## **CHAPTER 2**

## **ADMINISTRATION**

## 200. COUNCIL PROCEDURES

<u>Section 200.01.</u> Regular Meetings. The Council shall hold regular meetings on the first and third Tuesday of each calendar month at the hour of 7:00 o'clock p.m. at the City Hall. Any regular meeting falling upon a legal holiday shall be held on the next following business day at the same hour and place.

Section 200.03. Special Meetings. A special meeting of the council may be called at a regular meeting or special meeting or at any other time by the mayor or any two members by writing filed with the city clerk. If a special meeting is called by the mayor or any two members, the city clerk shall mail a notice to each member of the time, place and purpose of such meeting at least one day before the meeting. The city clerk shall cause an affidavit showing service of such notice as herein provided to be filed in his or her office prior to the time fixed for such special meeting. A special meeting may be held without such notice when all members of the Council are present in person or consent thereto in writing. Notice of the date, time, place and purpose of a special meeting shall also be given at least three days before the meeting by posting on the city's principal bulletin board or on the door of the council chambers and by mailing or delivering to each person requesting notice of special meetings or by publishing in the city's official newspaper, or as otherwise permitted by statute.

Section 200.05. Agenda. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council shall, at least five days prior to each council meeting, be delivered to the Clerk-Treasurer whereupon the Clerk-Treasurer shall immediately arrange a list of such matters according to the order of business and furnish each member of the Council with a copy of said agenda prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. The agenda will be added to at the beginning of the meeting with the consent of a majority vote of the members present.

<u>Section 200.07.</u> Adjournment. The Council may, by a majority vote of those present, adjourn from time to time to a special date and hour.

<u>Section 200.09.</u> Order of Business. The business of the council shall be conducted in the following order:

- **Subd. 1.** Called to order by the presiding officer.
- Subd. 2. Roll Call.
- **Subd. 3**. Additions to the Agenda.
- **Subd. 4.** Approval of Minutes.

- **Subd. 5.** Approval of Consent Agenda.
- **Subd. 6.** Comments and suggestions from citizens present.
- **Subd. 7.** Unfinished business from previous meetings.
- Subd. 8. New Business.
- **Subd. 9.** Reports of Departments.
- **Subd. 10.** Reports of Officers.
- **Subd. 11.** Communications and miscellaneous business.
- **Subd. 12.** Adjournment.

<u>Section 200.11 Rules of Order</u>. The proceedings of the meetings shall be conducted in accordance with the parliamentary rules contained in Roberts Rules of Order, unless otherwise provided by statute or these rules. Rules of order may be suspended by a 4/5 vote of the City Council.

<u>Section 200.13.</u> Addressing the Council. Any person desiring to address the Council shall first secure the permission of the presiding officer to do so. Each person addressing the Council shall give their name and address in an audible tone of voice for the record and unless further time is granted by the Council shall limit his address to three minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No questions shall be asked of councilmembers except through the presiding officer.

<u>Section 200.15. Misconduct.</u> Any person making offensive, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Council, shall forthwith, by the presiding officer, be barred from further audience before the Council unless permission to continue be granted by a majority vote of the Council.

Section 200.17. Sergeant at Arms. The Chief of Police or such member or members of the Police Department as may be designated by the Chief of Police, shall be Sergeant at Arms of the Council meetings. The Sergeant of Arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meetings. Upon instructions of the presiding officer, it shall be the duty of the Sergeant at Arms, or any one of them present, to place any person who violates the order or decorum of the meeting under arrest and cause such person to be prosecuted, the Complaint to be signed by the presiding officer.

- <u>Section 200.19. Council Salaries</u>. Salaries of the mayor and members of the city council shall be established as follows:
  - **Subd. 1. Mayor.** The salary of the mayor shall be \$4,250.00 per annum commencing on the 1st day of January, 2007.
  - **Subd. 2. Council members.** The salary of each member of the city council shall be \$3,000.00 per annum commencing on the 1st day of January, 2007.

<u>Section 200.21. Two Year Term for Mayor</u>. The term of office for mayor shall be two years, beginning in January, 2005.

## **Amendment History of this Section**

- Amended October 11, 1988 (Ord. 240). Amended Subsection 200.19 regarding Council Salaries.
- Amended July 18, 2000 (Ord. 320). Subsection 200.21 was added, establishing a four year term for Mayor's.
- Amended April 15, 2003 (Ord. 354). Subsection 200.21 was amended, changing Mayor's term to two years.
- Amended January 4, 2005 (Ord. 378). Amended Subsection 200.01 regarding Regular Council meetings time at 7:00pm, Subsection 200.09 regarding Council Agenda, and also amended various pronouns to make them gender-neutral.
- **Amended August 15, 2006 (Ord. 412).** Amended Subsection 200.19 regarding council member and mayor salaries.
- Amended March 20, 2012 (Ord. 523). Amended Subsection 200.03 regarding special meetings.

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