members elected to the City Commission shall constitute a quorum. If a quorum is not present at the time fixed for a meeting of the City Commission, the Mayor may adjourn or recess from day-to-day or from time-to-time.

Rule 4. **ORDER OF THE AGENDA**

1. Call to Order
2. Moment of silence
3. Pledge of Allegiance
4. Roll call of attendance
5. Review of minutes
6. Honorary Resolutions and Celebratory Orders
7. Public Comments. Members of the public may address the Commission by informing the City Clerk of their desire to address the Commission. On recognition, the member of the public shall begin the comments by stating his or her name and address. Questions asked during this order shall be answered at a later date. The Members of the Commission are not to engage in a debate with the speakers but may ask questions to clarify or better understand the remarks of the speaker. This order of business shall be limited to 30 minutes.

Members of the public may also have the opportunity to give testimony on specific ordinance or orders during that order of business if they have made arrangements through the city manager's office at least 24 hours in advance of the meeting.

8. Consent calendar. Routine and non-controversial matters are placed here. Any individual item that is objected to by a legislative body member must be moved to the appropriate regular business heading (reports of officers and committees, unfinished business, or new business) for further discussion. Consent calendar items are considered as a whole and without amendment.
9. Unfinished business. This includes any items that were under consideration at the time of adjournment of the previous meeting, any unfinished business from the previous meeting that was not acted upon, and any items that were postponed to the current meeting.
10. New business. In addition to the new business shown on the agenda, Commissioners can introduce new items for consideration such as simple motions, resolutions, orders, and ordinances. New resolutions, orders and ordinances introduced by a Commissioner may be voted on at that meeting only with the unanimous consent of the members. A Commissioner may move to have an item added to the agenda of the next Commission meeting with the support of a majority of the Commission.

New resolutions, orders and ordinances raised by a Commissioner will be considered at the next caucus meeting of the Commission.

11. Reports of officers and committees. Appointed City officials, and legislative body committee representatives may report. Items suggested for action by the appointed City officials may be taken up at this time as long as a motion has been made and seconded by members of the legislative body.
12. Commission member comments. Legislative body members are permitted to offer comments or observations about the community and operations of City business.
13. Mayor comments.
14. Announcements. This is for any announcement to the legislative body or those in attendance.
15. Adjournment. The meeting ends on adjournment. Adjournment may happen one of the three following ways:
 - i. A motion may be made to adjourn. Upon approval by a vote of the legislative body, the presiding officer declares the meeting adjourned.
 - ii. A time limit may be set by the legislative body. In this case, no motion or vote is required to adjourn. Instead, once the time limit has been reached the presiding officer announces the hour and declares the meeting adjourned.
 - iii. The presiding officer may, on his or her own, declare the meeting adjourned as long as no business is pending, no legislative body member is attempting to claim the floor, there are no further announcements, and there are no objections from the legislative body.

Rule 5. **CONSENT CALENDAR.**

(1) In order to reduce the time required for final passage of ordinances, orders or resolutions, a consent procedure for the consideration of uncontested ordinances, orders or resolutions shall be established and designated as follows:

(2) Upon the call of the Consent Orders, ordinances, orders or resolutions shall be given a final reading by title only. The title shall be brief. The Mayor shall then allow a reasonable time for questions from the Commission and any explanation necessary. Consent Orders may not be amended.

(3) Upon the call for the question on the Consent Orders, the Mayor shall instruct the Clerk to announce the "nay" and "pass" votes previously filed on each legislative item in the Consent Orders. All other members present shall be considered as having voted "aye" and the roll call attached to each item shall so reflect as the final vote.

(5) Upon the objection of any member to any ordinance, order or resolution in the Consent Orders, or upon a request for amendment to the ordinance, order or resolution, the ordinance, order or resolution shall cease to be so considered and shall be considered independently.

Rule 6. **AGENDA PREPARATION:**

A. Determining the contents of the agenda

(1) Items for consideration at a legislative meeting of the Covington City Commission must have previously been considered at a caucus meeting of the commission.

(2) Items not considered at a caucus meeting may be added to the agenda of the legislative meeting only with the unanimous consent of the members of the Commission.

(3) Items approved for the agenda at the caucus meeting requires the consent of any one member of the Commission and the Mayor.

(4) Items shall be placed on the consent calendar on request of any member of the Commission and without objection from any other member of the Commission.

B. Preparation

The agenda will be prepared by the City Clerk after the caucus meeting.

