SAMPLE COUNCIL/TOWN BOARD MEETING SCRIPT
DATE

[before start of meeting] ***Mayor/President*** *– "I am about to call this meeting to order. For all in attendance, welcome and thanks for attending, but please silence your cell phones. Please note, as a matter of policy, all motions are made in the affirmative before discussion of any sort is held and is subject to the recommendations of staff as read at the meeting. For any items requiring a public hearing, unless otherwise mentioned, following staff review of each request, the applicant will have up to 10 minutes to address the Board, then any additional individuals wishing to testify in favor or opposition of the request will have 3 minutes to address the Board. Always remember all testimony is to be directed to the Board. If questions arise from testimony; staff or Board members will ask or address them following testimony."* *[The purpose here is to welcome folks, and explain any rules that might catch people off-guard during the meeting. Never assume that anyone attending has ever been to one of your meetings.]*

1. **Call to Order**

Mayor/President: "Seeing we have a quorum of Board members in attendance, I will call this meeting of the SAMPLETOWN CITY COUNCIL to order."

2. **Items to be added to the agenda by the Board members or staff**

Mayor/President: The next item on the agenda is "Items to be added to the Agenda by the Board members or staff". Does staff or any Board members have anything not on the agenda already they would like to discuss at the end of this meeting? If not, let's move on.

3. **Invitation for citizens to schedule time on the City Council/Town Board agenda for an item during the open. 5- minute maximum time allotted.**

Mayor/President Next is an "Invitation for citizens to schedule time on the agenda for an item not listed on the agenda." If anyone wants to address the Board of Adjustment relating to any item **not already on the agenda**; just let us know who you are and what your topic will be, so we can schedule you for 5 minutes after action on this month's applications…

4. **Disclosure of Conflicts/Ex Parte Communication**

Mayor/President: Do any Board members have any Ex parte Communications or potential Conflicts of Interest that the rest of the Board or public may want to be aware of? If so, just say what it is and whether it will affect your ability to vote on any applications. *[after pause for comment]*
We will proceed.

5. **Approval of Agenda**

Mayor/President: I will take a motion to approve the Agenda. *[Motion, Second, call for discussion, voice vote]*

6. Approval of Minutes

Mayor/President: I will now take a motion to approve the minutes. *[Motion, Second, call for discussion, voice vote]*

7. Consent Agenda

Mayor/President: Next on the Agenda are the items on the "Consent Agenda." First, do any Board/Council members request the removal of any of the listed items from the consent agenda to be placed on the regular agenda? Next, does any member of the public wish to request any of these items be removed from the consent agenda to be placed on the regular agenda? *[in each case request the topic to be stated and ask if any council members object to the moving of that agenda item. If there is objection, you will call for a vote on the moving of that item.]*

8. Recess as Town Board/City Council/Convene as Board of Adjustment

Mayor/President: In order to take up the next items I will need a motion to recess as the Town Board/City Council and Convene as the Board of Adjustment. Do I have a motion?
(after motion and second, chair calls for vote)
Mayor/President: any discussion? *[vote]*.
I will now call the Sampletown Board of Adjustment to order. The rules I specified before the start of the meeting apply here since all requests before the Board require a public hearing. I will note that in order to be approved, all variances and appeals require a minimum 2/3 majority of the FULL MEMBERSHIP of the Board, which includes the mayor, regardless of how many of us vote. Conditional use permits and amendments to any motion require a simple majority of those members present and voting. *[Important to remember: 1) the mayor/town board president ALWAYS votes on these items 2) An abstention or recusal is effectively a "no" vote on a variance or appeal; but is subtracted from the total number of voters on a conditional use.]*

9. Approval of Board of Adjustment Minutes

Mayor/President: I will now take a motion to approve the Board of Adjustment minutes. *[Motion, Second, call for discussion, voice vote]*

10. CONDITIONAL USE PERMIT/VARIANCE – APPLICANT NAME [REPEAT AS NEEDED]

Mayor/President: The first item of new business is a request by Applicant for a conditional use permit/variance to _____. Can I get a motion to approve this with any conditions recommended by staff?
Mayor/President: Staff, will you give us a report?
Staff: Read/summarize staff report or application… That is all I have for this item.
Mayor/President: Now I am going to open the public hearing on this application. Would anyone representing the applicant like to add anything? *[Re-state limits/rules on testimony for everyone if you deem necessary before ethe applicant speaks.]*
Applicant: Speaks. When finished…

Mayor/President : Now I'll open this up to further public testimony. Is anyone else here that would like to speak to about item?

