

Sponsored by: K. FICKENSCHER

Second Reading:

First reading: 11-20-73

GENERAL ORDINANCE NO. 264

AN ORDINANCE

TO ADOPT rules of procedure for conducting the business of the Council of the City of Gothenburg.

# 264

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GOTHENBURG as follows:

Sec. 1-1. Meetings--Regular.

(a) Time. The city council shall hold its regular meetings at such times, not less than monthly, as may be determined by the council. The council may, by resolution adopted not less than one week prior thereto, change its regular time of meeting. If the day fixed for any regular meeting of the council falls upon a day designated by law as a legal or national holiday, such meeting shall be held the same hour on the day, as may be determined by the council.

(b) Place. Regular meetings of the council shall be held in the council chambers, City Hall; provided, that the council may adjourn any meeting to such other place as it may deem necessary, desirable or convenient for the holding of its session; provided further, that if such meeting is adjourned to some other place, notice of the place the meeting is being held shall be affixed to the door of the council chambers.

Sec. 1-2. Same--Special.

The mayor shall call special meetings of the city council whenever, in his opinion, the public business may require it, or at the express written request of any three members of the council. Whenever a special meeting shall be called, a summons or a notice in writing signed by the mayor or mayor pro tempore shall be served upon each member either in person or by notice left at or mailed to his place of residence, stating day and hour of the meeting of the council at least three hours before the time set for such meeting; provided, that such notice may be waived in writing either at, before or after such meeting by any member of the council and the attendance of any member of the council at such special meeting shall be deemed to be a waiver of any such notice.

Sec. 1-3. Agenda.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council shall, at least sixteen business hours prior to each council meeting, be delivered to the city clerk, whereupon the city clerk shall immediately arrange a list of such matters according to the order of business and furnish each member of the council, the administrative assistant and the city attorney with a copy of the same prior to the council meeting and as far in advance of the meeting as time for preparation will permit. None of the foregoing matters shall be presented to the council by administrative officials, except those of an urgent nature, and the same, when so presented, shall have the written approval of the administrative assistant before presentation. Any member of the council may bring before the council any matter, although not on such agenda.

Sec. 1-4. Presiding officer.

The presiding officer of the city council shall be the mayor, or, in his absence, the mayor pro tempore. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He shall state every question coming before the council, announce the decision of the council on all subjects and decide all

questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council shall govern and conclusively determine such questions of order. Such appeal shall be immediately presented and voted upon by the council. He shall vote on all questions, his name being called last. He shall sign all ordinances and resolutions adopted by the council during his presence. In the event of the absence of the mayor, the presiding officer shall sign ordinances or resolutions as then adopted.

Sec. 1-5. Calling of meetings to order.

The mayor, or in his absence, the mayor pro tempore, shall take the chair precisely at the hour appointed for the council meeting, and shall immediately call the city council to order. In the absence of the mayor or mayor pro tempore the city clerk or his assistant shall call the council to order, whereupon a temporary chairman shall be elected by the members of the council present. Upon the arrival of the mayor or mayor pro tempore, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

Sec. 1-6. Roll call.

Before proceeding with the business of the city council, the city clerk or his deputy shall call the roll of the members, and the names of those present shall be entered in the minutes.

Sec. 1-7. Quorum.

A majority of all the members elected to the city council shall constitute a quorum at any regular or special meeting of the council. In the absence of a quorum, a smaller number may adjourn from time to time and compel the attendance of absent members.

Sec. 1-8. Order of business.

All meetings of the city council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the members of the council, the city clerk, city attorney and administrative assistant or their assistants shall take their regular stations in the council chambers, and the business of the council shall be taken up for consideration and disposition in the following order:

- (1) Roll call.
- (2) Approval of minutes of previous meeting.
- (3) Claims and payroll.
- (4) Petitions, remonstrances and communications.
- (5) Introduction and adoption of resolutions.
- (6) Introduction of ordinances--First reading.
  - (a) Consideration; amendment; debate.
  - (b) Second reading and final passage.
- (7) Report of officers, boards and committees.
- (8) Unfinished business.
- (9) New business.
- (10) Miscellaneous
- (11) Adjournment.

Sec. 1-9. Reading of minutes.

Unless a reading of the minutes of a city council meeting is requested by a member of the council, such minutes may be approved without reading if the city clerk has previously furnished each member with a synopsis thereof.

Sec. 1-10. Robert's Rules of Order.

Unless otherwise specified or unless changed by a specific provision of this article, the city council shall be governed in all matters of procedure by that compilation of rules of procedure known as "Robert's Rules of Order."

Sec. 1-11. Rules of debate.

