

CHAPTER 5

CITY OFFICIALS

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1-5-1: MAYOR AND CITY COUNCIL COMPENSATION:

A. Mayor: The annual salary for the Mayor shall be four thousand five hundred dollars (\$4,500.00).

B. Council Members: The annual salary for each other member of the City Council shall be three thousand dollars (\$3,000.00).

C. Payment: The salaries established in this Section shall be paid monthly.

D. Effective Date: The salaries established in this Section shall take effect for the City Council in office beginning January 2013.

1-5-2: COUNCIL MEETING BYLAWS:**1-5-2-1: REGULAR MEETINGS:**

Regular meetings of the Council shall be held at the City Hall on the second and fourth Tuesday of each month at seven thirty (7:30) P.M. Work sessions of the Council shall be held during

the regularly scheduled council meetings. The Council may make motions and take action at these work sessions. (Ord. 1, 7-27-1993; amd. 7-25-1995)

1-5-2-2: SPECIAL MEETINGS:

Special meetings may be called at the request of the mayor or two members of the Council. Only those items for which notice was given shall be considered. At least twenty four (24) hours advance notice must be given to all members of the Council prior to the holding of a special meeting, and such notice shall also be posted at City Hall at least seventy-two (72) hours in advance of the special meeting in accordance with state law. (Ord. 1, 7-27-1993)

1-5-2-3: EMERGENCY MEETINGS:

Emergency meetings may be called as provided by state law. (Ord. 1, 7-27-1993)

1-5-2-4: QUORUM:

Three (3) members of the Council shall constitute a quorum. (Ord. 1, 7-27-1993)

1-5-2-5: MOTIONS:

A. Any motion, by any member, shall be reduced to writing by the recorder.

B. After a motion is made, it shall be in possession of the Council, but it may be withdrawn at any time by the Council member presenting the motion before being amended or acted upon. All motions and amendments thereto shall be entered upon the minutes and the vote thereon, whether they be adopted or rejected. (Ord. 1, 7-27-1993)

1-5-2-6: PETITIONS, MEMORIALS, ETC.:

Petitions, memorials, and other papers addressed to the Council shall be presented by the presiding officer or by a member in his/her place, or may be read at the request of a member or the

presiding officer. All petitions, memorials, and other communications which may be filed with, or delivered to the City Administrator prior to the meeting of the Council shall be brought before the Council by the City Administrator. (Ord. 1, 7-27-1993)

1-5-2-7: VOTES:

A. Roll Call: Roll call shall be called from the presiding officer's right to his/her left, except the presiding officer shall vote last.

B. Entry In Minutes: Each individual's vote shall be entered in the minutes.

C. Abstention Or Disqualification: Any member may abstain from voting or disqualify himself/herself. The reason for disqualification or abstention must be stated by the member and entered in the minutes. If a member disqualifies himself/herself, he/she may leave the room while the issue is being considered. (Ord. 1, 7-27-1993)

1-5-2-8: RULES OF ORDER:

A. Robert's Rules Of Order: The rules of parliamentary practice embraced in Robert's Rules of Order Newly Revised shall govern the Council procedure in cases to which they are applicable and to which they are not inconsistent with the standing rules of order and business of the Council.

B. Suspension Of Rules: The Council may alter or dispense of the rules whenever the Council finds it necessary or convenient for the sake of justice or efficiency.

1-5-2-9: LANGUAGE INCLUDED ON AGENDA:

The following language is to be included on each agenda:

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the standing rules of order and business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules

of conduct for public input at meetings:

PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA: Any member of the public may speak at this time on any item NOT on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under the Other Business at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

(Ord. 1, 7-27-1993; amd. 10-24-1995)

1-5-2-10: ORDER OF BUSINESS:

The following shall be the order of business of the Council:

A. Call the meeting to order by the Mayor.

B. Roll call.

C. Approval of agenda, approval of minutes and approval of claims.

D. Consent agenda (optional).

1. The Administrator may include a consent agenda section as an order of business.
2. Consent items are considered as one item requiring one motion for approval and one vote.
3. If any member wishes to discuss a consent item separately or vote on it as an individual action, that item can be separated from the list and considered with the regular agenda. The rest of the consent agenda would then be adopted with the one motion, one vote procedure.

E. Special Order of Business/recognitions/proclamations.

F. Informational presentations/reports.

G. Public hearings.

H. Discussion/Action items.

I. Items removed from consent agenda (optional).

J. Additional items.

K. Set agenda for next meeting.

L. Work Session/opportunity for the public to address the Council.

M. Adjournment. (Ord. 1, 7-27-1993; amd., 10-24-1995)

1-5-2-11: ITEMS NOT ON AGENDA:

Items not included on the approved agenda may be introduced and discussed on their merits. Before such an item may be approved or denied, the Council must, by unanimous voice vote, agree to consider the item. No official action (vote) shall be taken at the meeting unless the item warrants immediate action. If a unanimous vote is made and immediate action is required, all adopted rules of procedure except Section 1-5-2-10 shall apply. (Ord. 1, 7-27-1993)

1-5-3: CITY ADMINISTRATOR:

A. Position Established: The City hereby establishes the office of City Administrator.

B. Appointment; Removal: The City Administrator shall be chosen by the City Council on the basis of his/her training, experience and administrative qualifications. The City Administrator shall be appointed for an indefinite period by the majority of the Council and may be removed at any time for any reason by a majority of the full Council.

C. Qualifications: The City Administrator must have considerable knowledge of municipal government operations, proper procedures, public relations, finances, purchasing, and all administrative requirements for proper municipal operation. The City Administrator must have the ability to provide harmonious relations with City employees and the general public. The City Administrator must have the ability to develop plans, to collect and analyze information for reports and to conduct and implement standards of procedure, operation and organization.

D. Oath And Bond¹: The City Administrator is also the city clerk and treasurer and therefore shall be required to take an oath of office. He/she shall be bonded at City expense through a position bond which will indemnify the City.

E. Functions: The City Administrator shall carry out the job duties and responsibilities as outlined in the most recent Council-approved job description for the City Administrator and such other duties as may be assigned by the Council from time to time.

1. Clerk: The City Administrator is also the City Clerk.

2. Treasurer: The City Administrator is also the City Treasurer. (Ord. 89, 8-22-1995)