

Council Procedures

Reading, PA

Quorum- at least 4 Council Members must be present in order to conduct a regular meeting of Council.

Ordinance- a legislative act or a local law, requiring 2 readings at separate meetings no less than 14 days apart.

Every adopted ordinance except emergency legislation shall become effective at the expiration of 30 days after passage by Council and approval by the Mayor, or repassage by Council over the Mayor's veto, or at a date specified therein, but not less than 10 days after adoption. Five votes are required to override a Mayoral veto.

Acts of Council shall be by ordinance which:

- (a) Adopt or amend the codes or establish, alter, or abolish any unit of the City;
- (b) Provide for a fine or other penalty or establish a rule or regulation for which a fine or other penalty is imposed;
- (c) Levy taxes and provide for service charges, permit fees and assessments;
- (d) Grant, renew or extend a franchise;
- (e) Adopt or amend the annual budget and capital program budget;
- (f) Repeal or amend any ordinance;
- (g) Adopt procedures for purchasing of products, goods, or services, for making contracts and for the sale or lease of personal or real property of the City;
- (h) Adopt other actions which are legislative in nature;
- (i) Authorize the borrowing of money;
- (j) Purchase, convey, or lease lands or buildings; or
- (k) Adopt zoning, subdivision or other land use controls.

Emergency ordinance - An emergency ordinance may be adopted to meet a public emergency posing a sudden, clear and present danger to life or property. An emergency ordinance shall be introduced in the form and manner prescribed for ordinance generally, except that it shall be plainly designated as an emergency ordinance and shall describe in clear and specific terms the nature of the emergency.

Every emergency ordinance shall automatically stand repealed as of the 91st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance if the emergency still exists.

Resolution- used to adopt policies or direct certain actions, only one reading needed. The Mayor does not have the ability to veto a Resolution.

Referral- if Council would like more information on an ordinance, resolution or issue, the item may be referred to a Committee for review and recommendation.

Executive Sessions- a session closed to the public and press for the discussion of litigation, personnel or contractual matters.

Consent Agenda- Resolutions, awards of contracts, or motions that are considered routine, are not contentious and do not require discussion. There is no discussion on any part of the consent agenda, unless it is removed from the consent agenda by the request of any member of Council.