

CHAPTER 30: COUNCIL

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§ 30.01 MEETINGS.

(A) *Regular meetings.* Regular meetings of the Council shall be held on the first Tuesday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on a date and time as directed by the Council upon notice as is given for special meetings. All meetings, including special and adjourned meetings, shall be held in the City Hall unless so specified.

(B) *Special meetings.* The Mayor or any two members of the Council may call a special meeting of the Council upon at least 24-hours' written notice to each member of the Council, subject to a three-day notification thereafter. This notice shall be delivered personally to each member or shall be left at his or her usual place of residence with some responsible person. Similar notice shall be given to the Administrator-Clerk and posted at the City Hall and two other public places in the city.

(C) *Initial meeting.* At the first regular Council meeting in January of each year the Council shall:

(1) Designate the depositories of city funds;

(2) Designate the official newspaper;

(3) Choose one of the Council members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualified;

(4) Appoint officers and employees and members of boards, commissions, and committees as may be necessary.

(D) *Public meetings.* All Council meetings, including special and adjourned meetings and meetings of Council committees, shall be open to the public.
(1982 Code, § 201.01) (Ord. 201.01, passed 4-2-1996)

§ 30.02 PRESIDING OFFICER.

(A) *Who presides.* The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the Administrator-Clerk shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their number to act temporarily as presiding officer.

(B) *Procedure.* The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the Council shall be conducted in accordance with Robert's Rules of Order, Revised.

(C) *Appeal procedure.* Any member may appeal to the Council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling, but no other Council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

(D) *Rights of presiding officer.* The presiding officer may make motions, second motions, or speak on any question except that on demand of any Council member, he or she shall vacate the chair and designate a Council member to preside temporarily.
(1982 Code, § 201.02)

§ 30.03 MINUTES.

(A) *Who keeps.* Minutes of each Council meeting shall be kept by the Administrator-Clerk or, in his or her absence, by the Deputy Administrator-Clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the Administrator-Clerk and can be accurately identified from the description given in the minutes.

(B) *Approval.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the Administrator-Clerk, and copies thereof shall be delivered to each Council member as soon as practicable after the meeting. At the next regular Council meeting following the delivery, approval of

the minutes shall be considered by the Council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the Council. If there is an objection, the Council shall vote upon the addition or correction. If there are no additions, or corrections, the minutes shall stand approved.

(1982 Code, § 201.03)

§ 30.04 ORDER OF BUSINESS.

(A) *Order established.* Each meeting of the Council shall convene at the time and place appointed therefor. Council business shall be conducted in the following order:

- (1) Call to order/roll call
- (2) Approval of minutes;
- (3) Petitions, requests, complaints;
- (4) Unfinished business;
- (5) Citizen time;
- (6) New business;
- (7) Administrator-Clerk's reports;
- (8) Administrator's report;
- (9) General Council discussion;
- (10) Approval of bills;
- (11) Impress cash fund; and
- (12) Adjournment.

(B) *Varying order.* The order of business may be varied by the presiding officer; but all public hearings shall be held at the time specified in the notice of hearing.

(C) *Agenda.*

(1) An agenda of business for each regular Council meeting shall be prepared and filed in the office of the Administrator-Clerk not later than two days before the meeting.

(D) *Motions, petitions, communications.* Every motion shall be stated in full before it is submitted to a vote by the presiding officer and shall be recorded in the minutes. Every petition or other communication addressed to the Council shall be in writing and shall be read in full upon presentation to the Council unless the Council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the Administrator-Clerk. (1982 Code, § 201.06)

§ 30.07 COMMITTEES.

(A) *Committees designated.*

(1) There shall be the following standing committees:

- (a) Auditing Committee;
- (b) Reserved for future use; and
- (c) Reserved for future use.

(2) Committee members shall be appointed by the Mayor at the first regular Council meeting in January of each year.

(B) *Membership.* Each committee shall consist of three members of the Council and the Chairperson of each committee shall be designated by the Mayor. Each committee member shall serve as appointed unless excused by a majority of the members of the Council. If the committee does not provide otherwise, committee meetings shall be held at the call of the Chairperson. The same notice shall be given of committee meetings as for special meetings of the Council except that personal notice need not be given each member if the committee so decides.

(C) *Referral and reports.* Any matter brought before the Council for consideration may be referred by the presiding officer to the appropriate committee onto a special committee appointed by him or her for a written report and recommendation before it is considered by the Council as a whole. Each committee report shall be signed by a majority of the members and shall be filed with the Administrator-Clerk prior to the Council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it. (1982 Code, § 201.07)

§ 30.08 SUSPENSION OR AMENDMENT OF THE RULES.

These rules may be suspended only by a two-thirds' vote of the members present and voting. (1982 Code, § 201.08)

§ 30.09 SALARIES OF MAYOR AND COUNCIL MEMBERS.

Effective January 1982, the salary of the Mayor shall be \$175 per month and the salary of each Council member shall be \$150 per month, and \$20 per special meeting.
(1982 Code, § 201.09)

§ 30.10 EMERGENCY.

In the event an emergency arises which requires immediate Council action and a quorum of elected Council members cannot be obtained, those elected Council members present may take necessary action with respect to the emergency.
(1982 Code, § 201.12)