

§ 55-12. Rules and regulations.

- A. Purpose. The purpose of these rules and regulations is to establish the internal organization of the Council to provide for an ordered and efficient procedure of operation in a democratic manner.
- B. President. The President of the Council shall be selected at the organization meeting of the Council. The President of the Council may be removed by the Council upon the affirmative vote of an absolute majority of the Council. The President may select, from time to time, a member of the Council to preside at meetings of the Council in his absence.
- C. Time of meetings. The Council shall meet regularly on the second and fourth Tuesday of each month at 7:30 p.m. in the Council Chambers of the Municipal Building of the City, unless such day is a holiday, in which case the meeting shall be the following secular day. Special meetings of the Council may be called by the President and shall be called upon request of a majority of the members of the Council. At least 24 hours' written notice of the special meeting, setting forth the time, place and purpose, shall be given to each member personally or by leaving a copy thereof at his place of residence. Special meetings may be held at such place, open to the public as set forth in the notice.
- D. Agenda of meeting. The agenda of each regular meeting shall be as follows: **[Amended 6-23-2015 by Ord. No. 6-2015]**
 - (1) Call to order.
 - (2) Pledge of allegiance.
 - (3) Calling roll of members.
 - (4) Approval of minutes.
 - (5) Proclamations, honors, awards and resolutions of recognition.
 - (6) Public comment.
 - (7) Reports requested by Council.
 - (8) For the first meeting of the month, reports of committees of Council, and for the second meeting of the month, interim reports of committees of Council.
 - (9) Legislative agenda.
 - (10) Public comment.

- (11) Report of the Mayor.
 - (12) Report of President of Council.
 - (13) Council comments.
 - (14) Adjournment.
- E. Conduct of meeting. All meetings of the Council shall be open to the public except where the nature of the subject being discussed requires otherwise, in which case, upon the concurrence of all members present less one, the Council may sit as a committee of the whole. When sitting as a committee of the whole, no vote may be taken.
- (1) The President of the Council shall preside at all meetings and shall preserve order and announce the decision of the Council on all subjects. The rules of parliamentary practice comprised in Robert's Rules of Order shall govern in all cases in which they are applicable and not inconsistent with the standing rules of the Council.
 - (2) Any member desiring to speak shall address the President and, upon being recognized, shall confine himself to the subject.
 - (3) All motions shall be presented to the President, and no motion shall be considered in debate until it shall have been stated by the President or by the City Clerk at the direction of the President. Each ordinance or resolution shall be introduced in written or typewritten form.
 - (4) No member or the Mayor shall speak more than twice upon the same motion in the same meeting, nor for more than 10 minutes at one time, without leave granted by the President.
 - (5) Before putting any question, the President shall permit any member of public attending the meeting to make such statements as he desires, confining himself to the subject under consideration. The President may limit the time of each statement.
 - (6) When the Council is ready for the question, the President shall put the question to the Council. The names of the members of the Council shall be called in alphabetical order, except the President who shall be called last, and the yeas and nays shall be recorded in full on the minutes.

- (7) No motion for reconsideration shall be entertained unless made by a member voting with the prevailing side in the first instance. Upon the motion for reconsideration prevailing, any member may interrogate any member who did not speak as to the reason of his yea or nay.
- F. Minutes. The City Clerk shall cause minutes of each meeting of the Council to be recorded, and shall provide each member with a copy of the minutes of each meeting not less than two days prior to the next regular meeting.
- G. Committees. The Council may establish from among its members such committees as it may from time to time deem necessary or appropriate. The manner of appointment shall be specified in the motion to create the committee. The committee may be discharged in the same manner as appointed. The President shall be an ex officio member of all committees.
- H. Attendance. Any member of the Council who is absent without an excuse acceptable to the Council for more than two meetings in any one year shall forfeit \$25 for each such meeting.
- I. Suspension and amendment. Any rule of the Council may be suspended by assent of 2/3 of the members present. The rules may be amended or repealed by an absolute majority of the Council taken at the regular meeting next following the meeting at which the amendment or repealer was introduced.