



**TOWN COUNCIL
TOWN OF ZIONSVILLE, INDIANA
Official Policies & Procedures**

EFFECTIVE: MAY 17, 2021



Chapter 1

Introduction & Overview

The Town Council of the Town of Zionsville, Indiana serves as the legislative body for the Town. The Town has an annual budget in excess of \$37 million and nearly 30,000 residents. Zionsville is a growing community offering a broad array of services and support to residents, businesses, and visitors alike. To learn more about the Town visit our website here: [About our Town](#).

A Town Council member is tasked with helping to shape and decide an array of policies and initiatives impacting the fiscal, social, and economic health of the Town and its residents and visitors. This guide is meant to set forth several important policies for the Council to ensure it remains as efficient, transparent, and responsive as possible.

This procedures manual provides a summary of important aspects of Town Council service. It is not a substitute or comprehensive overview of the laws, policies, or procedures impacting Zionsville or its local government. Many other state and federal laws, local ordinances, plans, and documents exist which bind the Town Council to certain courses of action and practices. It is important to review these as appropriate and to consult other Town officials as well as counsel to fully assess the implications of these provisions on official actions taken or under consideration by the Council.

Indiana Code: The laws of the State of Indiana (collectively, the “Indiana Code”) contain numerous, wide-ranging requirements for the operation of town government and administration of meetings of town councils throughout the state. Many of these requirements, such as open meeting and public record access laws, directly impact daily functions of the Council and its administration.

Zionsville Reorganization: Under the authority granted by state law in Ind. Code § 36-1.5 *et al*, the Town has completed two (2) reorganizations. *The reorganizations* reorganized the Town to incorporate the former Eagle, Union, and Perry Townships into the Town. Pursuant to this reorganization the Town has a mayor-council form of government. Resolution 2014-11 (“Reorganization 2.0”) specifies the terms of the reorganization as well as important guiding rules and principles for the role of the Mayor and the Council in the administration of the Town. Specifically, Reorganization 2.0 ZR2A3.5, the executive power of the reorganized town is transferred to and vested in the Mayor. All executive functions, rights and responsibilities of the office of Town Council President under Indiana law are transferred to the Mayor. The Town Council shall elect one of its members to serve as President, who shall be the presiding officer of the town council, and one of its members as Vice President.



Zionsville Code of Ordinances: The municipal code contains local laws and regulations adopted by ordinances. In addition to setting forth the administrative structure of the Town government, the municipal code contains a variety of laws including, but not limited to, zoning standards, smoking restrictions, traffic/speed regulations, public health and safety requirements, as well as local tax standards.

Annual Budget: The Town's annual budget provides a description of town services and the resources used to provide services. The document contains a broad overview of the budget as well as a list of policy options that have been considered during the budget process. The Town Council is responsible for adopting the Town's annual budget.

Comprehensive Plan: The Town has adopted a Comprehensive Plan that establishes land use goals for the Town. The Comprehensive Plan was first adopted by the Town Council in 2003 and has been updated and amended periodically over time. The Plan addresses a range of issues from recreation to transportation infrastructure and housing and urban development as well as public services. The objective of a comprehensive plan is to guide the Town Council and other Town decision makers in their daily work to facilitate ordered and thoughtful development.

Zoning and Planning Ordinance and Subdivision Control Ordinance: The Town has adopted Ordinances which provide development standards and allowable uses for land and real property in the Town. These Ordinance's also govern matters relating to the subdividing of land, flood prevention, and the criteria for planned use developments. Zoning and planning matters are facilitated by the Plan Commission and the Board of Zoning Appeals.

Orientation of New Members

It is important that newly elected members of the Council gain an understanding of the full range of services and programs provided by the Town. As new members join the Town Council, they are encouraged to seek out department heads as well as opportunities to tour facilities and meet with key staff. Gaining a familiarity with these departments will help to inform later decisions about their policies, funding, and operation that will await you in the Council chambers. New Town Council members also participate in a training with Council Leadership and legal counsel.



