

Chapter 1-15

COUNCIL MEETINGS

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Section 1-15-1 Order Of Business

At the appointed hour for the meeting, the Mayor, or Mayor Pro Tem, shall call the Council to order, whereupon the Clerk, or some person acting in his/her stead, shall call the roll and if upon such a roll call a quorum is found to be present, the Council shall proceed to the business before it in accordance with the published agenda.

Section 1-15-2 Duties And Privileges Of The Mayor

The Mayor shall preserve order and decorum, decide all questions of order and procedure subject to an appeal from the chair to the Council. The Mayor shall have the right to name any member of the Council to perform the duties of the chair, but such substitution shall not extend beyond adjournment.

Section 1-15-3 Duties And Privileges Of Members

Any member desiring to speak shall address the Mayor, but shall not then proceed with remarks until recognized by the chair. When two (2) or more members address the chair at once, the Mayor shall name the member who is to speak. While the Mayor is putting a question or a member is speaking, no member shall engage in conversation or walk across or out of the room.

No member shall speak more than twice on one question without permission of the Council; not more than once in any case until every member choosing to speak has spoken.

Every member present when a question is stated shall vote thereon, unless excused by the Council or unless the Council member has a conflict of interest in the matter. The Council shall determine its own course of action, sit upon its own adjournment, prescribe the time and place of its sessions, protect itself

from interruption from spectators; and it shall be unlawful for any person not a member of the Council to participate in its deliberations or to address the Council, except when permission is granted.

In all cases wherein the rules of this Council herein before enumerated are not applicable, the order of business and the rules thereof shall be as laid down in Robert's Rules of Order.

Section 1-15-4 Motions And Responsibilities

No motion shall be put or debated unless seconded; when seconded it shall be stated by the Mayor before debate, and every such motion shall be reduced to writing, if requested by the Mayor or a member of the Council.

After a motion or resolution is stated by the Mayor, it shall be deemed to be in the possession of the Council; but may be withdrawn at any time before decision; but if any amendment has been proposed, or adopted, it shall not be withdrawn without the consent of the mover of such amendment.

If the question in debate contains several distinct propositions, any member may require the same to be subdivided, when the sense admits of it, prior to the vote thereon.

In all cases where a motion or resolution is entered on the minutes of the Council, the name of the member moving the same shall be entered also.

Section 1-15-5 Ordinances

Ordinances of a general or permanent nature, and those for the appropriation of money, shall be considered on three (3) different days, unless three-fourths (3/4) of the Council shall dispense with the rule.

Section 1-15-6 Taking And Entering The Vote

If any member requires it, the yeas and nays upon any question shall be taken and entered upon the minutes, and every resolution authorizing any contract, public improvement, or appropriation of money and any ordinance shall be by a vote of yeas and nays and in every other case where the same is or may be required by law.

Section 1-15-7 Precedence Of Questions

When a question is under debate, the only motions in order shall be first, to adjourn; second, the previous question; third, to lay on the table; fourth, to postpone indefinitely; fifth, to adjourn to a certain day; sixth, to refer; seventh, to amend. The first three motions to be decided without debate.

Section 1-15-8 Adjournment

A motion to adjourn shall always be in order except, when a member is in possession of the floor; when

the yeas and nays are being called; when the members are voting; when adjournment was the last preceding motion; and when it has been decided that the previous question shall be taken.

A motion simply to adjourn cannot be amended; but a motion to adjourn to a given time may be amended; and is open to debate.

Section 1-15-9 Previous Question

When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this carries, all further motions and debate shall be excluded, and the question put in this order; first upon the amendments pending, and then upon the main proposition.

Section 1-15-10 To Lay On The Table

A motion to lay on the table simply, is not debatable, but a motion to lay on the table conditionally, is subject to amendment and debate.

Section 1-15-11 Indefinite Postponement

When a motion is postponed indefinitely, it shall not be taken up again during the same meeting.

Section 1-15-12 To Refer

A motion to refer to any department of the City shall take precedence over a motion to refer to a committee shall take precedence over a similar motion for a special committee.

Section 1-15-13 To Amend

A motion to amend an amendment shall be in order but a motion to amend an amendment to an amendment shall not be entertained.

An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order.

An amendment to strike out and insert the paragraph to be amended shall first be read as it stands, then the words to be stricken out, and those to be substituted and finally the paragraph as it would stand if so amended.

Section 1-15-14 Reconsideration

A question may be reconsidered at any time during the same meeting or during the first meeting held thereafter. A motion for reconsideration once made and decided in the negative shall not be renewed before the next meeting.

A motion to reconsider must be moved and seconded by members who voted in the majority, or by those who were absent and did not vote upon the question to be reconsidered.

If a proposition has received a majority vote, but has failed for lack of a two-thirds (2/3) or three-fourths (3/4) majority, a motion to reconsider shall in that case be made by a member who voted in the minority and it may be seconded by any other member.

Section 1-15-15 Suspension And Amendment

These rules may be temporarily suspended by a vote of three-fourths (3/4) of all the members of the Council.