

ARTICLE 112

RULES OF COUNCIL

CROSS REFERENCES

Legislation by Council — See 3rd Class Charter Law § 606 et seq. (53 P.S. § 41606 et seq.).

Contracts; minimum wage rates, working conditions and printed matter — See ADM. 113.07.

Rules of Procedure — See ADM. 111.04.

§ 112.01. Meetings. [Ord. 52-2007, passed 9-19-2007; Ord. 16-2009, passed 4-1-2009]

- (a) Regular meetings. Council shall hold regular meetings on the first and third Wednesdays of each month with the meetings on the first Wednesday of the month commencing to 9:00 a.m. and the second meetings on the third Wednesday of the month commencing at 7:30 p.m.

However, when the day for any regular meeting of Council falls upon a designated holiday, such regular meeting shall be held at the same hour at the next succeeding day not a holiday. Council may, however, upon a majority vote of the whole Council, reschedule such regular meeting so that the meeting scheduled may occur on the next regularly scheduled meeting date. However, the regular Wednesday meeting before Thanksgiving Day shall commence at 9:00 a.m. and also the Wednesday meeting before Christmas Day.

- (b) Caucus meetings. Meetings will be held at least 30 minutes before all City Council meetings. Administrative personnel and individuals approved by the City Council President can attend to make presentations and answer questions concerning Agenda items.

§ 112.02. Place of meetings. [Ord. 16-2009, passed 4-1-2009]

All meetings of Council, except in the case of emergencies shall be held in the Council Chambers on the first floor of the Municipal Building. The display of placards and/or signs in the Council Chambers during such times as Council is in session is hereby banned; there shall be no political endorsements of individuals or candidates during City Council Meetings and/or Public Hearings.

§ 112.03. Executive sessions. [Ord. 16-2009, passed 4-1-2009]

City Council shall hold executive sessions as per Pennsylvania Sunshine Law requirements.

§ 112.04. Special meetings. [Ord. 8-1966 § 4, passed 3-9-1966]

The Mayor or President of Council may, and upon written request of the majority of Council shall, call a special meeting of Council. In such call, the business to be considered at the special meeting shall be designated and no other business shall be considered at such special meeting. Any such call for a special meeting shall be delivered to the members of Council not less than 24 hours prior to the time stated for such special meeting unless all of the members of Council execute a written waiver of such twenty-four hour notice prior to the commencement of such meeting.

§ 112.05. Meetings open to public. [Ord. 8-1966 § 5, passed 3-9-1966]

All regular and special meetings of Council shall be open to the public.

§ 112.06. Submission of ordinances and resolutions. [Ord. 68-1985 § 1, passed 11-13-1985; Ord. 32-1992 § 1, passed 6-17-1992; Ord. 49-2000, passed 9-6-2000]

Each ordinance and resolution shall be introduced in printed, typewritten or written form and shall be read and considered as provided by general law. All ordinances and resolutions shall be properly introduced by a member of Council and seconded by a member of Council. In the event that a member of Council introduces an ordinance or resolution requested by the Administrative Department of the City, the City Clerk shall, at the request of such member, note on the minutes of Council that such ordinance or resolution has been requested by the administrative branch of the City government. All resolutions submitted to Council and prepared by any individual(s), group(s) and/or organization(s) that have not been reviewed by Council and its Solicitor shall be automatically tabled for at least one meeting prior to any vote being taken on such resolution(s).

§ 112.07. Manner of voting. [Ord. 8-1966 § 7, passed 3-9-1966]

The vote upon every motion, resolution or ordinance shall be taken by roll call and the yeas and nays shall be entered on the minutes. Each member of Council shall vote on every matter presented to Council unless specifically excused or prevented therefrom by provisions of general law. Unless a member of Council is excused or prevented from voting, his failure to vote nay shall be recorded as an affirmative vote.

§ 112.08. Minutes of meetings. [Ord. 8-1966 § 8, passed 3-9-1966]

The minutes of every meeting of Council shall be signed by the President or the Acting President of Council and attested by the City Clerk.

§ 112.09. Agenda. [Ord. 55-1987 § 1, passed 8-26-1987; Ord. 26-1988 § 1, passed 4-6-1988; Ord. 16-2009, passed 4-1-2009]

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to Council shall be filed in the office of City Clerk not later than Thursday at Noon preceding the regular bi-monthly meetings of Council, whereupon the City Clerk, with the approval of the Council President, shall immediately arrange an agenda or such matters according to the order of business. The City Clerk shall furnish each member of Council, the Mayor and Solicitor with a copy of the agenda as soon as possible after it is prepared.

Any ordinance or resolution which does not appear on the agenda may only be considered by Council upon the affirmative vote of five members of Council to so waive the rules.