The following is a listing of Town departments and their leaders with contact information

Department	Department Head	Phone Number
Mayor's Office / Administration	Mayor	317-873-1588
Finance and Records	Chief Financial Officer	317-873-5410
Fire Department	Chief	317-873-5358
Parks Department	Superintendent of Parks and Recreation	317-733-2273
Department of Planning and Economic Development	Director	317-873-8247
Police Department	Chief	317-873-5967
Public Works	Director	317-873-4544



Chapter 2

Zionsville Town Council: General Powers and Responsibilities

Town Council Generally

The powers of a town council in Indiana to establish policy are quite broad. Essentially, councils may undertake any action related to town affairs other than those prohibited or preempted by state or federal law. Additionally, Resolution 2014-11, Reorganization also governs the role of the Town Council.

It is important to note the Council acts as a single body. No member has any extraordinary powers beyond those of other members. While the Council President has some additional ceremonial and administrative responsibilities as described below, including the appointment of certain Town officials, in the establishment of policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is the responsibility of the Mayor and Town staff to ensure the policy decisions of the Council are implemented. The Mayor of Zionsville represents the head of the Executive Branch and is separately elected.

Council members are encouraged to participate and provide leadership in regional, state, and national programs and meetings. Council members are strongly encouraged to report back to the full Council on matters discussed by subcommittees of the Council as well as other regional, state, and national board/agency/group activities in which they have been involved.

Organization of Town Council

The Town Council shall organize itself by the election of a President and Vice President at the first meeting held during each calendar year. In the event that the President and/or Vice President are not elected at the first meeting of the calendar year, the then-serving President and/or Vice President will continue to serve until an election is held.

In a new year where Council Members remain the same, the Council may elect the President and Vice President at their last meeting of the previous year. The result will be noted at the first meeting of the New Year, with the minutes reflecting the election results.

In the event that the President or Vice President resigns or dies, the Town Council shall elect a successor from among the remaining Council Members to complete such officer's term of office.



Role of the Council President and Vice President

Council President: As reflected in the municipal code, the Council President is to preside at all meetings of the Town Council and perform such other duties consistent with the office as may be imposed by the Council. The Council President does not possess any power of veto. As presiding officer of the Council, the Council President is to faithfully communicate the will of the Council majority in matters of policy. The Town Council elects the Council President annually.

Council Vice President: The Council Vice President shall perform the duties of the Council President during the Council President's absence or disability. The Vice President shall be elected annually by the Town Council. In the event the Council President and Vice President are both absent or unable to service the Council President or her/his designee shall name a member of the Council to serve in her/his absence.

Establishment of Standing Committees

The Town Council currently has no standing committees, however, should the Town Council President choose to establish such committees at a future point; each committee shall consist of not less than three (3) members of the Town Council. Such committees may conduct investigations or hold such hearings as they deem necessary regarding any matter before them related to their committee purpose and shall report their recommendations, if any, to the Town Council.

Standing committees will be established by the Town Council President at the first meeting in January of each year. Any documents that have been given to any committee, related to Town business, shall be given to the Council Attorney and/or appointed Town staff representative, as a matter of record keeping, within twenty four (24) hours. No one shall enter into any negotiations, agreements, or fact finding, on behalf of the Town of Zionsville without documented approval from the Town Council and Mayor.

Advisory Bodies and Appointments by the Council

The following procedures reflect the policy of the Town Council regarding the appointment of volunteer citizens to the various advisory bodies of the Town. The establishment of these procedures insures that willing and able citizens are given the opportunity to serve the Town and participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.



Qualifications: A member must be knowledgeable of and experienced in the areas of interest of the board/commission on which he/she wishes to serve. They must also be a resident of the Town at all times of service. Names to be considered for appointment will be submitted to the Town Council. While seated commission members may request that the Council seek certain qualifications from new appointees, only the Council shall review applications and make all of the Council's appointments to commissions.

