

RULES AND PROCEDURES OF CLYDE CITY COUNCIL

For City Council

- Rule 1. No smoking is allowed by anyone in attendance at a regular meeting of Council, including City Officials, Employees, or members of the general public.
- A. The mayor is authorized to admonish any person violating this rule.
 - B. If such violations persist, he is authorized to direct such person or persons to leave the meeting room, and to direct any police officer to eject such violator.
- RULE 2. Addressing Council.
- A. All regular sessions of Council are taped.
 - B. Council members, Solicitor, Clerk, and Manager are to speak into the microphone when recognized by the Mayor.
 - C. Anyone desiring to be recognized during a Council meeting will be directed by the Mayor to approach the microphone stand, give name, address and purpose.
 - 1. No discussion will be allowed until the purpose is made clear to all Council members.
 - 2. If reference material or written letter is used or needed, copies must first be provided to each Council member.
 - D. No person or persons will be recognized who speak from any other place unless authorized by the Mayor.

RULE 3. Order of business.

- A. Call meeting to order.
- B. Roll call by name.
- C. Please stand for the Lord's Prayer.
- D. Remain standing for the Pledge of Allegiance to the Flag.
- E. Agenda: All agenda items are to be submitted to the Office of the city Manager by the end of the workday on the Thursday prior to each Council meeting, and are to be formulated and mailed by the Office of the City Manager by 4:00 p.m. Friday to all Council members. Copies of agenda shall be placed in the library, post office and City Hall at least 24 hours in advance. As far as practicable, such legislation shall appear on the agenda and copies of said agenda and copies of resolutions and ordinances appearing thereon shall be delivered to council at least 24 hours in advance of the meeting. The Mayor shall have prior knowledge of all items to be placed on the proposed agenda for each Council meeting where practical.
 - 1. Approval of prior Council minutes (See Appendix 1-A.)
 - 2. Discussion of pending old business.
 - 3. Correspondence.
 - a. Mayor or Council member comments.
 - b. Mayor and Clerk will follow-up on all correspondence, unless otherwise directed.
 - 4. Visitor comments (from microphone stand).
 - 5. Ordinances.

- a. 1st readings.
- b. 2nd readings.
6. Resolutions.
7. Motions.
 - a. A motion can only be withdrawn by consent of the Council after appropriate debate.
8. Administrative Reports.
9. Council member comments.
10. Adjournment.

RULE 4. All meetings of Council will be conducted in a decent and orderly manner.

- A. No outbursts will be allowed.
- B. Respect for the speaker will be maintained.
- C. No one is permitted to speak until recognized by the Mayor.
- D. All points of discussion must maintain decorum of Council under the authority of the Chair.
- E. Disruptive discussions during Council meetings are not allowed.
- F. No profanity will be permitted.
- G. Any person or persons who persist in such acts will be directed to leave the meeting. If deemed necessary the Mayor may direct any police officer to eject such person or persons from the meeting room.

RULE 5. All meetings of Council will start at 7:00 P.M., except for other times as may be indicated by the Mayor.

- A. Regular meetings will be on the first and third Tuesday of each month. (Charter 3-5).
- B. Worksession will be the fourth Tuesday of each month. Other sessions will be set by the Mayor or any two Council members. Meetings may be cancelled by the Mayor or any two members of Council. Notification of cancellation will be by the office of the City Manager.
- C. Council members may request worksessions by motion of Council to deal with pending business.
- D. If the Mayor chooses not to have a requested meeting, Council members may request a quorum vote to decide such request.

RULE 6. In the absence of the Mayor, the Vice Mayor will take the Chair at the appointed hour and fill the duties as set forth in the Charter and Council Rules and Procedures.

- A. In case of the absence of the Mayor and Vice mayor, the Clerk shall call the Council to order; and the roll having been called, and a quorum found to be present, Council shall proceed to elect by a majority vote a Chairperson of the meeting until the appearance of the Mayor or Vice Mayor.
- B. Acting Chairperson will complete business under discussion before returning the Chair to the Mayor/Vice Mayor upon his/her arrival.

RULE 7. The Chair shall preserve decorum and decide all questions of order, subject to the appeal of Council. In case of an appeal, the

question will be: “Shall the decision of the Chair stand as the decision of Council?”

