

**CHAPTER 2**

**THE COMMON COUNCIL**

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**2.01 MEETINGS.**

- (1) ORGANIZATIONAL MEETING. Following a regular City election, the new Council shall first meet on the 3<sup>rd</sup> Tuesday in April in each election year.
- (2) REGULAR MEETINGS. The regular meetings of the Council shall be held on the 1<sup>st</sup> Monday of each month at 7:00 p.m., except that when the day for holding any regular meeting shall be held at the same time and place on the following day.
- (3) SPECIAL MEETINGS. Special meetings of the Common Council may be called by the Mayor (or in his absence, by the President of the Council) or 3 or more alderpersons filing with the City Clerk in writing a request therefor, stating the purpose of the meeting whereupon the City Clerk shall notify all members of the Common Council of such special meeting and the reason therefor. No other business shall be considered or transacted at any special meeting other than that for which the special meeting was called.
- (4) ADJOURNMENTS. Any regular or special meeting may be adjourned by a majority of the members present, but no adjournment shall be made to a time later than the next regular meeting.
- (5) ORDER OF BUSINESS. The business of the Council shall be conducted in the following order, unless temporarily suspended by unanimous vote:
  - (a) Call to order by presiding officer.
  - (b) Roll call.
  - (c) Reading, correction and approval of minutes of the previous meeting or approval of previous meeting minutes as published.
  - (d) Receiving visitors; public appearances.
  - (e) Reports of officers and department heads.
  - (f) Committee reports.
  - (g) Unfinished business from previous meetings.
  - (h) New business, including introduction of ordinances and resolutions.
  - (i) Communications and miscellaneous business.
  - (j) Consideration of bills and claims.
  - (k) Adjournment.

**2.02 COUNCIL COMMITTEES.**

The following standing committees of the Common Council shall be appointed by the Mayor, subject to confirmation by the Council, on the 3<sup>rd</sup> Tuesday of April after each municipal election or as soon thereafter as may be:

- (1) Protection of Persons and Property and shall consist of five (5) members – three (3) alderpersons appointed annually on the 3<sup>rd</sup> Tuesday of April and two (2) citizen members appointed for three (3) year terms.
- (2) Finance Committee and shall consist of three (3) alderpersons appointed annually on the 3<sup>rd</sup> Tuesday of April.

- (3) Public Works Committee, which shall govern over the Street Department and the Wastewater Treatment Facility and shall consist of 7 members – three (3) alderpersons appointed annually on the 3<sup>rd</sup> Tuesday of April and three (3) citizen members appoint for three (3) year terms.
- (4) Marina Committee shall govern the operation of the Municipal Marina and shall consist of 5 members – 2 Alderpersons appointed annually and 3 citizen members appointed for 3 year terms.

**2.03 SPECIAL COMMITTEES.**

Select or special Committees may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Mayor or other presiding officer of the Council.

**2.04 GENERAL COMMITTEE RULES.**

The chairman of each committee shall be responsible for the functioning of the Committee. No committee shall have the authority to bind the Council without express authority in each instance. All committees shall report and make recommendations to the Council for final approval. On formal assignments to committees, the report shall be in writing with a definite recommendation and be signed by a majority of the Committee. Any committee may require the cooperation of any City officer in relation to matters pending before it.

**2.05 COMMON COUNCIL RULES OF PROCEDURES.**

- (1) INTRODUCTION OF ORDINANCES, RESOLUTIONS, ETC.
  - (a) All ordinances, resolutions or communications shall be in writing and have endorsed thereon the name of the person presenting the same, and shall be delivered to the City to be read by him to the Council.
  - (b) The style of all ordinances shall be: "The Common Council of the City of Algoma do ordain as follows:"
- (2) REPORT OF COMMITTEES.
  - (a) The Committee to which any matter shall be referred shall report thereon in writing, at the first regular meeting after such reference, unless there is no objection by the Council to further time being taken. Action on the report of a committee shall be deferred until the next regular meeting by the request of 3 Council members present. Committee reports shall be oral except when ordered by the Mayor that they be in writing.
  - (b) Members dissenting from a report of a committee shall be so reported when they request it.

(3) ROLL CALL VOTE.