The following reflects the number and specific qualifications for appointments to be made by the Town Council to the Town's existing boards and commissions:

Board of Police Commissioners: The Town Council appoints all five members of the board. No member of the board may be an employee of the Zionsville Police Department.

Board of Zoning Appeals: The Town Council appoints one member who may not be a member of the Zionsville Plan Commission. The five member Board must have two members from the Urban District of the Town and three members from the Rural District of the Town.

Economic Development Commission: The Town Council appoints one member of the three member commission.

Redevelopment Commission: The Town Council appoints two members of the six member commission.

Non-Discriminatory Practices Review Committee: The Town Council appoints four members, three of whom are members of the Town Council. The committee has five total members.

Park and Road Impact Fee Review Board: The Town Council President appoints all three members of the board, one member must be a licensed real estate broker, one member must be a licensed engineer, and one member must be a certified public accountant.

Parks Board: The Town Council appoints four members of the seven member board.

Pathways Committee: The Town Council appoints all eight members of the committee including one member of the Town Council.

Plan Commission: The Town Council appoints three of seven members of the commission, amongst all the members of the commission four must be from the Rural District and three must be from the Urban District.



People of Zionsville for the Aesthetics of Zionsville (PZAZ): The Town Council appoints all five members of the committee including one member of the Town Council.

Zionsville Architectural Review Committee (ZARC): The Town Council appoints all eight members of the committee.

Zionsville Safety Board: The Town Council appoints all five members of the board, three members are also members of the Town Council.



Chapter 3

Support Provided to Town Council

Staff/Clerical Support

General staff and administrative support to members of the Town Council is provided by the Municipal Relations Coordinator. Should requested tasks require significant time commitments, prior consultation with the Council President or Vice President is requested.

Members of the Town Council may contact the Municipal Relations Coordinator of the Town for assistance on any matter pertaining to the Town using the contact information below:

Amy Lacy, Municipal Relations Coordinator
Office Phone: 317-733-2277
E-mail Address: alacy@zionsville-in.gov



Chapter 4

Financial Matters

Council Compensation

Salaries for Council members are established on an annual basis by a salary ordinance. The Town Council President may receive additional compensation for their service as President. The salary ordinance also provides for the compensation to be paid to all Town employees and officials. Council members are not entitled to any benefits of employment with the Town such as health insurance or retirement benefits.

Annual Budget

The Town Council makes regular appropriations through budget ordinances on an annual basis for the coming year. There is a budget ordinance for funds overseen by the Indiana Department of Local Government Finance and a budget ordinance for funds that are only subject to local oversight. The budget ordinances detail the amount of funds to be raised from various tax and non-tax sources of revenue for the Town, into what funds those revenues will be placed, and how those revenues will be used by the Town.

Debt

The Town Council has the authority under the Indiana Code to issue bonds or notes subject to limitations to procure money to be used in the exercise of the powers of the Town and for the payment of Town debts. The Council should consult counsel about navigating the issuance of debt by the Town.



Chapter 5

Conflicts & Liability

Conflict of Interest

State law imposes upon local governments, including the Town Council, various restrictions and requirements relating to conflicts of interest. Council members are encouraged to review these laws as well as Ordinance No. 2012-10 for a more complete accounting of prohibited relationships and interests.

If at any time a Member believes a potential for conflict of interest exists, he/she is encouraged to consult with private legal counsel for advice and/or the Council Attorney. Staff may also request an opinion from the Council Attorney regarding a Member's potential conflict.

Council members must file annual conflicts of interest statements and provide additional disclosures as required by law.



Chapter 6

Town Council Meetings

Meeting Schedule

Regular meetings are held in the Town Hall Council Chambers at 1100 West Oak Street. The Town Council establishes meeting times and dates annually, typically holding regular meetings on the first and third Mondays of the month. Meetings on the first Monday of a month begin at 7:00 p.m. Meetings on the third Monday of a month begin at 7:30 a.m. Regular meetings at a different time and/or date may be called by the Council President or by two members of the Town Council. Notice must be given to the Town Council and posted notice 48 hours prior to the meeting, excluding Saturdays, Sundays, and legal holidays, unless the meeting is an Emergency Meeting.