C. Notice

1. Agendas for regular meetings, including any supporting documents for items on the agenda, will be provided to the members of the Commission no later than Thursday preceding the regular scheduled commission meeting on Tuesday.

2. The complete agenda and the ordinances, resolutions and orders will be made available in their entirety on the City's website no later than noon on the Friday before the regularly scheduled Commission meeting. If the substance of the matter cannot be determined by reading the order, resolution or ordinance the City Solicitor shall prepare a statement summarizing the

effective content of the order, resolution or ordinance so as to fully inform the public.

3. If a special meeting is called in accordance with KRS 61.823, the agenda and written notice of the meeting will be provided to each member at least twenty-four (24) hours in advance of the special meeting. The complete agenda and the ordinances, resolutions and orders will be made available in their entirety on the city's website at least 24 hours before the meeting. If the substance of the matter cannot be determined by reading the order, resolution or ordinance the City Solicitor shall prepare a statement summarizing the effective content of the order, resolution or ordinance so as to fully inform the public

Rule 7. **OFFICERS**

A. Presiding Officer

The presiding officer shall be the Mayor. In the case of the Mayor's absence, the Mayor Pro Tem shall be the presiding officer. In the case of the absence of both, the Commission will elect a temporary presiding officer for the duration of the meeting or until either the Mayor or the Mayor Pro Tem arrives.

The duties of the presiding officer are as follows:

1. Call the meeting to order.
2. Control the general flow of the meeting by announcing the business on the agenda.
3. Recognize members entitled to the floor.
4. State and put to a vote all motions (questions) that arise during the meeting and announce the results on all votes.
5. Rule all motions that are improperly made as "out of order."
6. Enforce the legislative body's rule of order and maintain the decorum of the meeting.
7. Decide all points of order raised by the members.
8. Expedite business in every way compatible with the rights of the members.
9. Respond to all requests and inquiries of the members relevant to the business at hand.
10. Declare the meeting adjourned.

B. Mayor Pro Tem. The Commission shall elect a Mayor Pro Tem ("MPT"), who shall be the Commission member who received the most votes in the election. The MPT shall perform the duties of the Mayor when the Mayor is absent from the Commission, or when empowered by the Mayor to perform the duties of the chair.

- C. **City Clerk.** Listed below are the functions performed by the City Clerk at legislative body meetings. In the absence of the City Clerk, the presiding officer or legislative body must appoint another individual to perform the duties of the City Clerk.

The duties of the city clerk are as follows:

1. Call the roll.
 2. Act as timekeeper during debate. The City Solicitor may fill that role.
 3. Take minutes of the meeting.
 4. Track the progress of the meeting and the status of the agenda.
 5. Read by title and summary (or in full when necessary) all ordinances, resolutions, orders, and other written items of business introduced for consideration.
 6. Advise the presiding officer when requested to do so.
 7. Record the vote on all matters and inform the presiding officer of the vote count, when applicable.
 8. Perform any other function required by the rules of the legislative body or requested by the presiding officer.
- D. **Parliamentary Authority.** In all cases of meeting procedure not addressed by Kentucky Revised Statutes, city ordinance, or this municipal order, the governing authority shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

Rule 8. **MINUTES**

A. Preparation

Minutes will be promptly recorded and will be made available for public view no later than the first day following the next legislative body meeting. Minutes will be prepared and recorded in a brief and specific manner. Votes and formal action taken regarding proclamations, municipal orders, motions, resolutions, or ordinances must be recorded. Motions must be entered in their entirety. Proclamations, resolutions, municipal orders and ordinances shall be entered by descriptive title and reference. Ordinances, orders and resolutions will be assigned identifying numbers only after they have been approved by the legislative body. Discussions during debates or conversations are not required to be entered into the minutes.

B. Format

The minutes of the legislative body or committees thereof should include the following:

- 1.Type of meeting (regular or special)
- 2.Day, date, time, and place of meeting
- 3.The word “minutes” in the heading
- 4.Name of meeting body
- 5.Members present, beginning with presiding officer
- 6.Members absent
- 7.Guests and staff present

8. Time the presiding officer calls the meeting to order
9. Presence of a quorum
10. Action taken on last meeting's minutes
11. Committee reports, if applicable
12. Unfinished business
13. New business
14. Adjournment (including day, date, time, and place of next meeting if announced)
15. Signature lines for the City Clerk and presiding officer

C. Official Copy

The official copy of the minutes, which contains all changes that were made and bears the signatures of individuals required to sign the minutes, must be maintained in the minutes book of the City.