- (a) On all ordinances and resolutions, on any confirmation, and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City or any fund thereof, the vote shall be by ayes and nos.
- (b) On all other questions, it shall be in order for a member to call for ayes and nos.
- (c) All roll call votes shall be duly recorded in the minutes of the meeting.

(4) MEMBERS WHO SHALL VOTE. Every member, when a question is put, shall vote unless the presiding officer shall, for special cause, excuse him; but it shall not be in order for member to be excused after the Council has commenced voting.

(5) VETO BY MAYOR. All acts subject to the veto power of the Mayor shall be submitted to him/her by the Clerk and shall be in force upon his approval evidenced by his signature, or upon his failing to approve or disapprove within 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves, he/she shall file his/her objections with the Clerk, who shall present them to the Council at its next meeting. A 2/3 vote of all members of the Council shall than make the act effective notwithstanding the objections of the Mayor.

(6) PUBLICATION OF PROCEEDINGS.

- (a) The proceedings of the Council shall be published in the official City newspaper in such manner as the Council may direct.
- (b) All ordinances shall be published in the official City newspaper within 15 days of passage, and shall take effect on the day of publication or at a later date if expressly prescribed.
- (c) All ordinances and resolutions adopted shall be signed by the Mayor and countersigned by the Clerk.
- (d) The City code of ordinances shall be kept currently to date, and upon passage of any ordinances, the Clerk shall provide for insertion of the same into the ordinance code.

(7) RECOGNITION FOR DEBATE. Whenever a member is to speak in debate, or deliver any matter to the Council, he shall respectfully address himself to the presiding officer, and confine his remarks to the question under debate, and avoid personalities. When 2 or more members address the presiding officer at the same time, the presiding officer shall name the member who is first to speak.

(8) MOTIONS. No motions shall be discussed or acted upon until it has been seconded; nor shall any motion be withdrawn without the consent of the person making the same and the person seconding it.

- (9) PRECEDENCE OF MOTIONS. When a question is under consideration, no motion shall be entertained except:
- (a) To adjourn.
  - (b) To lay on the table.
  - (c) For the previous question.
  - (d) To postpone to a certain day or time.
  - (e) To commit to a standing or special committee.
  - (f) To amend or to substitute.
  - (g) To postpone indefinitely

These several motions shall take precedence in their order as they stand in this rule.

- (10) MOTIONS DECIDED WITHOUT DEBATE. A motion to adjourn, to lay on the table and for the previous question, shall be decided without debate.
- (11) MOVING THE PREVIOUS QUESTION. Any member desirous of terminating the debate, may call the previous question, when the question to be announced by the presiding officer shall be: "Shall the main question now be put?" Such motion shall be decided without debate. If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, and its effect shall be to put an end to all debate, and bring the Council to a direct vote; first upon the pending amendment, if any, and then upon the main question.
- (12) DIVISION OF QUESTION. Any member may call for a division of the question when the same can be separated into 2 or more distinct propositions.
- (13) MOTION FOR RECONSIDERATION. It shall be in order for any member who voted in the affirmative on any question which was adopted, or for any member who voted in the negative when the number of affirmative votes was insufficient for adoption, to move a reconsideration of such vote, at the same or next succeeding regular meeting of the Council. A motion to reconsider having been lost shall not be again in order.
- (14) SUSPENSION OF RULES. Any of these rules may be suspended upon pending measure by a 2/3 vote of the alderpersons present. These rules and all amendments or additions thereto which may hereafter be made shall govern the Council until altered or repealed as herein provided.
- (15) AMENDMENT OF RULES. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.
- (16) ROBERT'S RULES OF ORDER. The deliberations of the Council shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, revised, which is incorporated in this section by reference.

**2.06 – UNEXCUSED ABSENCES**

- (1) A fine shall be assessed against each alderperson for each unexcused absence at either a regular or special meeting of the council. The mayor, in each case, shall be requested, before the absence occurs, to excuse such absence which may be granted because of sickness, absence from the city on business or, at the discretion of the mayor, other good and sufficient reasons. The following fine schedule shall apply for all unexcused absences:

- 1<sup>st</sup> unexcused absence – Warning
- 2<sup>nd</sup> unexcused absence - \$50
- 3<sup>rd</sup> unexcused absence - \$100
- 4<sup>th</sup> and subsequent unexcused absences - \$200