No Council meeting will be held in the event that a regular meeting of the Council falls on a legal holiday. Council members should inform the Municipal Relations Coordinator as soon as possible if they intend to be out of town on a set meeting date.

At all regular meetings, public comments will be permitted in accordance with the Official Policies and Procedures. Public comment is appropriate on any matter within the jurisdiction of the Town Council that is on the agenda for the meeting at which the public comment is made. Notice requirements shall follow state statute; minutes of the meeting shall be taken by the Municipal Relations Coordinator or designee and shall be available for public inspection.

Special Meetings

Special meetings may be called by the Council President or by two members of the Town Council. Notice must be given to the Town Council and posted 48 hours prior to a special meeting, excluding Saturdays, Sundays, and legal holidays. Generally, no business other than that announced by the notice should be discussed.

Emergency Meetings

An emergency meeting may be called by the Council President if there is an emergency involving actual or threatened injury to persons or property, or actual or threatened disruption of governmental activity within the Town's jurisdiction which was unforeseeable and which threatens to compromise the integrity of operations of the government of the Town for the present or foreseeable future. If an emergency meeting is called members of the public shall be provided



notice by posting at the Zionsville Town Hall and members of the news media shall be provided the same notice as members of the Council all as specified in the Indiana Open Door Law

Executive Sessions

All regular and special meetings of the Council shall be open to the public and to members of the press pursuant to the Indiana Code. However, the Council may, pursuant to the requirements of the Indiana Code, meet in executive session closed to the public and the press with 48 hours of prior notice, excluding Saturdays, Sundays, and legal holidays, and with the requirement that discussion at an executive session be strictly limited to those topics announced in the notice and provided for in the Indiana Code. All executive sessions of the Council will be conducted in strict compliance with the Indiana Code.

Electronic Attendance at Meetings

Beginning July 1, 2021 members of the Council may be permitted to attend meetings of the Council by electronic means. Electronic participation must permit all members of the Council to communicate with each other simultaneously and (except for during an Executive Session) the electronic participation must allow members of the public to simultaneously attend and observe the meeting. However, if the Council is considering any of the following items then electronic participation will not be permitted:

1. Adopting a budget
2. Initiating a referendum
3. Establishing or increasing a fee or penalty
4. Exercising the authority of eminent domain
5. Establish, raising, or renewing a tax

No member of the Council may attend more than half of all meetings in any calendar year by electronic means and no member of the Council may attend more than two meetings by electronic means in a row. Exceptions will be made for military service, illness, medical conditions, a death of a relative, and certain other emergencies.

When a Council member attends a meeting electronically that member is counted toward establishing a quorum and may participate in final actions so long as the member can be both heard and seen. If there is a technical failure that interrupts a member who is participating by electronic means the meeting can continue so long as the remaining attendees who can participate still meet the requirements for a quorum. If the remaining attendees would constitute a quorum then actions taken by the Council after the technical failure remain valid.



If a Council member is attending a meeting by electronic means that member should inform the President of the Council and the Municipal Relations Coordinator two days in advance, and the following procedures will be implemented at the meeting:

1. At least 50% of the members of the Council shall be in attendance physically at the meeting.
2. All votes of the Council conducted during the meeting shall be by roll call voting.
3. The memorandum of the meeting shall include a list of all members of the Council who were present denoting whether presence was physical or by electronic means, what electronic means were used by those members who attended electronically, and (except for executive sessions) identify the electronic means by which the public was permitted to attend and observe the meeting.

Pursuant to Indiana Code 5-14-1.5-3.7, in the event the Governor of Indiana has declared a disaster emergency or the Mayor of the Town has declared a local disaster emergency then procedures outlined in an order related to the disaster emergency will guide the Council in its meetings, including the possibility of meetings being conducted entirely by electronic participation with opportunity for the public to attend and observe the meetings by electronic means, however the following procedures will also be followed at all meetings:

1. All votes of the Council conducted during the meeting shall be by roll call voting.
2. The memorandum of the meeting shall include a list of all members of the Council who were present denoting whether presence was physical or by electronic means, what electronic means were used by those members who attended electronically, and (except for executive sessions) identify the electronic means by which the public was permitted to attend and observe the meeting.