The chair or staff will keep time and need to tell people when their time is up. THIS IS CRUCIAL

[when it appears nobody else wants to speak] Mayor/President: It looks like there is no further testimony so I will close the public hearing. Do any Board members have anything to discuss relating to this request?

[***After Board discussion*** **- Mayor/President**]: Staff, would you ask the questions for the findings of fact relating to the conditional use permit? [*Omit this line if you do not do this. We recommend you do this… ask how.]*

Staff Reads questions.

Mayor/President. {staff member} would you restate the motion one more time?

Staff: The motion is to approve the Conditional Use Permit/Variance with the conditions described during testimony. *[recite/summarize any conditions which were added during board discussion]* A "yes" vote is to approve the permit/variance; a "no" vote is to deny.

Mayor/President : Is there any further Board Discussion?

Mayor/President : Please call the roll. *[Announce Result]*

11. Adjournment Board of Adjustment/Convene Jointly as Planning Commission and Town Board/City Council

Mayor/President: Is there a motion to Adjourn the Board of Adjustment and convene Jointly as the Planning Commission and Town Board/City Council? *[Motion, Second, roll call]*

Mayor/President: I will now call the Joint Planning Commission and Town Board/City Council portion of this meeting to order. I will note for the benefit of the public, the Town Board/City Council serves as the Planning Commission as well. [*if applicable.]*

12. Plat Resolution

Mayor/President: – "The next item on the agenda is the Plat of *Plat* Addition. Can I get a motion by a Board member acting as a Planning Commission Member recommending approval of the Plat of *Plat* Addition … and a second?" (Motion, Second) "*Staff* can you go through the report?"

Staff – Read staff report [*if applicable.]*

Mayor/President: – Board discussion (if needed).

Mayor/President: – "All in Favor?" "All opposed?" *Announce result.*

13. Annexation, Zoning, & Plat (First Step)

Mayor/President: The next agenda item involves a Plat, Annexation, and Zoning of *legal description* request by *name.* In order to get these items before us properly, let's get a motion and second Acting as the Planning Commission to recommend approval of the Plat, first. [Motion, Second]. Staff, do you have a report?

Mayor/President: Since the Plat, Annexation and Zoning are all related, I am going to open the public hearing relating to all three items while we are acting as both Boards. Does anyone representing the

Applicant have any further explanation for us about the annexation, plat or zoning? Please state your name before speaking each time.

Applicant: Speaks. When finished…

Mayor/President : Now I'll open this up to anyone else from the public. The same rules as other hearings apply here. Is anyone else participating in this meeting that would like to speak to this item?

The chair will keep time and need to tell people when their time is up.

[when it appears nobody else wants to speak] Mayor/President: It looks like there is no further testimony so I will close the public hearing. Do any Board members have anything to discuss relating to this request? *[Allow for discussion. Discussion/questions can relate to all 3 items. But amendments should only be applicable to the plat].*

Mayor/President. Looks like we are done with discussion. Let's vote on the motion to recommend approval of the Plat. [Voice Vote *Announce result.]*

Mayor/President: Next let's get a motion to recommend approval of the annexation, acting as the Planning Commission [Motion, Second]. Staff, anything else to add?

Mayor/President: Do any Board members have anything to discuss relating to the annexation or zoning? *[Allow for discussion. This can certainly involve questions of the applicant – Chair's discretion whether to re-open the hearing].*

Mayor/President. Looks like we are done with discussion. Let's vote on the motion to recommend approval of the Annexation. Please call the roll. [*Announce result.]*

Mayor/President: now it's time for a motion to recommend approval of the zoning, again - acting as the Planning Commission [Motion, Second]. Staff, anything else to add?