§ 112.10. Order of business. [Ord. 16-2009, passed 4-1-2009]

The Order of Business of Council, in the consideration and disposition of matters coming before it, shall be as follows:

- (a) Roll Call.
- (b) Pledge of Allegiance and Silent Meditation.
- (c) Approval of Minutes and Payment of Bills.
- (d) Citizens to be heard. Any such person addressing Council shall step up to the front of the podium, shall give his/her name and address and, unless further time is granted by Council, shall limit his/her address to five minutes. All remarks shall be addressed to Council as a body and not to any member thereof. No person, other than a member of Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of Council, without the permission of the presiding officer. No question shall be asked a Councilperson except through the presiding officer. Reports from officials, boards, commissions and other bodies may be received, and also reading of written communications to Council on any matter concerning the City's business or any matter over which Council has control.
- (e) Ordinances in strict order of Council file numbers, including action upon vetoed ordinances, starting with the lowest Council file number and proceeding forward in consecutive order through and including newly introduced ordinances.
- (f) Old Business-resolutions or ordinances that have been addressed or acted on at previous City Council meetings.
- (g) New Business-resolutions, transfers, contracts and purchase orders on the agenda of Council.

- (h) Committee reports of Council. At the conclusion of the regularly scheduled meetings of Council, each member shall be permitted to give a report on matters pertaining to the Councilperson's Committee assignment and such report shall not exceed five minutes. The City Clerk shall be assigned the responsibility of monitoring each Councilperson's time usage.
- (i) Adjournment. A motion to adjourn shall always be in order and shall be decided without debate.

§ 112.11. President of Council. [Ord. 16-2009, passed 4-1-2009; Ord. 9-2011, passed 2-16-2011]

The President of Council shall be presiding officer of Council. He/she shall be elected annually at the first meeting in January of each year and shall be eligible for re-election. The President of Council shall assume the duties of the chair immediately after his/her election. He/she shall preserve strict order and decorum at all meetings of Council. He/she shall summarize every ordinance coming to vote and shall likewise announce the decision of Council on every final vote on the passage of ordinances and resolutions by signifying that Council adopts or fails to adopt the same. The presiding officer may move, second and debate measures from the chair and shall not be deprived of any of the rights and privileges of a member of Council by reason of his/her acting as a presiding officer. A Vice President of Council shall also be elected annually at the 1st meeting in January of each year, whose only duty shall be to preside over the meetings of City Council in the absence of the Council President.

§ 112.12. Permanent standing committees; liaison chairperson. [Ord. 8-1966 § 12, passed 3-9-1966; Ord. 16-2009, passed 4-1-2009]

- (a) The Committee of the Whole shall be a permanent standing committee of Council. The President of Council shall be the presiding officer of the Committee of the Whole and the Rules of Procedure in Council shall be observed in the Committee of the Whole as far as the same may be applicable. The Committee of the Whole shall make its reports in writing and shall return the petition, resolution, account, ordinance or other papers submitted to it for consideration to Council.
- (b) Liaison Chairpersons between Council and the various departments, bureaus, authorities, commissions and other offices of the City shall be appointed by the President of Council and shall have such duties and jurisdiction as designated by the President of Council. The bureaus and other offices of the City include, but are not limited to, Department of Public Works, Parks and Property, Finance Department, Department of Economic and Community Development, Bureau of Police, Bureau of Fire. The Liaison Chairperson shall study and become familiar with the work and operation of the respective spheres of the municipal government to which he/she may be assigned so that he/she may be

able to make proper recommendations and furnish detailed information to Council when so requested.

- (c) The proper Liaison Chairperson, together with the Council President, shall review the official agenda prior to the caucus session meeting and notify the Office of the Mayor, in writing, of any department directors or bureau chiefs or other employees of the City whose presence is requested at the caucus session meeting.

§ 112.13. Adjournment.

(Repealed)¹

§ 112.14. Supplementary rules. [Ord. 78-1970 § 6, passed 12-16-1970]

Robert's Rules of Order shall apply in any situation not otherwise covered by these Rules of Procedure and the City Solicitor is hereby designated as the official parliamentarian of Council.

§ 112.15. Review of budget. [Ord. 16-1979 § 1, passed 1-31-1979]

Council shall be required to review all City Budgets on a semi-annual basis and to include in this review in July and December of each year, the water and sewer budgets. This section shall be added to and made mandatory upon the duties of Council and the City Administration.

§ 112.16. Seminar and conference reports. [Ord. 19-1994 § 1, passed 3-2-1994]

The City Administration shall file a detailed written report, within one week of returning from any and all seminars and conferences attended by Administrative staff which are held outside the City.

1. Editor's Note: Former Section 112.13 was repealed by Ordinance 16-2009, passed April 1, 2009.