Placing Items on Agenda

Meeting materials are compiled and prepared by the Municipal Relations Coordinator and need to be submitted in advance of meetings to ensure that agendas and associated materials are complete and that each member of the Council has ample opportunity to prepare for the meeting. Requests are encouraged to be reviewed by legal counsel before they are placed on the agenda. Members of Town staff and members of the Council should endeavor to submit items for the Agenda on the following schedule:



Meeting Date	Agenda item submission date	Claims to Finance Department submission date	Final agenda items and associated documents submission date
First Monday	Third Thursday of Prior Month	Third Thursday of Prior Month	Last Monday of Prior Month
Third Monday	First Thursday of Month	First Thursday of Month	Second Monday of Month

Mayor: The Mayor may, in consultation with the Council President, assist in preparation of the Agenda and Council Packet. The Mayor may also request for Council consideration of individual items.

Town Council: A Council member may request an item be considered on a future agenda and, upon consensus of a majority of Council, the agenda item will be placed on a future agenda. Generally, staff will prepare a staff report if formal Council action is required.

The Public: Members of the public may e-mail requests to the Municipal Relations Coordinator of the Town with requests for items that may be brought to the Council’s attention for possible placement on the Agenda.

Agenda Items

Ordinances: An Ordinance is an act of the Town Council that when adopted has the force of law. Ordinances are introduced by title and subject matter. Ordinances are introduced at one Council Meeting and have a Final Reading at a subsequent Council Meeting unless there is unanimous consent to suspend the rules and have a Final Reading at the same meeting as the Introduction. Introduction of an Ordinance does not require a vote. Approval of an Ordinance during a Final Reading requires a statutory majority vote of the Town Council. If an Ordinance is being given a Final Reading at the same meeting as its Introduction a two-thirds vote of all elected members of the Town Council is required to pass the Ordinance under the Indiana Code unless the ordinance in question is a zoning ordinance or an amendment to a zoning ordinance.

Resolutions: A Resolution is a statement of the will of the Town Council. Resolutions are introduced by title and subject matter. Resolutions are introduced and voted upon at one Council Meeting. A statutory majority vote of the Town Council is required to approve a Resolution.

Mayoral Vetoes: The Mayor has the authority under the Indiana Code to disapprove of any Ordinance or Resolution passed by the Council. The Mayor may within ten days approve the item or veto the item by returning the item to the Council with objections or by not approving the item



within ten days. The Council may, at its next meeting after the Mayor has disapproved of the item, override the Mayor's decision by a two-thirds vote of the Council – otherwise the item is considered defeated. The Municipal Relations Coordinator will automatically place any item disapproved by the Mayor onto the Agenda for the next regular meeting of the Town Council.

Order of Business

1. **Approval/Correction of Minutes:** Minutes shall be submitted to the Council for approval and/or correction in draft form at a subsequent regular meeting. It is the policy of the Town Council that only members of the Council or a Council-designated staff member have the authority to make revisions to the minutes, subject to a majority vote of the Town Council.
2. **Requests to Speak:** Members of the public are invited to address the Council on any germane topic for a period of three minutes after stating their name and address for the Council.
3. **Reports:** At each regular meeting of the Council, the Mayor will share a Mayor and Administration Update with the Council. At special, emergency, or executive session meetings of the Council, the Mayor may be invited to provide a report to the Council.
4. **Old Business:** Items continued from previous meeting.
5. **New Business:** New items for consideration. Includes ordinances, resolutions, and contracts.
6. **Other Business.** Any business that the members of the Council wishes to bring forward that were not listed on the agenda. These items cannot be considered for formal action.