Rule 9. APPEAL FROM DECISION OF CHAIR.

Any decision made by the Mayor shall be subject to appeal to the Commission. Every appeal shall require the support of at least two members. During the pendency of an appeal to the Commission from a decision of the chair, the Mayor shall vacate the chair and call the Mayor Pro Tem to preside. When the Mayor Pro Tem is presiding on an appeal to the Commission from a decision of the Chair, no motion or business shall be in order except the motion on appeal from the decision of the Chair, and that motion shall not be debatable. The ruling of the Mayor shall be sustained unless a majority of the members elected to the Commission oppose the ruling.

Rule 10. LIMITATION OF ACTION.

The City Commission shall not act on any measure or resolution at a meeting unless it has been previously introduced at an official meeting or a caucus meeting, without the unanimous consent of the members of the Commission.

Rule 11. FINALITY OF ACTION.

If a measure has been defeated or tabled it is not in order during the remaining term of the commission.

Rule 12. SEATING ARRANGEMENT AT REGULAR MEETINGS.

Commission members may select their own seats.

Rule 13. ORDER OF ROLL CALL:

The City Clerk shall call the members of the Commission in alphabetical order. The Mayor shall be the last member called.

Rule 14. APPOINTMENT OF COMMITTEES.

The Mayor shall appoint the Chair, Vice-Chairs and the members of all committees and shall fill any vacancies thereon unless otherwise governed by another law.

Rule 15. **ADMINISTRATIVE RULES.**

Administrative procedures promulgated by the City Manager shall be approved by the Commission through an Order prior to becoming effective. KRS 83A.150 (9)

Rule 16: **FINANCIAL REPORTS.**

A monthly financial report comparing the actual receipts and expenditures to the budgeted receipts and expenditures shall be provided to the members of the Commission at the last monthly regular meeting of the commission

Rule 17. **OPEN MEETINGS OF COMMITTEES.**

The meetings of the City Commission and all committees of the Commission shall be open to the public unless an executive session is called under an exemption under KRS 61.810.

Rule 18. **AMENDMENTS TO ORDINANCES, ORDERS OR RESOLUTIONS.**

Ordinances, orders or resolutions may be amended. All amendments offered by a Commissioner shall be typewritten. All amendments shall refer to the proper page and line of the printed ordinance, order or resolution. . The Clerk shall not accept for filing any amendment not conforming to this Rule as to form.

Amendments may be filed with the Clerk any time the Clerk's office is open, and with the Clerk's in the Commission chambers while the Commission is in session.

No amendment shall be in order that is not germane to the matter under consideration and that has not been filed prior to adjournment at least one day prior to consideration of the bill or resolution. The Mayor, when the question is raised, shall rule as to the admissibility of the proposed amendment, subject to appeal to the Commission

Verbal amendments may be allowed with the unanimous consent of the members of the Commission.

Rule 19. **STANDING RULES.**

A. Time Limits

The following time limits apply unless suspended pursuant to this order:

1. Legislative body members are allowed during debate to speak twice on a particular issue for no longer than three (3) minutes each time. Members may not yield any unexpired time to another member or reserve such time for him or herself. Time will not be charged to the original speaker if he or she yields to another member's question through a Point of Information.
2. Official reports from non-legislative body members are limited to ten (10) minutes, exclusive of direct questions asked by the legislative body.

3. Legislative body member comments immediately following new business or those made while reporting as chairman from a committee are limited to five (5) minutes.
4. Public comments during an open forum are limited to three (3) minutes.
5. Announcements just before adjournment are limited to two (2) minutes.

B. Open Forum Requirements

Members of the public may only publicly address the legislative body during the Public Comment period of the agenda, if included. Any member of the public who wishes to address the legislative body during that time must provide his or her name and address and business or organization he or she is representing, if any, prior to stating his or her comments.

C. Meeting Etiquette

Comments made during debate by members of the legislative body must be germane to the issue at hand and must never attack or question the motives of other members.

Any individual who, in the opinion of the presiding officer or the legislative body, becomes abusive, belligerent, profane, or disruptive to the meeting shall be asked to remain orderly or to leave the meeting. The presiding officer or legislative body may require that the individual be escorted from the meeting room if necessary for the orderly conduct of the meeting.

Section 2

This order/resolution shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____