- (a) Presiding officer may debate and vote, etc. The mayor or such other member of the city council as may be presiding may move, second and debate from the chair, subject only to such limitations of debate as are imposed by these rules on all members, and shall not be deprived of any of the rights and privileges of a councilman by reason of his acting as the presiding officer.
- (b) Getting the floor; improper references to be avoided. Every member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- (c) Interruptions. A member, once recognized, shall not be interrupted when speaking, unless it is to call him to order or as otherwise provided in this article. If a member, while speaking, is called to order, he shall cease speaking until the question of order is determined, and, if in order, he shall be permitted to proceed.
- (d) Yielding the floor. A member having the floor shall yield the same for a point of order addressed to the chair, a question of personal privilege raised by any member and an inquiry for information addressed to the chair. He may, upon request of any other member, temporarily yield the floor for any interrogation or a statement by any member, at the conclusion of which he will again be entitled to the floor.
- (e) Limitation on debate.  
(1) The council may, by general rule, limit debate or discussion on any matter, or may, by motion adopted at the time, limit debate or discussion on any particular subject or motion, and may, by majority vote of the members present, extend any such limit.  
(2) No member shall speak more than once on any subject under discussion without permission from the presiding officer.
- (f) Privilege of closing debate. The councilman moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.
- (g) Motion to reconsider. A motion to reconsider any action taken by the council may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor and it shall be debatable. Nothing in this subsection shall be construed to prevent any member of the council from making or remarking the same or any other motion at a subsequent meeting of the council.
- (h) When remarks of councilman entered in minutes. A councilman may request, through the mayor, the privilege of having an abstract of his statement on any subject under consideration by the council entered in the minutes. If the council consents thereto, such statement shall be entered in the minutes.
- (i) When synopsis of debate entered in minutes. The city clerk may be directed by the mayor, with consent of the council, to enter in the minutes a synopsis of the discussion of any question coming regularly before the council.

Sec. 1-12. Addressing council.

- (a) The presiding officer of the city council shall provide opportunity during council meetings for discussion by interested persons or their authorized representatives on any council bill or other matter before the council prior to final passage; provided, that the preference shall be given to any person, who, at least four days prior to the council meeting, shall have requested opportunity for discussion by written notice directed to the city clerk.

(b) Any person may direct a written communication to the city council on any matter concerning the city's business by directing the communication to the city council through the city clerk. Any such written communication shall be placed on the agenda of the next regular council meeting under the order of business entitled "Petitions, Remonstrances and Communications."

(c) Any person desiring to personally address the council on any matter not then before it shall notify the city clerk in writing of his desire, at least four days prior to the council meeting at which he wishes to appear.

(d) After a motion is made in the city council, no person except a member of the council shall address the council.

(e) The presiding officer of the council shall, from time to time, make such rules as he may deem necessary to fulfill and carry out the intent of the provisions of this section.

Sec. 1-13. Manner of addressing council; time limit..

Each person addressing the city council shall step up to the city clerk's table, shall give his name and address for the records, and unless further time is granted by the council, shall limit his address to five minutes. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the mayor. No question shall be asked a councilman except through the presiding officer.

Sec. 1-14. Decorum--Generally.

(a) By council members. While the city council is in session, the members shall preserve order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disturb any member while speaking, nor refuse to obey the orders of the council or its mayor, except as otherwise provided in this article.

(b) By other persons. No person shall make personal, impertinent or slanderous remarks, nor otherwise disturb the order and decorum of any council meeting. The sergeant-at-arms, at the direction of the mayor, shall remove any person violating the provisions of this subsection.

Sec.1-15. Same--Preservation; sergeant-at-arms.

The chief of police or such members of the police department as he may designate shall be sergeant-at-arms of the city council meetings. He shall carry out all orders and instructions given by the mayor for the purpose of maintaining order and decorum at the council meetings.

Sec. 1-16. Persons authorized to be in front of clerk's table. No person, except city officials, their representatives and recognized news representatives, shall be permitted in front of the city clerk's table in the council chamber without the express consent of the council.

Sec. 1-17. Special committees.

All special committees shall be appointed by the mayor, unless otherwise directed by the city council.

Sec. 1-18. Standing committees.

The city council shall have such standing committees as it may establish. Until such other committees are established, the only standing committee of the council shall be the committee of the whole. The mayor shall be the presiding officer of the committee of the whole, and the rules of proceedings in the council shall be applicable; provided, that discussion in the committee of the whole shall be as informal as possible, consistent with good order.

Sec. 1-19. Committee meetings--Generally.