A NOTE ON PUBLIC HEARINGS: Public hearings shall be opened to the public by the Council President or Presiding Officer, followed by a brief presentation of staff reports and any appropriate applicant testimony. Council may question staff or witnesses after their presentation. Council will then hear public comment and act upon the matter at hand. Prior to final action of any sort, the Council President or Presiding Officer will close the public hearing. After the public hearing is closed the Council will consider final action on the matter at hand. After public hearings are closed, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the Presiding Officer.

A NOTE ON PUBLIC COMMENTS OUTSIDE OF PUBLIC HEARINGS: The Indiana Open Door Law does not require that the Council provide an opportunity at a meeting for general public comments on matters before the Council. However, the Council is happy to provide an opportunity for community members to address the Council according to the Policy for Speaking at Town Council Meetings included below. The President of the Council or his or her designee may in their sole discretion deny any community member the opportunity to make comments to the Council. Community members should adhere to the Council's policy and also should endeavor to treat all



attendees to Council meetings with respect and kindness. The Council hopes that neighborly feeling will be the guiding principle of Council meetings. Comments from community members should be germane to items on the Council agenda for the meeting at which the community member is speaking. If a community member would like to address the Council on a matter that does not appear on the Council's meeting agenda they may speak with the Council member representing their home or business in the Town to ask for time on a meeting agenda.

General Procedures

The Town Council employs the most recent edition of Roberts Rules of Order to conduct Council Meetings when the Official Rules and Procedures do not provide guidance.

Presiding Officer: The Council President is the Presiding Officer and acts as Chair at Council meetings. In the absence or incapacity of the Council President, the Vice President serves as presiding officer.

Signing of Town Documents: The Town Council shall sign all ordinances and resolutions. Contracts and other documents which have been adopted by the Town Council and require an official signature may be signed by the Council President and Mayor. In the event the Council President is unavailable, the Council Vice President's signature may be substituted.

Quorum: Four out of the seven members of the Council members constitute a quorum for the transaction of business.

Discussion Rules

To assist the Town Council in the development of a structure for orderly discussion of items, rules have been prepared which represent accepted practices for the management of Council meetings.

1. ***Obtaining the floor:*** A member of the Town Council or staff shall first address the Council President and gain recognition. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council members and public should be avoided.

2. ***Questions to staff:*** A Council member shall, after recognition by the Council President, address questions to the department head or designated staff member. If a Council member has questions on an agenda item, that member should contact staff prior to the meeting in order to allow staff time to research a response/answer for the meeting.



3. ***Interruptions:***

a. Once recognized, a Council member is considered to have the floor, and another Council member may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Council member holding the floor shall cease speaking until the point of order or privilege is resolved.

b. Upon being recognized by the Council President, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Council President.

4. ***Discussion limit:*** A Council member should not speak more than once on a particular subject until every other Council member has had the opportunity to speak. Council members are encouraged to discuss items during the decision-making process, and may ask staff to respond when appropriate. The Council President should allow other members to speak first and then give his/her views and summarize.

5. ***Tabling procedure:*** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain.

6. ***Calling the question:*** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A Council member may move to "call for the question" on an item which is being considered only after each member of the Council has had any opportunity to speak on the item one time. The motion requires a second, is not debatable, and must pass by a majority vote. If the motion carries, the item is no longer debatable, and the Town Council must vote on it.

Voting Procedures

When present, all Council members are to vote unless an exception is permitted – such as the member has a financial interest in an agenda item.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by a majority of members present at a meeting where a quorum exists.

A Council Member shall declare a conflict of interest whenever appropriate and in compliance with state law.

General consensus may be declared at the discretion of the presiding officer if there are no negative votes or objections by Council members.



Upon the request of any Council member, a roll call vote will be taken and recorded.

Abstentions: A Council Member must declare his/her intention to abstain from a vote prior to the presiding officer beginning the roll call for a vote.

Majority vote: A statutory majority (5 of 7 members voting in favor) is required for ordinances, resolutions, and contracts. All other items may be approved by a majority of the members present unless one member calls for a statutory majority vote.

