

Sec 2.03 Conduct Of Meetings

- (a) *Call to Order*. The Mayor, or in his absence the President of the Council, shall promptly call each meeting of the Council to order at the hour fixed for the holding of such meeting. In case of the absence of the Mayor and the President, the City Clerk shall call the meeting to order and the Aldermen present shall elect one of their number president pro tem. In the absence of the City Clerk, the Mayor shall appoint a clerk for that meeting.
- (b) *Roll Call*. After the presiding officer calls the meeting to order, the City Clerk shall call the roll.
- (c) *Order of Business*. At all meetings, the following order shall be observed in disposing of business before the Council unless otherwise provided in the agenda:
 - (1) Call to order.
 - (2) Roll call.
 - (3) Consent agenda.
 - (4) Citizens' comments related to any item on the agenda; 5-minute limit, except by consent of Council.
 - (5) Reports of committees, commissions, boards, the City Clerk and the Mayor.
 - (6) Approval of claims*.
 - (7) Unfinished business*.
 - (8) New business, including introduction of ordinances.
 - (9) Miscellaneous business.
 - (10) Adjournment.

*if not part of consent agenda

- (d) *Business Taken in Order; Exception*. No business shall be taken up out of said order except by either unanimous consent and without debate or by 2/3 vote under suspension of the rules as provided in sec. 2.04(p) of this chapter.