

CHAPTER 5

COUNCIL

SECTION:

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1-5-1: **REGULAR MEETINGS:** The regular meeting of the City Council shall commence; and be held in the City Chambers of the City Hall on the first Monday and the third Monday of each month at seven o'clock (7:00) p.m., provided that when said meeting shall be a public holiday or a day upon which shall be held a general election, the Council shall meet in the following day at the same hour. (Ord. 89-03, 7-3-89)

1-5-2: **SPECIAL MEETINGS:** The Mayor or any three (3) members of the Council may call special meetings of the Council by filing in the office of the Clerk a statement in writing stating the object and purpose of such special meeting and directing the Clerk to give notice of the same to each member of the Council. Said notice shall be prepared by the Clerk and shall state the object and purpose of the meeting, the time of meeting and shall be served personally on, or left at the usual place of abode of each member of the Council by the Clerk or someone duly authorized by him to serve same. No business other than that stated in the notice shall be transacted at such special meeting. *1 (R.O. 1911, Sec. 7)

1-5-3: **QUORUM:** The Mayor shall take the chair promptly at the time set for any meeting and call the Council to order; a majority of Aldermen then holding office shall constitute a quorum to do business; or the presence of three Aldermen then holding office plus the Mayor shall also constitute a quorum to do business; and if a quorum is not present those present shall adjourn until an announced time. In case of absence of the Mayor at the time set for any meeting, then some member of the Council shall call the same to order and the Council shall elect one of its own members chairman pro-tem and like proceedings shall be had. (R.O. 1911, Sec. 8) (Ordinance 2013-07, 07/15/13).

1. S.H.A. Ch. 24, 3-11-13

1-5-4: **ATTENDANCE OF ALDERMEN; PENALTY:** It shall be the duty of each Alderman to attend promptly at each regular and special meeting of the Council, at the hour appointed for such meetings; provided, that sickness of any Alderman or any member of his family, or absence from the City of such Alderman shall be deemed a sufficient excuse for not attending any regular or special meeting of such Council. *1 (R.O. 1911, Sec. 9)

1-5-5: ORDER OF BUSINESS: *2 The business to come before the Council at any regular meeting shall take precedence as follows”

Roll call. Reading of previous regular and special meetings; also amendments or corrections of same.

Presentation of Petitions.

Presentation of Claims.

Reports of Officers.

Reports of Standing Committees.

Communications.

Unfinished business.

New Business. (R.O. 1911, Sec 10)

1-5-6: RULES: The following rules are hereby adopted by the Council and shall be observed at all times:

Rule 1. The Mayor shall call the members of the Council to order at the time appointed for the meetings, and shall order the roll call pursuant to the provisions of this code.

Rule 2. A majority of the members-elect shall constitute a quorum for the transactions of business.

Rule 3. All petitions presented to the Council shall be in writing.

Rule 4. All questions of priority of business shall be decided without debate.

Rule 5. While a question is being put no person shall pass across the floor or out of the room.

Rule 6. Every member desiring to speak shall first address the Mayor, and shall proceed only when recognized by him or her.

Rule 7. When a question is stated, every member present shall vote, unless excused by the Council, or unless directly interested in the question, in which case he shall not vote.

Rule 8. No motion shall be entertained unless seconded, and if any member requested it, it shall be reduced to writing.

Rule 9. A motion to adjourn shall always be in order and shall be decided without debate.

Rule 10. For votes not required or requested by the Mayor or any Council member to be a roll call vote, the Mayor will simply ask for all those in favor of supporting a particular measure to say “aye” and then ask the opposed to say “nay”.

For roll call votes, the Clerk shall call first for the vote of the Council member making the particular motion, then call for the vote of the Council member seconding said motion, and then call for the vote of the remaining members proceeding left to right, starting at the left hand of the person who made the motion.

(Ordinance No. 2009-08 Adopted 8/13/09).

Rule 11. The “yeas” and “nays” vote may be required by any member of the Council upon any question before the Council, but such “yeas” and “nays” vote must be called for by said member previous to taking the vote.

Rule 12. All committees shall be appointed by the Mayor unless otherwise directed.

Rule 13. All Council committee’s reports shall be in writing addressed to the Council.

Rule 14. The Clerk shall forward all papers to the proper committees and officers within one day after reference is made.

Rule 15. No petition for the remission of a fine under any provision of this Code shall be considered after reception, without a vote of two-thirds (2/3) of the Council, nor without the petition signed by the authority imposing such fine.

Rule 16. When a motion or resolution has been stated by the Mayor, it shall be deemed to be in possession of the Council, but by consent of the Council may be withdrawn any time before it is acted upon.

Rule 17. When a blank is to be filled and different sums or times are proposed the question shall first be put upon the largest sum or the longest time.

Rule 18. When a question is under debate, no motion shall be entertained, unless for the previous question, or to lay on the table, to refer, to postpone indefinitely, to adjourn to a certain day, to amend, or to adjourn the Council.

Rule 19. The “previous question” shall be put as follows: “Shall the main question be now put?”.

Rule 20. When the Council adjourns, the members shall keep their seats until the Mayor, or other presiding officers, shall have left the chair.

Rule 21. If the question under debate contains several distinct propositions, it shall be divided upon the request of any member.

Rule 22. When the amendments are offered to any question before the Council, the vote shall first be taken upon the amendment last proposed.

Rule 23. The acting Mayor, when selected from the Council, shall not be deprived of his right to vote or debate, but shall place some member in the chair if he desires to speak on a question.

Rule 24. The rules and order of business shall not be suspended, unless for some stated and specific purpose, and no other business shall be in order excepting the business for which the rules were suspended, and after disposing of the business for which the rules were suspended, the rules and regular order of business of the Council shall then be in force.

Rule 25. On all questions nor specifically covered by the foregoing rules of order, from number 1 to 28, inclusive, the usual, customary and well-established rules governing parliamentary bodies shall prevail. (R.O. 1911, Sec. 10)

Rule 26. When any motion, resolution, or proposed ordinance, has been passed upon by the Council, the same may be reconsidered at the same or any subsequent regular meeting, or special meeting with proper notice, upon the motion of any alderman who voted with the majority in the prior consideration; provided that a motion shall not be entertained unless there be present at least as many aldermen as were present when the question was previously passed upon, and provided that any matter requiring approval or recommendation to the Council by any commission or agency of the City of Farmington shall not be reconsidered more than two (2) times, such reconsideration to not be allowed after more than six (6) months from the date of initial consideration by the Council. (Ord. 78-9, 9-5-78)

1-5-7 – Addressing City Council and Council Committees

Persons who wish to address the City Council or any of its committees on any matter may request recognition prior to the meeting, or during the General Comments portion of the Agenda, or if the matter relates to a specific agenda item, during the discussion of that item. The Mayor (or Chair of the Committee in the case of a Committee meeting) will attempt to accommodate such requests to the extent practicable by directing that such requests shall be heard during General Comments during debate on a specific item.

During the General Comment portion of the City Council meetings, if any, all public comments are limited to five (5) minutes per individual. Individuals are directed to be brief and concise in making their remarks and to address topics directly relevant to business of the City Council. Public comment is not intended to require City Council or Committee members to provide any answer to the speaker.

Nothing herein is intended to limit or restrain negative, positive, or neutral comments about the manner in which an individual employee, officer, official, or council member carries out his or her duties in public office or public employment of the city.