Mayor/President: Do any Board members have anything to discuss relating to the zoning? *[Allow for discussion. This can certainly involve questions of the applicant – Chair's discretion whether to re-open the hearing].*

Mayor/President. Looks like we are done with discussion. Let's vote on the motion to recommend approval of the Zoning. Please call the roll. [*Announce result.]*

Mayor/President: Now that we have our recommendations from the planning commission. Acting as the City Council/Town Board let's hold the First Reading of Ordinance 202X-XX by title: *[Chair or Staff Read the Title of the Ordinance]*

Mayor/President: Now that we have held the Joint Public hearing and have made our recommendations acting as the Planning Commission. Final Plat Approval, Annexation, and Zoning are all scheduled to occur at our next meeting on *Date.*

14. Annexation, Zoning, & Plat (Second Step)

Mayor/President: – "The next item on the agenda is the Plat, Annexation, and Zoning of *legal description* request by *name*. Can I get a motion by a Board/Council member to approve the Plat of *Plat* Addition? (Motion, Second) "*Staff* do you have a report?"

Staff – Read staff report [*if applicable.]*

Mayor/President: – Board discussion (if needed).

Mayor/President: – "All in Favor?" "All opposed?" *Announce result.*

Mayor/President: – "Now that the Plat is approved, we can proceed to the annexation and zoning. We held the Public Hearing for the annexation and zoning at our meeting on ***date.*** Is there a motion by the Board/Council to approve the annexation? (Motion, Second)

Mayor/President: – "Any discussion by board members or staff?"

Mayor/President: – Please call the roll on approval of annexation. *Announce result.*

Mayor/President: – "Now that we've annexed the property. It's time to hold second reading on Ordinance 202X-XX by title: *[Chair or Staff Read the Title of the Ordinance]*

"Is there a motion by the Board/Council to approve the zoning?" (Motion, Second)

Mayor/President: – "Any discussion by board members or staff?"

Mayor/President: – "Please call the roll on approval of zoning." *Announce result.*

15. Adjourn Planning Commission and Continue as Town Board/City Council

Mayor/President: Is there a motion to Adjourn the Planning Commission so we can continue solely as the Town Board/City Council? *[Motion, Second, roll call]*

16. *Other Business*

A. Resolutions/Ordinances

Mayor/President: – "The next item on the agenda is _____. Can I get a motion to approve the resolution so we can discuss it?" [*Motion should be brought by whoever made it or on behalf of applicable department.] Motion, Second: Recognize the person that made the motion to describe the resolution, or for that person to call on people to explain it.]*

Mayor/President: – Board discussion (if needed).

Mayor/President: – "All in Favor?" "All opposed?" *Announce result (most votes should be roll call).*

B. Administrative Actions

Mayor/President: – "The next item on the agenda is _____. Can I get a motion to approve the Claims/Bills/Travel Request/Appointment/etc. so we can discuss it?" [*Motion should be brought by whoever made it or on behalf of applicable department.] Motion, Second: Recognize the person that made the motion to describe the resolution, or for that person to call on people to explain it.]*

Mayor/President: – Board discussion (if needed).

Mayor/President: – "All in Favor?" "All opposed?" *Announce result (most votes should be roll call).*

C. Discussion and Possible Action

Mayor/President: – "The next item on the agenda is a discussion and possible action on [topic]. [*Recognize person Board or staff member that initiated discussion to start. Following discussion:]*

Does anyone care to make a motion regarding this matter? *Motion, Second. Any Further Discussion? Vote.*

17. **Reports** ***repeat as necessary***

Mayor/President: – "The next item on the agenda is a report by:

18. Open

Mayor/President: "Nobody requested time to address the Board on an item not listed on the agenda, so we will move on;" **or**.

Mayor/President: "_____ requested to address the board about ____. Before you start, I'll remind everyone, you have 5 minutes will be allotted to address the Board. Topics cannot be related to a pending application, which has not been brought before the Board; nor Requesting an appeal of a decision of the Board. The Board is not obligated to engage in conversation regarding public comment, but may choose to place a comment on a future "noticed" meeting for further discussion. Enforcement or potential violation complaints may be forwarded to the applicable office for investigation.

Member from public speaks

Mayor/President: "Next, _____ requested to address the board about ____. Same rules I described earlier apply." ***repeat as necessary***

19. Declaration of Potential Quorum:

Mayor/President: "Are there any events going on between meetings that more than (quorum) may be in attendance, that anyone is aware of?" *This is a good time to discuss community events going on.*

20. Executive Session:

Mayor/President: "Is there a need to go into execution session?" *This if so…* Can I get a motion and second to go into executive session for _____ [state one of the statutorily allowed reasons with little detail. Do not forget to make motion to exit executive session.]

21. Adjourn:

Mayor/President: "Seeing no further business on the Agenda, I declare this meeting adjourned." *This could also be done by motion/vote*.