RULE 8. If any member is in violation of the rules of Council, the Chair shall, or any member may, call him/her to order.

A. If a member is called to order, the Chair shall render a decision as to the point of order.

B. The Chair shall be sustained unless overruled by a majority vote of all members of Council.

RULE 9. Council seats shall be arranged in numerical order from left to right of the Chair, excluding the Chair, unless a motion is made and passed to suspend Rule # 9 (a) and retain the same seating order.

A. All members shall occupy such seats after drawing same by lot each year following the reorganization meeting.

B. The Chair will recognize members upon any question in numerical order from left to right.

C. Members will address the Chair with questions, points, or motions.

D. A member will confine himself/herself to the question at hand, and shall avoid personalities.

E. The Clerk shall call the roll for votes on ordinances and resolutions in rotating alphabetical order

RULE 10. No member shall be allowed to speak more than once unless recognized by the Chair.

RULE 11. All votes of Council shall be by roll call. It shall not be in order for members to explain their vote during the call of the roll.

- RULE 12. No member or officer of Council shall leave a meeting of Council while in session without the permission from the Chair.
- RULE 13. The Clerk, Solicitor, Manager and any other employees or officers of Council shall be under the control and direction of the Chair during sessions of Council.
- RULE 14. The Police Chief or his designate shall be present when requested by the Chair or the City Manager at regular legislative Council sessions and act under the Chair's directives.
- RULE 15. In September of each year, Council shall review the performance and salary of the City Manager.
- RULE 16. Each city department shall be assigned a Council member as liaison. Appointment is by the Mayor at the reorganization meeting. All Council member liaisons must attend their appointed Boards and Commissions. If unable to attend, the Council member shall find a replacement or, if unable to find a replacement, will contact the committee Chairperson.
- RULE 17. A motion to adjourn is always in order and is always debatable.
- A. Such a motion cannot interrupt a speaker.
 - B. It cannot interrupt a vote.
- RULE 18. Questions before Council which have made the agenda can only be tabled by a majority vote of Council or if not on the agenda, may be introduced at a legislative session only upon majority vote of Council.
- RULE 19. Council can only go into executive session under the guidelines of its Charter. The reason must be stated and voted upon by

Council. The Mayor can direct the Council meeting to be moved to the Conference Room only after a majority vote of Council to go into executive session.

RULE 20. All regular meetings of Council and all meetings of Boards and Commissions appointed by Council will use Robert's Rules of Order as a reference for conducting all said meetings.

RULE 21. The Mayor shall direct the City Manager to have a completed appropriation proposal before Council no later than February of each year for review by each Council member. Second reading of the appropriation legislation no later than the second regular meeting of March.

RULE 22. These rules shall be enforced.

A. Any violation of these rules and procedures shall be called in question, and the violator required by the Mayor to comply.

B. Persistent refusal to comply without just reason will subject the removal of such violator from office, according to Section 3-4 of the City Charter.

RULE 23. Rules and Procedures shall be reviewed annually.

ORDINANCES CHANGING COUNCIL RULES AND REGULATIONS

Ordinance No. 1991-16

Ordinance No. 1991-58

Ordinance No. 1994-40

Ordinance No. 1995-65

Ordinance No. 1996-116

Ordinance No. 2003-40

APPENDIX 1-A

COUNCIL MINUTES

The Clerk is directed to include in the minutes the business that was transacted, and not all of the discussion. The following guidelines are to be used.

1. The minutes will be kept in an official record book with numbered pages.
2. The visitor's sign-in sheet will be kept in the Record Book Supplement.
3. The only official minutes are the signed minutes in the Book of Minutes in the Clerk's office. The minutes are to be typed in draft form and stamped draft copy. When approved or amended by Council, the minutes will be corrected and printed on the proper paper. The Mayor will inspect the final copy and sign them. A copy of the signed minutes will be provided to the Office of the City Manager.
4. Correspondence will be kept in the Record Book Supplement.
5. Visitors addressing Council will have their name and subject matter listed.
6. If a visitor wishes his entire presentation to be recorded in the minutes he must present a written copy to the Clerk.
7. If anyone has corrections to be made to the minutes, and there is any doubt about that correction, the Clerk will go back and check the tape of the previous meeting.