

CHAPTER ICOUNCIL AND ADMINISTRATIONSection 100 – Council Meetings

Section 100:00. Meetings. The City Council shall have regular sessions on the first and third Tuesdays of each month. The Mayor and/or City Administrator may cancel any meeting deemed to be unnecessary due to lack of business items on the agenda. The time of the meetings shall be set by the City Council. Adjourned and special sessions may be held at any other time that the Council may deem proper. All meetings shall be held at the City Hall, unless otherwise specified by the City Council.

Section 100:02. Presiding Officers. 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 councilmen shall elect one of their members a temporary chairman. The acting mayor and temporary chairman, when occupying the place of the mayor, shall have the same privileges as other members, including the right to vote on all matters of business before the Council.

Section 100:04. Quorum. At all meetings of the Council, a majority of the Council members elected shall constitute a quorum to do business, but a minority may adjourn from day to day and may compel the attendance of absentees, by a fine not exceeding ten dollars for each offense, unless a reasonable excuse be offered.

Section 100:06. Order of Business. At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his absence by the acting mayor, and in the absence of both by the Clerk. The Clerk shall call the roll, note the absentees and announce whether a quorum be present. In the absence of the Clerk, the Mayor shall appoint a secretary pro tem. Upon the appearance of a quorum, the Council shall proceed to business which shall be conducted in the following order:

1. Call to order
2. Roll Call
3. Reading of the minutes of the last meeting, which if no correction be offered, shall stand approved
4. Presentation of petitions, memorials and remonstrances
5. Reports of standing committees
6. Reports of special committees
7. Reports of officials
8. Motions and communications
9. Introduction of ordinances
10. Presentation of claims
11. Unfinished business
12. Special order of business
13. Motions and resolutions
14. Adjournment

Section 100:08. Motions reduced to Writing. Every motion, except to adjourn, postpone, or reconsider, commit, lay on the table, or for the previous question, shall be reduced to writing if the chair or any member requires it; then made and seconded, it shall be stated by the chairman or being written shall be read by the Clerk, and may be withdrawn before decision or amendment, or any disposition thereof has been made, or a vote taken thereon.

Section 100:10. Ordinances. After an ordinance shall have passed, a complete and accurate copy as amended shall be made by the Clerk and shall be signed by the Mayor or, in his absence, by the acting mayor, and deposited with the Clerk who shall attest, seal, number, file, publish and record or place the same permanently in the ordinance book. Entry of the complete ordinance as amended directly into the ordinance book and original signatures and seal thereon shall be in compliance with this section. The affidavit of publication shall be permanently inserted in the ordinance book after each ordinance.

Section 100:12. All Meetings Public. All sessions of the Council shall be open to the public.

Section 100:14. Calling Special Meetings. Special Meetings may be called by the Mayor or any two members in writing filed with the Clerk at least one day prior to the time specified for such meeting. The Clerk shall mail a notice at least one day before the meeting to all members of the time and place of the meeting and its purpose shall be stated in the call as filed with him. The Clerk shall also post notice thereof in three conspicuous places in the city. The Clerk shall prepare and file in his office an affidavit showing mailing of such notices in the manner prescribed.

Special meetings may be held without notice when all members are present and take part in the meeting or consent in writing to hold such special meeting without other notice. Such written consent shall be filed with the Clerk prior to the commencement of such meeting. The Clerk shall post written notice thereof in three conspicuous places in the city. Any special meeting attended by all members shall be a regular meeting for the transaction of any business that may come before it.

Section 100:16. Manner of Voting. Votes of the members on any business coming before the Council may be by voice vote, standing vote or in such other manner of voting as may signify the intention of the members, provided, however, that upon request of any one member of the Council such vote shall be taken by secret written ballot.

Any affirmative or negative vote by a member shall be entered in the minutes at his request. Aye and Nay votes shall be taken upon any motion at the request of one member and the results entered into the minutes. Every member shall vote in such case unless the Council, by majority vote, shall excuse a member from voting.

Section 100:18. Minutes. Minutes of the meeting shall be kept by the Clerk. They shall be signed by the Clerk, and shall constitute an official record of the Council proceedings. Upon approval of the minutes of the subsequent meeting of the Council, the Mayor shall sign the minutes. Lack of such Mayor's signature or council approval shall not invalidate such minutes as official records.

In the event the Clerk shall fail or decline to amend or change his minutes, upon informal request, at the time they are submitted for approval, the Council may by motion carried by a majority vote amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

Section 100:20. Discussion. Every person desiring to present any matter before the Council at any regular meeting thereof, shall notify the Clerk no later than Friday of the week previous to said meeting of his intention to be heard at said meeting and inform the Clerk of the substance of the matter to be presented by him and discussed at said meeting.

The Clerk shall prepare an agenda based on all the matters that have been presented to him and make the same available to the members of the Council in advance of the date of said meeting. No other matter shall be presented to the Council at said meeting unless cause is shown why said matter could not be placed upon said agenda in time for said meeting, in which event, the Council may, at its discretion, vote to suspend the rule and agree to hear the matter.

Every member previous to his speaking shall wait until his matter is reached on the agenda and shall arise and address the chairman and not proceed until he has been recognized by the chair. He shall indulge in no personalities and shall confine his remarks to the matter under discussion as set forth on the agenda.

Section 100:22. Robert's Rules of Order. In all points not covered by these rules, the Council shall be governed on its procedure by "Robert's Rules of Order, Revised".

Section 100:24. Mayor. The Mayor shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council. The Mayor may speak on any questions under discussion by the City Council. The Mayor shall be entitled to vote on any motion before the City Council.

Section 100:00 of the 1974 Code of Ordinances was amended by Ordinance Number 230, adopted March 6, 1990.

Section 100:00 of the 1974 Code of Ordinances was amended by Ordinance Number 234, adopted April 9, 1991.

Section 100:00 of the 1974 Code of Ordinances was amended by Ordinance Number 252, adopted August 16, 1993.

Section 100:24 of the 1974 Code of Ordinances was repealed in its entirety and replaced by Ordinance Number 364, passed and effective April 19, 2005.

Section 100:00 of the 1974 Code of Ordinances was amended by Ordinance Number 386, passed and adopted January 6, 2009.