Motions: There are a number of types of motions, each of which must meet certain requirements before a vote can be taken.

Reconsideration: Reconsideration of an item shall be allowed in accordance with the following Council guidelines. Resubmittal of issues previously acted upon is discouraged; however, requests will be considered by a majority vote of the Council. A member of the prevailing majority, when the previous vote was taken, must make a motion for reconsideration. The Zionsville Town Council has determined that any motion for reconsideration should be made within two meetings of the previous action. No motion for reconsideration will be entertained after this deadline unless the Town Council determines significant new information has arisen which warrants such action. If a member is absent from a meeting(s), a motion for reconsideration may be entertained on the first meeting of his/her return.

Policy for Speaking at Town Council Meetings

The following procedures apply to members of the public wishing to speak at Council meetings:

1. ***Agenda Items that are Noticed Public Hearings***
 - a. Number of Speakers: Not Limited
 - b. Time Limit per Speaker: Maximum of three minutes (time from one person cannot be donated to another speaker).

2. ***The "Request to Speak" Agenda Item***
 - a. Number of Speakers: Limited by the time allotment noted below and may be further limited at the discretion of the Council President or his or her designee.
 - b. Time Limit per Speaker: Maximum of three minutes (time from one person cannot be donated to another speaker)
 - c. Time Allotment: Total of fifteen minutes shall be reserved for public comments. The Council President may in his or her sole discretion extend the time reserved for public comments if he or she finds such an extension appropriate. The Council, at



its discretion, may then ask questions of the person who addressed the Council. The “Request to Speak” agenda item shall be the second item on the agenda immediately following the approval of the Minutes of the prior meeting by the Council.

- d. If there are multiple “Requests to Speak” the President of the Council will call residents of the Town who have requested to speak first.
- e. Procedures for Speaking on the “Request to Speak” agenda item:
 - i. A person wishing to address the Council shall fill out a “Request to Speak Card” and submit it to the Municipal Relations Coordinator prior to the start of the Town Council meeting. Those who do not fill out a request to speak card, or who attempt to submit the card after the start of the Town Council meeting shall not be heard, unless the Council President in his or her sole discretion believes it is appropriate to permit a person to speak without having properly completed the Request to Speak Card.
 1. If a person is attending the meeting via electronic means, that person should submit a request to speak via e-mail, at least one day prior to the meeting, to the Municipal Relations Coordinator at alacy@zionsville-in.gov
 - a. An e-mail Request to Speak should include the requesting person’s name and the agenda item for the meeting on which they would like to speak.
 - ii. A “Request to Speak” should be germane to a matter on the agenda of the Council for the meeting at which the person wishing to address the Council is requesting to speak.
 1. If there is a desire to address an item not on the agenda a community member may submit written comments to the Council, or communicate with a member of the Council about an opportunity to address the Council about a specific matter.
 - a. Written comments must be submitted prior to the meeting so that they may be included in the meeting minutes.
 - b. Individuals are encouraged to contact the member(s) representing them if they wish to present before Council. Such requests will be considered and approved on a case-by-case basis by the President or his or her designee.
 - iii. When called to speak, the person shall:
 1. Come forward to the podium.
 2. Speak directly into the microphone.
 3. State their name and address clearly for the record.
 4. Address all comments to the Council President and speak only when recognized by the Council President.



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5. Keep all comments related to matters on the agenda.
6. Not make comments to or address the audience.



Chapter 7

Additional Training & Resource Materials

Association of Indiana Municipalities (AIM)

AIM is an association of all cities and towns in Indiana. AIM provides several useful services and publications as references for local officials. AIM also has lobbyists on staff that represent the interest of cities and towns before the state legislature. Legislative updates as well as educational materials produced by AIM may be found at: www.aimindiana.org. Members may also wish to review the following:

Town of Zionsville Municipal Code

Indiana State Code Books

Indiana Open Door Law (Indiana Code 5-14-1.5) and Access to Public Records Act (Indiana Code 5-14-3)

Town of Zionsville Budget

Robert's Rules of Order