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*\* Governing Body Meetings Quick Reference Guide:*

**Regular meetings** - Second and fourth Mondays of each month at 6:00 p.m.

Meetings held in City Council Chambers, Municipal Building, 2101 O'Neil Avenue.

*\* Finance Committee:*

Mondays prior to governing body meetings (generally the first and third Mondays of each month) at 11:00 a.m. in Room 122, Municipal Building, 2101 O'Neil Avenue.

*\* Public Services Committee:*

Tuesdays prior to governing body meetings (generally the first and third Tuesdays of each month) at Noon in Room 122, Municipal Building, 2101 O'Neil Avenue.

*\* Committee of the Whole:*

When referred agenda items are assigned to the Committee, meetings are held on Wednesdays prior to governing body meetings (generally the first and third Wednesdays of each month) at 6:00 p.m. in City Council Chambers, Municipal Building, 2101 O'Neil Avenue.

*\* Meeting days and times subject to change due to holidays, inclement weather, ordinance or policy changes, etc.*

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***For additional information, contact:***

Mayor's Office  
2101 O'Neil Avenue, Room 310  
Cheyenne, WY 82001  
(307) 637-6300

City Council Office  
2101 O'Neil Avenue, Room 108  
Cheyenne, WY 82001  
(307) 637-6357

City Clerk's Office  
2101 O'Neil Avenue, Room 101  
Cheyenne, WY 82001  
(307) 637-6334

***City website:***

[www.cheyennecity.org](http://www.cheyennecity.org)

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**CITY OF CHEYENNE**  
**GOVERNING BODY**  
**AGENDA PROCESS**

Marian J. Orr  
Mayor

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Dr. Mark Rinne, Ward II  
City Council President

Jeff White, Ward I  
City Council Vice-President

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Rocky Case, Ward III  
Bryan Cook, Ward II  
Ken Esquibel, Ward III  
Pete Laybourn, Ward I  
Mike Luna, Ward III  
Scott Roybal, Ward I  
Dicky Shanor, Ward II

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**Regular meetings** of the Governing Body of the City of Cheyenne are held the second and fourth Mondays of each month at 6:00 p.m. in City Council Chambers. At these meetings, the governing body (nine Council members and the Mayor) takes action to enact laws and conduct City business. Items introduced on the agenda may be ordinances, resolutions, contracts, bids, and other similar matters.

**Council Committee meetings:** Certain types of regular agenda items are reviewed by one of the City Council's three standing committees before final action is taken. These standing committees are: Finance Committee, Public Services Committee, and Committee of the Whole. Meetings of these committees are held the week prior to regular governing body meetings.

**Ordinances** are the laws of the City of Cheyenne. Wyoming Statutes require that each ordinance must have three separate readings before the governing body prior to final approval. Unless an emergency is declared, at least ten days must elapse between first and third readings. Each proposed ordinance must be introduced/sponsored (first reading) on the agenda by a member of City Council. The ordinance is then referred to a standing committee for review. A non-binding vote of recommendation is taken at the committee meeting.

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The committee's recommendation is presented to the governing body at the next regular meeting. If a proposal is approved on second reading, the item is referred back to committee again for review and recommendation. The governing body usually takes final action on third reading.

Ordinances typically become effective upon approval on third reading and publication in a newspaper of local circulation.

**Resolutions** are policy statements adopted by the governing body and require two readings. Just as with ordinances, resolutions must be introduced (sponsored) on the agenda by a City Council member and referred to a standing committee for review. After the committee reports its recommendation to the governing body, a final vote is taken.

Resolutions typically become effective upon adoption by the governing body.

**Other Actions:** The governing body also deals with several other types of agenda items including: **Leases, contracts, change orders, contract modifications, consideration of bids, preliminary plats and zone changes, and certain types of licenses.** Most items are also referred to a standing committee for review and recommendation prior to approval by the governing body.

Depending upon the type of item approved, it may be effective immediately, upon execution of signatures, or the meeting of certain conditions.

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**Quorum and Voting:** At least six members of the governing body present at its regular meetings constitute a quorum to conduct business. Approval of an ordinance on third and final reading requires at least six affirmative votes, regardless of how many members are present. An affirmative majority vote of members in attendance at a governing body meeting is necessary for adoption of resolutions and approval of other types of items. A motion fails in the event of a tie vote.

**Meeting Procedures:** Proceedings and deliberations at governing body and City Council committee meetings are governed by state law; *Robert's Rules of Order, 10<sup>th</sup> Ed.*, published by Perseus Publishing; city code, and usual and customary practices. In some instances, state law, city code, and usual and customary practices may supersede Robert's Rules.

Regular City Council meeting agendas follow a consent agenda format.

These general guidelines for the agenda process are based upon Title 2 of city code and Wyoming Statutes. Additional information on the agenda procedure and how to track a specific item through the legislative process may be obtained by contacting any of the offices listed on the reverse side of this brochure.