

2-2-3. Council procedure at regular meetings.

- A. This Council procedure at regular meetings will apply to the extent that the Council does not provide for a different procedure by resolution. The City Council is authorized to establish different procedure by resolution.
- B. The City Administrator or designee shall prepare the following items: (1) an agenda for the forthcoming meeting; (2) a compiled list of all claimants who have filed verified accounts claiming payment for goods or services rendered the City since the last regular meeting of the Council, such list to be called the "Claim Report" and bearing headings "Claimant" and "Amount"; (3) a copy of all minutes to be considered; and, (4) copies of such other proposals, communications, or other documents as the City Administrator or designee deems necessary or proper for advance consideration by the Council. The City Clerk shall forthwith cause to be mailed or delivered to each member of the Council copies of all said documents. Roberts' Rule of Order (Newly Revised) shall govern all Council meetings as to procedural matters not set forth in the Charter or City Code. At the appointed time for the regular meeting of the City Council, the meeting shall be called to order by the Mayor and in the Mayor's absence, by the Mayor Pro Tempore. If a quorum is present, the City Council shall then proceed with the business in the following order:
1. Call to Order/Pledge of Allegiance.
 2. Roll Call.
 3. Approval of Adopt Agenda.
 4. Consent Agenda, including but not limited to Approval of Minutes; Reports from Boards and Commissions; Payment of Claims; and Approval for payment of Claims and Appropriations. (All items falling under "Consent Agenda" are considered to be routine and non-controversial by the Council and will be approved by one motion. There will not be separate discussion of these items unless a member of the council or a citizen so requests, in which case the items will be removed from the Consent Agenda. Items removed from Consent Agenda approval will be taken up as the next order of business.
 5. Meeting Open to the Public Meeting Opened Persons Requesting to Appear Before Council. Persons who wish to appear before the Council must submit a written request to the City Clerk prior to the commencement of the meeting, which lists their name and address, and states their business (or identifies on behalf of whom they wish to speak). Persons requesting to appear before the Council will be recognized during the meeting in the order in which they submitted the written request. The presiding officer may advise any person appearing as to the amount of time allowed prior to his speaking, or later limit such time. Persons speaking shall give their name, ~~address~~, and state their business for identify on behalf of whom they are speaking.
 6. Special Business Petitions, Requests, Applications.
 7. Public Hearing Ordinances and Resolutions.
 8. Old Business Reports of Staff Members.
 9. New Business Reports of Council members.
 10. Meeting Open to the Public Report from Mayor. Persons who wish to appear before the Council must submit a written request to the City Clerk prior to the commencement of the meeting, which lists their name and address, and states their business (or identifies on behalf of whom they wish to speak). Persons requesting to appear before the Council will be recognized during the meeting in the order in which they submitted the written request. The presiding officer may advise any person appearing as to the amount of time allowed prior to his speaking, or later limit such time. Persons speaking shall give their name and state their business for identify on behalf of whom they are speaking.

11. Reports ~~Old Business.~~
12. Council Member Reports ~~New Business.~~
13. Upcoming Events ~~Adjournment~~
14. Adjournment.

- C. Matters inappropriate for consideration at a meeting, or not in the order specified, shall not be considered except (1) with the unanimous consent of the members of the Council, or (2) scheduled public hearings or bid lettings at the time stated in the notice. All claims for payment must be filed at or before 12:00 p.m. on the Wednesday preceding the regular Council meeting at which it is to be considered.
- D. Varying Order. The order of business may be varied by the Mayor, but all public hearings shall be held at the time specified in the notice of the hearing.

(Ord. 68, SS, 2-4-2002; Ord. 139, SS, 8-17-2009; Ord. 229, SS, 6-19-2017)