CITY OF ANYTOWN

Council Rules of Procedure

Adopted January 2026

1. Regular Meetings

The City Council holds regular meetings on the first Friday of each month at 9:00 AM in City Council Chambers, 100 Main Street. Special meetings may be called by the Mayor or by three Council members with at least 24 hours' notice.

2. Quorum and Voting

A majority of the Council constitutes a quorum. Actions are taken by a majority vote of members present, unless state law or city code requires otherwise.

3. Agenda

The City Clerk prepares and posts the agenda at least 48 hours before each regular meeting.

4. Public Comment

Members of the public may address the Council during Public Comment. Comments are limited to three minutes per speaker.

5. Order of Business

- Call to order and roll call
- Approval of minutes
- Public comment
- Consent agenda
- New business
- Department reports
- Adjournment

Contact

City Clerk's Office · (555) 555-0110 · clerk@anytown.example.gov · 100 Main Street, Anytown, USA 00000 · Monday to Friday, 8:00 AM to 5:00 PM