

ORDINANCE NO. 2

An ordinance making and providing rules for the order of business of the common council of the Town of Troutdale; repealing all ordinances or parts of ordinances in conflict therewith and declaring an emergency.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF TROUTDALE:

Section 1. The following rules for the order of business and governance of the common council of the Town of Troutdale shall be and the same are hereby established and shall govern all meetings and proceedings of the common council:

Rule 1. Should there not be a quorum present, it shall be the duty of the marshal or chief of police to immediately inform the absent members that their presence is required to enable the council to proceed with it's regular business. Should such absent members fail to appear on such notice the members present shall adjourn to the next regular meeting of the council or to some time certain.

Rule 2. A quorum being present the council shall proceed, in the absence of the mayor, to appoint a president pro tempore; after which the first business in order after the roll call shall be the reading by the Recorder of the record of the preceding meeting, or in the event of any special meetings during the preceding month then a reading of all of the special meetings; if no objections shall be made thereto then the minutes shall stand approved as read. If objection be made the minutes shall be corrected to conform to the facts.

Rule 3. The mayor shall announce at each meeting of the council, the business in order, agreeably to the rules, and no business shall be taken up or considered until the class to which it belongs shall be in order, except, as provided in rule 21. Provided, that communications from the mayor may be read at any time.

Rule 4. The business of the council shall be presented in the following order:

- (1) Petitions, memorials, remonstrances and communications.
- (2) Reports from standing committees in the following order: Ways and means. Health and police. Streets and public ways. Fire and water. Public property.
- (3) Reports from select or special committees.
- (4) Reports from officers.
- (5) Reports and business on the table.
- (6) Reading ordinances.
- (7) Resolutions.
- (8) Claims against the town and requisitions.
- (9) Propositions, and miscellaneous matters.
- (10) Adjournment.

Rule 5. The presiding officer shall preserve order and decorum, may speak to points of order in preference to other members, shall decide all questions of order subject to appeal to the council by any two members; provided no member shall speak more than once without leave of the council on any question of appeal.

Rule 6. Questions shall be distinctly put in this form, to-wit: As many as are of the opinion that (as question may be) say 'aye'. After the affirmative voice has been expressed: As many as are of the contrary opinion say 'no'. If the presiding officer

doubts, or a division is called for, the council shall divide. Those of the affirmative shall first arise and afterwards those of the negative.

Rule 7. All questions relating to the priority of business shall be decided without debate.

Rule 8. When two or more members happen to rise at once the presiding officer shall name who shall speak first.

Rule 9. No member shall speak more than twice on the same question without leave of the council, nor more than once until every member choosing to speak shall have spoken.

Rule 10. When a question is under debate no motion shall be received but to adjourn, to lay on the table, for the previous question, to postpone to a day certain, to commit or to amend, to postpone indefinitely, which several motions shall have precedence in the order in which they are arranged. The manual of Roberts Rules of Order shall be accepted as the authority in deciding any question arising on points of order not embraced in these rules.

Rule 11. A motion to adjourn when once put and voted down shall not be again in order until some other business shall have been taken up, and the motion to adjourn shall always be decided without debate.

Rule 12. When any member is about to speak in debate or deliver any matter to the council he shall respectfully address the presiding officer, and shall confine himself to the question in debate and avoid personalities.

Rule 13. Every member who shall be present when a question is put shall vote for or against the same, unless the council excuse him, but no member shall be permitted to vote on a question when a division is called for unless present when his name is called in its regular order.

Rule 14. A member of the council acting as mayor pro tempore may vote in all cases in which he might vote if not so acting.

Rule 15. Whenever it shall be decided that the council go into committee of the whole, the presiding officer shall leave the chair and appoint a chairman who shall report the proceedings and decision of the committee.

Rule 16. When a question has been decided, it shall be in order for any member who voted in the majority to move for the reconsideration thereof, but no motion for the reconsideration of a vote shall be made after the ordinance, resolution or act shall have gone out of the possession of the council and no motion for such re-consideration shall be made more than once, and, provided, the motion to reconsider is made on the same day of the passage of the matter in question.

Rule 17. Upon a division of the council the names of those who voted for and those who voted against a question shall be entered upon the minutes when any two members shall require it, and in such cases it shall be the duty of the recorder to enter on the minutes the names of members so calling for a division, and in all authorizations to expend appropriations of public funds the 'ayes' and 'nays' shall be called for by the recorder and recorded, and no authorization shall be deemed to be carried unless four members of the council shall have voted on the proposition.

Rule 18. The appointment of officers shall be by ballot.

Rule 19. If any proposition shall be submitted to the council for its consideration and a majority of the members thereof believe that because of a lack of knowledge thereof they are unable to intelligently vote upon the same, such proposition shall be referred by the mayor to one of the five standing committees under whose jurisdiction such proposition would normally be assigned, and such committee shall report its findings at such time as the mayor may direct but in no case not later than the next regular meeting of the council.

Rule 20. All committees shall report their findings of fact in writing in relation to the matter or subject referred with the opinions thereon, and no report shall be received as a report of a committee except the same be signed by a majority of the committee.

Rule 21. No standing rule or order of the council shall be rescinded or suspended except by a vote of every member present; nor shall the order of business established by the rules of the council be postponed or changed except by unanimous vote of the members present, and the ayes and nays shall be recorded on any proposition to suspend rules.

Rule 22. Every ordinance shall receive three readings, two in its entirety and one reading by title previous to being passed, but shall not be read more than twice at any one meeting except by unanimous consent of the members present and the ayes and nays shall be recorded on any proposition to suspend such rule. Provided further, that any ordinance providing for the appropriation of any sum of money for any purpose other than the payment of the normal current expenses of the Town and which said sum shall be in excess of Fifty (\$50.00) Dollars shall not be passed to its final reading until 30 days shall have elapsed after the first reading of said proposed ordinance.

Rule 23. Upon the final passage of an ordinance the question shall be taken by ayes and nays.

Rule 24. The previous question until it is decided shall preclude all amendments and debate on the main question and shall be put in the following forms: Shall the main question be now put? A member called to order shall immediately sit down unless permitted to explain, and the council if appealed to shall decide the case, but without debate. If there be no appeal the decision of the presiding officer shall be submitted to.

Rule 25. All questions shall be put in the order they are moved.

Rule 26. The regular meetings of the council shall be held on the 2nd Tuesday of each month at the hour of 8:00 P. M. in the City Hall; special meetings shall be held at such time as the mayor may direct upon call of the mayor or upon the request of not less than three members of the council; provided, that notice of such special meeting shall be given to each member of the council either in person, by messenger, or by telephone not less than 2 hours prior to the time fixed for said meeting. No business other than that for which a special meeting is called can be transacted at a special meeting.

ADOPTED:

January , 1942

Attest:

Jessie Overstad
Recorder

APPROVED

January 20 , 1942

Arthur H. Match
Mayor