Meetings of all committees may be held at such time and place as the committee shall determine for its convenience. The committee, at its discretion, may determine who, besides its members, may be present.

Sec. 1-20. Same--Committee of the whole.

When the city council shall meet as the committee of the whole or any matter be referred to such committee, it shall not be required to meet immediately during the session of the council, but may defer its meeting and fix such time and place as the committee may determine, and may adjourn its meeting from time to time and may make its report at any subsequent session of the council.

Sec. 1-21. Protests by members against council action.

Any member shall have the right to have the reasons for his dissent from or protest against any action of the city council entered on the minutes.

Sec. 1-22. Ordinances, resolutions, motions and contracts.

(a) Preparation of ordinances. The city attorney shall, on request of the adm. ass't., city council or any member thereof, prepare any ordinance or resolution.

(b) Approval of ordinances and resolutions. Before any ordinance or resolution shall be finally adopted, the city attorney or his authorized assistant shall endorse thereon his approval as to form.

(c) Prior approval of bonds, contracts, etc. Before any bond, contract or other legal document binding the city shall be presented to the council for final approval, the administrative assistant shall approve the same in writing as to the terms thereof, and the city attorney or his authorized assistant shall approve the same as to its form and legality and shall endorse such approval thereon.

(d) Ordinances relating to administration. Any ordinance, except those containing an emergency clause, relating to the duties, powers and function of any administrative department or office or affecting in any substantial manner the administration of the city government shall, on first reading, be referred by the presiding officer to the administrative assistant for his report and recommendations thereon, unless such ordinance shall have been previously approved by the administrative assistant. Further action on such ordinances shall be deferred until the next meeting of the council.

(e) Procedure for the introduction and passage of ordinances.

(1) Ordinances, resolutions and other matters or subjects requiring action by the council may be introduced and sponsored by any member of the council and by no other person; provided, that the administrative assistant or the city attorney may present ordinances, resolutions and other matters or subjects to the council, and any councilman may assume sponsorship thereof by introducing the same and moving its adoption; otherwise, such matters shall not be considered by the council.

(2) Upon its introduction, each ordinance shall be put upon its first reading and, except for emergency ordinances or upon motion sustained up for consideration until the next session of the council. If such motion for immediate consideration is adopted, the ordinance shall be thereupon open for discussion and amendment, moved to suspend the statutory rule requiring reading on three different days. Motion to suspend the rules must be adopted by three-fourths of the council. Move for final passage on first reading.

(3) Any ordinance which shall have had its first reading shall be taken up by the council at its next session and shall be read the second time, and thereupon shall be open for debate and amendment. On the close of debate or upon the expiration of any limit thereon, the presiding officer shall entertain a motion to place such ordinance on final passage. Irrespective of any limit on debate, any member, at any time when there is no motion before the council, may move to put the proposed ordinance on final passage. The motion for final passage shall not be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the presiding officer shall

immediately put the motion to the council. If such motion is adopted, no further debate or amendment shall be allowed, and the clerk shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.

(4) If any ordinance shall have been amended upon its second reading or on prior consideration thereof, it shall be referred to the city attorney for approval as to form as amended before final passage; and if the amendment shall constitute a change in substance, the ordinance, as amended, shall be filed in the office of the city clerk for at least one additional week, and opportunity afforded for a further public hearing, after which final action may be taken thereon.

(5) No ordinance, except those making appropriations and those codifying and rearranging existing ordinances, shall relate to more than one subject, which shall be clearly expressed in the title; and no ordinance or section thereof or section of the revised ordinances of the city shall be amended or repealed unless the amending or repealing ordinance refers to the ordinance, section thereof or section of the revised ordinances by number sufficient to identify the items to be repealed or amended.

(6) Any resolution may be passed at the meeting at which it is introduced.

(7) All council bills, whether they are ordinances or resolutions, shall be deemed to have died on the table when it shall have been tabled or referred to any committee of the council or to the administration, and no action shall have been taken upon such ordinance or resolution prior to the next succeeding formal organizational meeting of the city council. The city clerk shall expunge from the records all such council bills not acted upon prior to the time of the organizational meeting of the new city council.

#### Sec. 1-23. Reports of committees.

All committees of the city council shall make their reports in writing when so directed by the presiding officer, and shall return the petition, resolution, account or other paper submitted for consideration. All reports and resolutions shall be filed with the city clerk and entered on the minutes of the city council.

#### Sec. 1-24. Motions to adjourn.

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

Passed at meeting: 11-20-73

  
Mayor

Attest: Marvia Oburg City Clerk

Approved as to form: Steve Wilbur City Attorney

Approved for Council action: Roger French Administrative Assistant