

Chapter 2.06CITY COUNCIL RULES OF PROCEDURESections:

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2.06.010 Call to Order-Time. The Mayor shall call the Council to order at each regular and special meeting at 7:00 p.m. unless the Council shall have adjourned to some other hour, or unless the Council shall, at the previous meeting, fix a different time for the regular or special meeting of the Council. The Council shall have the authority to fix a different time, other than 7:00 p.m., for regular or special council meetings, for as many regular or special meetings in advance as the Council shall deem advisable.

2.06.020 Quorum. A majority of all members elected to the City Council shall be necessary to constitute a quorum to do business, provided that less than a quorum may adjourn from day to day until a quorum can be had and compel the attendance of absent members.

2.06.030 Mayors Duties. The Mayor shall take the chair and call the Council to order at the hour appointed for the meeting and, if a quorum is present, shall cause the minutes of the preceding meeting to be approved by council. The Mayor shall preserve order and decorum during the meeting. In the event of a disturbance or disorderly conduct in the council chamber, the Mayor may direct the police chief to suppress the same and order the removal of any person creating a disturbance in the council chamber. He may speak to points of order in preference to members, remaining in his seat and shall decide all points of order without debate. He shall have charge of and see that all officers and employees of the city perform their respective duties and shall sign all ordinances. He shall sign all warrants, writs and subpoenas issued by order of the Council, all of which shall be attested by the City Clerk/Treasurer with the corporate seal of the City affixed.

2.06.040 Standing Committees. The Mayor shall appoint the following standing council committees: Finance, utilities, parks and recreation, labor relations, police and fire and building and street. Each committee shall have two council members. The Mayor may also establish and appoint members to other special committees from time to time as s/he deems appropriate or necessary. Each special committee shall have two council members.

2.06.050 Duties of Committee. The several committees shall fully consider all measures referred to them. They shall acquaint themselves with the interest of the City and from time to time present such ordinances and written reports as in their judgment will advance the interest and promote the welfare of the municipality.

2.06.060 Committee Reports. Each committee shall present an oral report at the time of the Council meeting, or a written report if directed by the Mayor.

2.06.060A Expenses. No committee shall incur expense except by permission of the Council previously obtained.

2.06.070 Order of Business. Business shall be disposed of in the order of the Council agenda prepared by the City Clerk/Treasurer and Mayor. The agenda format shall be established by resolution of the City Council. A time for citizens to address the Council shall be allowed at each regular Council meeting.

2.06.080 Ordinances-Introduction and Readings. All ordinances shall be introduced, read and voted on at regular meetings. No ordinance shall be voted on at the meeting during which it is first introduced, unless in case of emergency. The names of the Council members voting for and against the ordinance shall be entered in the minutes of the meeting.

2.06.090 Motions-Generally. A. No motion shall be entertained until it shall be seconded, nor debated until announced by the Mayor.

B. A motion shall be reduced to writing and read by the Clerk/Treasurer if desired by the Mayor or any council person before it shall be debated and, by the consent of the Council, may be withdrawn before amendment or action.

2.06.100 Yeas and Nays. The yeas and nays shall be taken when called for, and a vote shall be entered in the journal, and every council person not absent shall vote unless excused by the Mayor.

2.06.110 Speaking in Debate. When a member of the City Council desires to speak in debate or discussion or submit any ordinance, resolution or motion, he shall address the Mayor from the council member's position unless the Council member desires to leave the Council member's position and address the Council from the floor.

2.06.120 Preference in Addressing the Chair. When two or more members arise to address the Chair, the Mayor shall name the one who shall speak first giving preference, when practicable, to the mover or introducer of the subject under consideration.

2.06.130 Absence at Roll Call. A council person absent at roll call who later appears at a meeting may ask to have his name called and shall thereafter be deemed present for purposes or quorum.

2.06.140 Voting. In all cases of election by the Council, the votes shall be taken orally by the Clerk/Treasurer. No council person shall be allowed to explain his vote or to discuss the question while the yeas and nays are being called, or change his vote after the result is announced.

2.06.150 Announcement of Votes. The announcement of all the votes shall be made by the Mayor and the announcement of the result of any vote shall not be postponed.

2.06.160 Suspension or Recission of Rules. A rule of order may be temporarily suspended for a special purpose by a vote of sixty percent (60%) of the members present. When the suspension of a rule is called and after due notice from the Mayor with no objection having been offered, he may announce the suspension of the rule and the Council may proceed accordingly, provided that the records of the meeting shall always show such suspension. (Ord. 1628, 2003)