

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE REPEALING AND REPLACING RESOLUTION 24-44; ESTABLISHING CERTAIN RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS AND PUBLIC COMMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 2-06(c) of the Mandeville Home Rule Charter provides that the City Council “shall determine by resolution its own rules and order of business” at all Council meetings; and

WHEREAS, The purpose of these rules should be to facilitate a public, open, fair, and intelligent discussion and deliberation about all business that comes before the City Council; and

WHEREAS, The purpose of these rules must also secure the right of Mandeville’s residents to attend, observe, and meaningfully participate in all public meetings of the City Council; and

WHEREAS, History and tradition suggest the use of Robert’s Rules of Order will best serve both the City Council and its residents in these regards, subject to certain specific changes designed to further ensure the public, open, fair, and intelligent discussion and deliberation of Council business; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville adopts the following rules and procedures (“the Council Rules”) for all City Council meetings unless and until such time that a majority of the City Council membership votes to change them:

1. As used throughout these Council Rules, the term “Chairperson” means both the City Council Chairperson and any temporary presiding officer designated in the Chairperson’s absence or disqualification.
2. Except as otherwise provided in these Council Rules, the City Council shall conduct all regular, special, and other Council meetings in accordance with the parliamentary procedures set out in Robert’s Rules of Order Newly Revised (12th edition) (“Robert’s Rules”). The City Council Clerk shall serve as parliamentarian at all meetings.

3. The Chairperson shall rule on all parliamentary points of order and procedure consistent with Robert's Rules and after consultation with the parliamentarian.
4. The Chairperson shall set the agenda for each Council meeting and shall ensure the agenda is timely published consistent with all applicable open meeting laws, ordinances, and rules.
5. The Chairperson shall try in good faith to set all meeting agendas, conduct all meetings, and allow for all discussion, deliberation, and public comment at all meetings, so that any meeting lasts no more than three hours and thirty minutes.
6. The Chairperson may request any person to give any presentation at any Council meeting for the benefit of the Council and the public.
7. The following procedures govern public comment from audience members at any City Council meeting:
 - a. Any member of the audience at any City Council meeting is invited to speak on a matter prior to any vote on any ordinance, resolution, motion, or other item of business before the City Council for no more than four minutes. The Chairperson may reasonably extend this period of speaking time on a case by case basis in his or her good faith discretion.
 - b. Time permitting, any member of the audience at any City Council meeting is invited to speak at the beginning of the meeting (the "public comment period"), for no more than four minutes on any non-agenda item, or Ordinance introduction.
 - c. Any member of the audience at any City Council meeting is permitted to donate any or all of their three-minutes of speaking time to another member of the audience on any item of business or during the public comment period. Nevertheless, to facilitate the orderly and timely deliberation of business at meetings, no member of the audience may speak on any item of business for more than nine minutes without a majority vote of the council.
 - d. The Chairperson shall endeavor to take public comment from the audience on any item of business at any Council meeting in the following order of preference:

- i. First, any person whose property, home, business, or other interests is the subject of the item of business;
 - ii. Second, any member of the audience who resides within the Mandeville city limits;
 - iii. Last, any other member of the audience;
 - e. To help ensure all members of the audience have the opportunity to speak on any item of business at any Council meeting, the Chairperson should not ordinarily permit the same person to speak more than once on any item of business on the agenda.
8. Any member of the public is invited to submit written comment on any ordinance, resolution, motion, or other item of business included on the City Council meeting agenda. To be included in the record of public, written comments, any such written comment must be submitted to the City Council Clerk by email or hardcopy so that the Clerk receives the comment no later than 1:00 p.m. on the afternoon of the Council meeting.
9. No member of the City Council, no city officer or employee, and no member of the public in attendance at any Council meeting may interrupt the meeting through disruptive acts or threatening behavior. Any non-council member person who does so may be ordered removed from the meeting by either (1) the Chairperson or (2) upon affirmative vote of any four Council members. Any vote to remove a person from a Council meeting pursuant to this paragraph shall be made in the form of a point of order by any Council member, not subject to any debate, and shall immediately be voted on before any other item of business.
10. The Council Chairperson shall ensure the presence of at least one Mandeville Police Department Officer at any Council meeting to ensure the meeting proceeds in an orderly, open, fair, safe, and non-disruptive manner.
11. Nothing in these rules is meant to conflict with applicable federal law, Louisiana state law, the Mandeville Home Rule Charter, or Mandeville ordinance applicable to the holding or conducting of open meetings. When in conflict with these Council Rules, any applicable federal law, Louisiana state law, or Mandeville ordinance prevails.
12. In accordance with the charter a vote will be taken each year at the first meeting in July for the purpose of electing a council chairperson.

With the above resolution having been properly introduced and duly seconded,
the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of _____, 2026.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman