AN ORDINANCE OF COUNCIL AMENDING, MODIFYING AND RE-ENACTING RULES FOR THE TRANSACTION OF BUSINESS BY THE HUNTINGTON CITY COUNCIL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HUNTINGTON, CABELL AND WAYNE COUNTIES, WEST VIRGINIA, that the Rules for the Transaction of Business by the Huntington City Council are hereby AMENDED, MODIFIED and RE-ENACTED to read as follows:

RULES FOR THE TRANSACTION OF BUSINESS
BY THE HUNTINGTON CITY COUNCIL

SECTION 1 – MEETINGS

A. REGULAR MEETINGS
   Council shall meet regularly on the second and fourth Monday of each month at 7:30 p.m., in the Council Chambers of City Hall, excepting only when a regularly scheduled Council meeting shall occur on a legal holiday. Council may designate the City Auditorium, or such other appropriate and convenient location, as the Council Chambers for purposes of conducting its regular meetings and any special meetings that may be called pursuant to the provisions of Subsection B of this Section hereinafter set forth. Regular meetings of Council shall be televised.

B. SPECIAL MEETINGS
   Special meetings may be called at any time, upon reasonable notice by the Mayor or the Chairperson of Council, and shall be so called by the Chairperson upon the request of a majority of all members of Council.

   The requirement of reasonable notice may be satisfied by hand delivering or by sending by certified mail to each member of Council a written notice of the time, place and purpose of the special meeting. In any case delivery of notice must be made on each member of Council at least twelve hours prior to the time set for the meeting, provided a Council member may waive the notice requirement by filing a written statement of such waiver with the City Clerk prior to the meeting.

C. LEGAL HOLIDAYS
   Whenever a regularly scheduled meeting shall fall on a legal holiday, the following day which is not a Saturday, Sunday or legal holiday shall be deemed to be in the one intended.
D. **WORK SESSIONS**

Work Sessions can be held at any location and are to be televised. No votes on legislation may be made with the exception that a vote may be taken to initiate legislation or in defining a purpose for future legislation.

The Chairperson of Council shall preside over the Work Sessions.

Work Sessions shall be announced at least twenty-four (24) hours prior to the meeting and shall contain the following information: time, place, subjects to be addressed.

Members of the public shall not be allowed to speak unless invited to do so by a majority of Council or when a Member of Council sponsors an expert to speak to Council Members.

E. **GOOD AND WELFARE**

1. Good and Welfare shall be scheduled for regular meetings of Council and may be scheduled for special call meetings.
2. Only new items not scheduled on the Agenda by either resolution and/or ordinance may be brought before Council by a Council Member or the public.

**SECTION 2 - CHAIRPERSON PRESIDING OFFICER: ABSENCE OF QUORUM**

The Chairperson shall preside at all meetings of Council.

At the appointed hour for the meeting, the Chairperson shall take the chair, and call the members of Council to order.

If a quorum be present, the meeting shall be opened for the transaction of business.

If a quorum shall fail to attend the meeting within twenty (20) minutes after the appointed time for such meeting, those present may adjourn to such time as a majority of those present shall determine, after the names of those present shall be entered in the journal.

A majority of the total number of Council members shall constitute a quorum for any purpose not requiring more than a majority vote of Council.

**SECTION 3 - PRESIDING OFFICER IN ABSENCE OF CHAIRPERSON**

In the absence of the Chairperson, the Vice-Chairperson shall preside at the meeting.

In the absence of the Chairperson and Vice-Chairperson, the Clerk shall call Council to order, and upon motion, Council shall elect one of its members present as a temporary Chairperson, and such temporary Chairperson shall preside at the meeting.

**SECTION 4 - POWERS OF PRESIDING OFFICER**

A. The presiding officer is vested with the authority to preserve order and decorum during meetings of Council. The presiding officer may call anyone in the Chamber to order who disrupts or otherwise interferes with the orderly conduct of business. The presiding officer shall also decide all points of order subject, however, to appeal to Council, and shall have the right to call any member of Council to the chair for any part of the meeting.

B. (1) The Mayor shall designate a Sergeant-At-Arms, which may be the Chief of Police or his designee.

(2) The Sergeant-At-Arms shall fall under the supervision of the Mayor and shall be a law enforcement officer having powers of arrest in accordance with the laws of the State of West Virginia and the City of Huntington.
(3) The Sergeant-At-Arms shall have the duties to maintain safety within Council Chambers during the meetings. The Sergeant-At-Arms may ask anyone to: (a) stop any behavior that is disruptive or interfering with the orderly conduct of business which include the turning off of any electronic devices that emit or interfere with the telecast of Council Meetings; (b) ask anyone under the influence of alcohol and/or drugs to leave a City Council Meeting; (c) confront anyone that he or she believes has brought a weapon into Council Chambers and may be a risk to the individuals present.

SECTION 5 - ATTENDANCE AT MEETING AND VACANCIES IN COUNCIL

Attendance at meetings and vacancies in Council shall be governed by Section 3.13 of the Charter of the City of Huntington.

In addition, members are expected to attend all work sessions, unless they notify the City Clerk or Assistant City Clerk of illness, absence from the City, or other appropriate excuse.

SECTION 6 - ORDINANCES

An ordinance shall be adopted by Council only in cases and with respect to the matters enumerated by the Charter of the City of Huntington or by general law.

If an ordinance is not required by the provisions of the Charter of the City of Huntington, or by general law, Council shall act by resolution.

SECTION 7 - FILING OF ORDINANCES AND RESOLUTIONS

A. All ordinances and resolutions shall be adopted in conformity with the provisions of general law, and shall be submitted to the City Clerk prior to 4:30 p.m. on the Wednesday before the meeting at which time the ordinance or resolution shall be submitted for its first or only reading, as may be required by general law.

B. All items submitted to the City Clerk as described in Paragraph A above shall be reviewed by the Chairperson for the items inclusion on the Agenda. The Chairperson shall establish the Agenda for the upcoming Council Meeting no later than 12:00 p.m. the Thursday before the meeting at which time the ordinance or resolution may be submitted for its first or only reading, as may be required by general law and make the final determination as to the items which will appear on the same. Provided That: any item which has been requested, in writing, by any Council member shall be placed on the Agenda with or without the consent of the Chairperson or any Council Member.

C. Notwithstanding Paragraph B, all items set for second reading on the upcoming Council Agenda may not be deleted from the same by the Chairperson.

D. Any item which does not appear on the Agenda, for which it has been submitted shall be deemed withdrawn and shall be required to be resubmitted as described in Paragraph A above for consideration and inclusion upon the next Council Agenda.

SECTION 8 - ORDINANCE PROCEDURE
Proposed ordinances shall be read by title only at the first meeting that they are placed on the Council’s agenda. Ordinances may be read in their entirety if requested by a member. There shall be no vote taken on first reading except where an amendment is proposed. When an amendment is proposed, only the issue as to whether the amendment should be incorporated shall be taken up by Council. If there are no amendments to a proposed ordinance on first reading, Council shall move to the next item without a vote. A motion to delete shall be in order on the first reading of an ordinance. If such a motion is made and properly seconded, Council shall vote on whether to delete the item, after giving the public an opportunity to comment. If, by a majority vote, Council votes to delete, the item will be removed from the agenda and will not be read a second time at the next meeting of Council.

If the principal object of an ordinance is the raising of revenue, the Clerk shall cause a Class I-O legal advertisement to be published giving notice of the proposed ordinance’s consideration. The notice shall state the subject matter and title, the date, time and place of the proposed final vote on adoption, and the place or places within the municipality where the proposed ordinance may be inspected.

All ordinances shall be advertised before the second reading of each ordinance. Thereafter, a vote may be called. No material amendments may be made to an ordinance on second reading. A proposed ordinance shall not be materially amended at the same meeting at which finally adopted. (see ordinance dated 2/28/2011)

Where an ordinance, having been submitted to Council for consideration in accordance with the procedures set forth in this Section, and in Chapter 8, Article 11 of the West Virginia Code, as amended, and in SECTION 3.9 of the CHARTER OF THE CITY OF HUNTINGTON, WEST VIRGINIA, has failed to receive the number of votes of members of Council required for adoption and enactment into law, the Council shall not hear or consider said ordinance, nor shall such ordinance be read before the Council at any regular or special meeting thereof for a period of six (6) months immediately next succeeding the date that the ordinance was last considered and voted upon by the Council.

SECTION 9 – RESOLUTION PROCEDURE

Every proposed resolution shall be read by title at one meeting of this Council.

SECTION 10 - STANDING COMMITTEES

There shall be the following standing committees for the purpose of better informing the Council and its members of the work of various city departments, and for the purpose of working with the Mayor.

The standing committees shall include the following:
   a. Administration and Finance
   b. Personnel
   c. Public Works
   d. Economic and Community Development
   e. Public Safety (Police, Fire, Legal, Municipal Court)
   f. Recreation (Civic Center, Harris Riverfront Park)
   g. Solid Waste Management
   h. Planning and Zoning
In addition to the standing committees, special purpose committees may be appointed as the need arises.
Appointments to all committees will be made by the Chairperson with the advice and consent of Council.
Committees shall meet during budget preparation time and as needed. Written or oral reports will be made at least quarterly to the full Council.

SECTION 11 - ORDER OF BUSINESS

At every regular meeting of Council, the order of business shall be as follows:

a. Invocation
b. Pledge to Flag
c. Roll Call
d. Reading of Synopsis of the Last Regular Meeting
e. Reports of Mayor
f. Ordinances on Second Reading
g. Ordinances on First Reading
h. Resolutions
i. Good & Welfare

(see ordinance dated 1/24/2011)
(see ordinance of 9/9/2013)

SECTION 12 - DEPARTURE FROM ORDER OF BUSINESS

There is to be no departure from the order of business as set forth in these rules except upon the consent of eight of eleven of the members present and voting, seven of ten of the members of Council present and voting, or six of eight or nine of the members of Council present and voting.

SECTION 13 - SUSPENSION OF RULES

No rule of Council shall be suspended except by consent of eight of eleven of the members present and voting, seven of ten of the members of Council present and voting, or six of eight or nine of the members of Council present and voting. Any such suspension of rules may be made by motion.

SECTION 14 - SPECIAL ORDER BUSINESS

When any matter is made the special order of business for a future meeting, it shall take priority over all other business to be considered at said meeting.
SECTION 15 - WITHDRAWAL OF MATTERS BEFORE COUNCIL

After any communication, petition, complaint, protest, ordinance, resolution or report has been read to the Council by the presiding officer, City Clerk, any member of Council or any other officer or party, the same shall be deemed to be in the possession of the Council, and cannot be withdrawn, except upon a majority vote of the members of Council present and voting.

SECTION 16 - MOTION

After a motion is made and seconded, it shall be stated by the presiding officer before it is debated. The Councilperson making the motion shall be the first recognized.

SECTION 17 - METHOD OF VOTING

A rolling roll call vote shall be used at each council meeting where a roll call vote is required to be used under these rules. A rolling roll call vote shall mean that at the first roll call vote of the meeting the Clerk shall call the roll in alphabetical order except that the Chairperson's name is called last. Upon each subsequent roll call vote taken at the same meeting, the Clerk will then begin the roll call with the next person's name in alphabetical order, so that the same person shall not be required to vote first on all issues: Provided, That the Chairperson shall always vote last.

All ordinances shall be voted upon by roll call. The presiding officer shall determine the method of voting on resolutions, whether it be roll call or voice vote: Provided, That all votes on financial matters and leases be by roll call; and Provided, That any member of Council may call for a roll call vote. If a roll call vote is not called for, the presiding officer shall determine the result. If there is a lack of a clear majority on a voice vote, a roll call vote shall be taken.

The presiding officer shall announce the result of each vote, and the Clerk shall enter the result in the journal.

All members present shall vote on the issue, question, motion, resolution, or other business, and no vote of abstention, disqualification, pass or other similar such vote shall be permitted except as provided by Charter or general law. If there is a conflict of interest, it must be stated before voting begins.

SECTION 18 - MEMBERS NOT TO WITHDRAW

After a member of Council has, at any meeting, been recorded as present, he or she shall not, without permission of the presiding officer, absent himself from such meeting until adjourned.

SECTION 19 - CONDUCT OF MEMBERS

Every member of Council shall confine himself or herself to the question before the Council, and avoid personal references or language which is not conducive to the orderly transaction of business.

No member shall interrupt another while speaking, except to make a point of order, the point to be briefly stated to the presiding officer.
No member shall, while the Council is sitting, interrupt or hinder its business by standing, moving about, talking, expressing approval or disapproval or any of the proceedings, or by tending to disrupt or confuse.

**SECTION 20 - RECOGNITION OF MEMBERS**

When two or more members of Council request recognition at the same time, the presiding officer shall name the one first to speak.

**SECTION 21 - LIMITATION ON NUMBER AND LENGTH OF SPEECHES**

No member of Council shall speak more than once on the same question, until every member choosing to speak shall have done so, nor more than twice, nor for a period of time in excess of fifteen minutes on any question, without permission of the majority of Council present at said meeting.

**SECTION 22 - CALLING MEMBERS TO ORDER**

If, in speaking, any member of Council transgresses the rules of the Council, the presiding officer shall call him or her to order.

If there be no appeal, the decision of the Chair shall govern.

If the decision of the Chair be in favor of the member called to order, he or she may proceed. If otherwise, he or she shall not proceed, except by a majority of the members of the Council present.

**SECTION 23 - RULES OF CONDUCT FOR PERSONS ATTENDING HUNTINGTON CITY COUNCIL MEETINGS**

Citizens of the City of Huntington are encouraged to attend and voice their opinions at public hearings and meetings of the Huntington City Council. The following rules of conduct to encourage free expression in the form of civil discourse, to insure that all citizens who attend and speak at hearings and meetings are treated with civility, and to further the orderly conduct of City business.

1. Speakers who are not members of Council are limited to five (5) minutes on any permissible topic under the Good and Welfare portion of the City Council Meeting unless being questioned by a member of the Council and are limited to three (3) minutes when speaking on Resolutions and/or Ordinances before Council unless being questioned by a member of the Council. City Council may grant an extension of time to any speaker. No speaker may address the Council more than once during any hearing or meeting on any topic unless a majority of the Council present and voting concurs that an additional address or addresses may be made. *(see ordinance dated 6/11/2012)*

   A. Speakers are expressly granted the right to speak upon resolutions, orders, and second readings of ordinances and any and all amendments thereafter.
   B. Speakers are not allowed to speak on any matter relating to executive sessions or motions to go into executive sessions.
   C. Speakers shall adhere to the items found in these rules and observe the rules of order as found in Robert's Rules of Order.
2. At public hearings, addresses will be limited to those matters before the Council at the public hearing. Any issue may be addressed during the Good and Welfare portion of regular council meetings, except for items on the agenda. During the Good and Welfare portion of regular Council meetings, speakers will not be permitted to address issues relative to agenda items previously discussed.

3. Every speaker shall avoid expressing himself or herself or behaving in a manner or language which tends to disrupt the ordinary transaction of business.

4. No person shall be interrupted while speaking except by the presiding officer to call time or by any member of Council who believes that the speaker has violated any of these rules. Any such interruption by a member of Council shall be briefly stated, without argument, to the presiding officer as a point of order to be ruled upon by the presiding officer or Council as explained below.

5. While any citizen is addressing the Council, no member of the Council or anyone else present at the hearing or meeting shall, except as stated in these rules, interrupt or hinder the speaker by standing, moving about, talking, or expressing approval or disapproval.

6. If any member of Council raises a point of order during any address by a citizen to the Council, that the speaker has violated these rules, the presiding officer shall rule upon the point of order. If the presiding officer rules in favor of the speaker, the speaker may proceed, and the interruption shall not be counted as part of his or her time to speak. If the presiding officer rules against the speaker, then the speaker shall be called to order, the presiding officer shall explain to the speaker how he or she has violated these rules and request that he or she stop doing so, and the speaker shall be warned that, if he or she is called to order a second time, his or her right to speak at the meeting may be terminated. If a speaker is called to order by the presiding officer a second time during any hearing or meeting, that speaker shall not proceed with his address or speak any further during that meeting or hearing unless a majority of the Council members present and voting lift the restriction.

7. Anyone present at any hearing or meeting who engages in conduct which, in the judgment of Council, is insulting, threatening or abusive to any other person present or which is otherwise disruptive to the orderly proceeding of the hearing or meeting shall be called to order by the presiding officer, requested to stop the offensive conduct and warned that, if he or she is called to order a second time, he or she may be removed from the hearing or meeting. If, after being warned in this way, anyone continues to engage in the same or similar conduct, the presiding officer may direct a vote of Council to remove the person from the hearing or meeting. No one shall be asked to leave or be removed from any hearing or meeting except at the direction of the presiding officer, unless their behavior is so aggressive that they may be a hazard under West Virginia Code §61-6-19. (Please See Section 26 of Council Rules.)

8. Anyone whose conduct constitutes a criminal violation may be subject to prosecution under applicable criminal statutes. Any person whose conduct in a hearing or meeting presents, in the judgment of the Council, an immediate threat of physical injury, death or damage to property may be removed from the meeting by the Sergeant-At-Arms.

9. Nothing contained herein shall be interpreted to prevent individuals from exercising their federal and/or state constitutional rights including, but not limited to, those of free expression and the right to petition the government for a redress of grievances.

SECTION 24 – ROBERT’S RULES OF ORDER
The proceedings of Council, except as otherwise provided in these rules, shall be governed by the edition of Robert's Rules of Order maintained and used in the office of the City Attorney.

SECTION 25 - CHAIRPERSON & VICE-CHAIRPERSON

A. At the first meeting of Council in January of each year, Council shall, by majority vote, elect one of its members as Chairperson, and one of its members as Vice-Chairperson, both of whom shall serve until the first meeting of Council at the next succeeding year, unless earlier removed by Council.

B. In the absence of a duly elected Chairperson and Vice-Chairperson of Council, Council shall elect an interim Chairperson and interim Vice-Chairperson for a specific period of time who shall exercise all powers of the Chairperson and Vice-Chairperson of Council as provided by the laws of the State of West Virginia and municipality of Huntington as provided by the Charter and ordinances, effective January, 2001.

SECTION 26 - PROCEDURE IN DEALING WITH A DISRUPTIVE PERSON DURING A MEETING OF CITY COUNCIL

1. Determining what is disruptive. West Virginia Code §61-6-19 Willful Disruption of Governmental Process, provides for a misdemeanor for any person who willfully interrupts or molests the orderly and peaceful process of . . . state government or its political subdivisions.

   A. The Council Chairman is responsible for the following:
      1. The order of business of meetings;
      2. Insuring the rights of the members;
      3. Upholding the rules of Council; and
      4. Calling individuals to order.

   B. When calling a member to order, the Council Chairman shall say “the member and/or individual is out of order and shall refrain from . . . (whatever behavior is inappropriate).” If the individual fails to come to order, the Chairman shall record in the minutes as follows: “Let the minutes reflect that said member and/or individual was called to order but has failed to abide by the Rules of Council.” If the individual still fails to come to order, the Chairman shall say “the chair is willing to entertain a motion declaring the member and/or individual to be disruptive to the governmental process of City Council.”

2. Penalty for Disruptive Behavior. If there is an affirmative response to the vote that a member and/or individual has been declared to be “out of order,” the Chairman of Council will entertain a motion for penalty . . . motion that the individual be asked to leave or that he be escorted out of chambers until such time as they abide by the Rules of Council or for the remainder of the meeting. The declaration of Council that the individual is out of order should be enough for a citation or arrest under §61-6-19 of the West Virginia Code and may be forcibly removed.

   If the individual is so disruptive that the proceedings cannot continue, then the Sergeant-At-Arms shall place the individual under arrest pursuant to West Virginia Code §61-6-19 and then follow B above post facto to the arrest.
SECTION 27 - EXECUTIVE SESSION.

THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HUNTINGTON, WEST VIRGINIA, ACKNOWLEDGE AS REPRESENTATIVES OF THE PUBLIC THAT AT ALL TIMES POSSIBLE CITY BUSINESS SHALL BE CONDUCTED IN PUBLIC.

1. Except as specifically provided for by West Virginia Code §6-9A-1 et seq., all meetings of the Council of the City of Huntington shall be open to the public. The primary purpose for an Executive Session by the Huntington City Council shall be to protect the individual rights, corporate proprietary interests and legal work product and strategies. Matters discussed in Executive Session by the Mayor, Council Members and legal counsel shall not be published with anyone outside the Executive Session unless required by law. Any individual doing so shall be subject to a fine in accordance with §28 of these Rules.

2. The Council must vote upon going into Executive Session.
   A. A motion to go into Executive Session can only be made by a member of Council and requires a second.
   B. During the open portion of the Meeting, prior to convening in Executive Session, the Chairman of Council shall restate the motion prior to the vote and shall state the specific section(s) of the West Virginia Code to which the motion pertains for the purpose of the Executive Session, and present it to Council and to the general public. However, there shall not be any public debate as to the reason or the merits of the subject matter for which Council is going into Executive Session. Council members and the Mayor shall also refrain from discussing the merits of the subject matter before going into Executive Session.

      1. It shall not be required for the Chairman to give any names or identify any entities that the subject of the Executive Session concerns.
      2. If the Executive Session concerns a personnel disciplinary issue, the individual shall be notified prior to the Executive Session and the Chairman shall provide the opportunity to the individual to request an open meeting. The Chairman shall have the sole responsibility in insuring that individual rights are not violated by having an Executive Session.
      3. When restating the motion to go into Executive Session the Chairman shall give reference to the West Virginia Code section which allows for the Executive Session. The motion is to go into Executive Session under:
         c. West Virginia Code §6-9A-4(b)(2)(B)(5): To discuss the mental or physical health of a person (must offer the individual the right to have the meeting in the open).
d. West Virginia Code §6-9A-4(b)(2)(B)(6): A discussion which would disclose any personal or family circumstances that would be consideration unwarranted invasion of privacy. Before using this, it is recommended that the City Attorney is consulted.

e. West Virginia Code §6-9A-4(b)(2)(B)(7): To plan or consider an official investigation relating to crime prevention or law enforcement.


g. West Virginia Code §6-9A-4(b)(2)(B)(9): To discuss and consider matters involving or affecting the purchase, sale or lease or property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed.

h. West Virginia Code §§6-9A-4(b)(2)(B)(11): Attorney-Client Privilege to consider litigation, potential litigation, etc.

i. West Virginia Code §§6-9A-4(b)(2)(B)(12): Any matter declared confidential by rule of court or any matter provided for by federal law or any matter set forth by West Virginia Code §29B-1-1 et seq. (matters involving records that are personal in nature i.e. tax records, etc.)

4. Only Council Members and the Mayor have a right to be present during any Executive Session of Council, subject to No. 5 and 7 below.

5. The Mayor's right to be present during an Executive Session of City Council is dependent upon the subject matter that is being discussed. The Mayor shall be excluded from Executive Session when:
   a. Council is the only party named in the lawsuit.
   b. Any legal action between the Council and the Mayor or vice versa.
   c. Any personnel matter that deals with a member of Council or the Clerk's office.
   d. Other matters that deal with specific issues as outlined in West Virginia Code §6-9A-4 where Council is the sole appointing authority, etc.

   In most circumstances, the Mayor shall be included when there is a vested interest by Charter, such as purchase of City property.

6. No votes shall be taken on any ordinances, resolutions or orders during an Executive Session. There shall be no requirement to maintain a record of any Executive Session, in accordance with state law. The Clerk shall be responsible to insure the Chambers audio and video equipment is turned off during the Executive Session.
7. Individuals who will provide expert testimony, guidance or can relate facts to the discussion may be invited to attend an Executive Session, i.e. City Engineer, insurance or other outside counsel, investigators, police officers, Personnel Director and/or Finance Director. Any person invited to attend shall be reminded of the confidentiality of the Executive Session.

SECTION 28: VIOLATION OF EXECUTIVE SESSION

Any individual, including public officials, Council Members, the Mayor or City of Huntington employees, who willfully violates any of the above sections shall be subject to a Five Hundred Dollar ($500.00) fine and/or up to thirty (30) days in jail.

BE IT FURTHER ORDAINED that the Rules for the Transaction of Business by the Huntington City Council shall become effective upon its adoption by Council and approval by the Mayor.

SPONSORED BY: Councilman Ritter
APPROVED AS TO FORM BY: TEM
FIRST READING: 1/10/05 – (see original ordinance for amendments made during consideration)
SECOND READING: 1/24/2005 – ADOPTED (7 yea, 4 nays-Caserta, Jackson, Loudermilk, Inso)
DATE: January 24, 2005
ss/ Barbara Meadows, City Clerk
ss/ Mayor David Felinton w/approval
1/26/2005

AMENDED 1/24/2011 as follows:
Section 11: moving Good & Welfare to come after Reports of the Mayor
Section 23: changing the time limit for the public to speak from three (3) minutes to five (5) minutes
See Ordinance dated 1/24/2011

AMENDED 2/28/2011 as follows:
Section 8: replace sentence – No material amendments may be made to an ordinance on second reading. A proposed ordinance shall not be materially amended at the same meeting at which finally adopted.
See Ordinance dated 2/28/2011

AMENDED 6/11/2012 as follows:
Section 23
1. Speakers who are not members of Council are limited to five (5) minutes on any permissible topic under the Good and Welfare portion of the City Council Meeting unless being questioned by a member of the Council and are limited to three (3) minutes when speaking on
Resolutions and/or Ordinances before Council unless being questioned by a member of the Council. City Council may grant an extension of time to any speaker. No speaker may address the Council more than once during any hearing or meeting on any topic unless a majority of the Council present and voting concurs that an additional address or addresses may be made. 
See ordinance dated 6/11/2012

AMENDED 7/9/2013 as follows:
**Section 11 – ORDER OF BUSINESS**
At every regular meeting of Council, the order of business shall be as follows:
   a. Invocation
   b. Pledge to Flag
   c. Roll Call
   d. Reading of Synopsis of the Last Regular Meeting
   e. Reports of the Mayor
   f. Ordinances on Second Reading
   g. Ordinances on First Reading
   h. Resolutions
   i. Good & Welfare

See Ordinance dated 9/9/2013