

Ordinance No. 8

Entitled,

An Ordinance Providing Rules and Regulations and Order of Business for the Government of the Common Council of the City of Warrenton, in the Transaction of City Business.

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THE CITY OF WARRENTON DOES ORDAIN AS FOLLOWS:

Section 1. That the following rules, regulations and order of business are hereby established for the government of the Common Council of said City in the transaction of City business, and at all meetings and in all proceedings of said Council, to-wit:

Rule 1. The Mayor or President of the Council, or in case of their absence, the President pro tem of said Council shall call the members to order at the hour designated for the meeting, provided however, that should there not be a quorum present, it shall be the duty of the Marshal to immediately inform the absent members when possible, that their presence is required to enable the Council to proceed to business. Should they fail to appear after such notice and no quorum being present, the members present shall adjourn to the next regular meeting of the Council or to some certain time.

Rule 2. A quorum being present, the business of said Council shall be announced by the presiding officer and shall be transacted in the following order: I. Roll Call; II. Reading of the Record of the Previous Meeting, by the Auditor, which, if not objected to shall be considered approved; III, Petitions; IV, Memorials; V, Remonstrances; VI, Communications; VII, Reports from standing committees, in the following order: Ways and Means; Health and Police; Streets and Public

on the table; XI, Reading of Ordinances first and second times; XII, The Reading of engrossed Ordinances the third time and consideration of the question of their passage; XIII, Resolutions; XIV, Claims and Requisitions; XV, Miscellaneous Matter; XVI, For the good of the City; XVII, Adjournment: and no business shall be taken up or considered until the class to which it belongs shall be in order, except under suspension of the rules, as provided in Rule 19.

Rule 3. Whenever the Common Council desires to refer any business presented to it to any standing Committee of said Council, the same shall be referred as follows: first, to the Committee on Ways and means all business relating to the annual estimate and levy of taxes, Reports of the Treasurer and Auditor and police Judge, Bonds for Street Improvements, Advertising, Printing and Stationery for City Offices, Elections, Litigation, Relief from Taxes and Assessment, Claims for Damages and other disputed claims against the city, and all other business relating to the general finances of the City.

To the Committee on Health and Police all business relating to the public health and welfare, and all matters pertaining to the peace and good order of the city, including all police powers thereof, and all matters pertaining to City Licenses and the duties of the City Marshal and Police, if any.

To the Committee on Streets and Public Improvements, all business relating to, the establishment of grades within the City, the opening, improvement construction, or repair of streets and bridges and dikes, the granting of franchises of all kinds for the use of the streets and the vacation of streets and alleys.

To the Committee on Fire and Water, all business relating to the security of the City and the inhabitants thereof from damage by fires, relat-

relating to an adequate water supply for the extinguishment of fires. To the Committee on Public Property, business relating to the care of the personal property of the City, including the City Hall and City Jail, all public grounds and the purchase and acquisition of real property by the city and the construction of buildings thereon.

Rule 4. The presiding officer shall preserve order and decorum, may decide points of order and all questions of order, subject to appeal to the council by any one member, on which appeal no member shall speak more than once without leave of the Council, and all members of the Council shall preserve proper order and decorum while in attendance upon any meeting thereof.

Rule 5. Questions shall be distinctly put by the presiding officer, in the following form, to-wit: "As many as are of the opinion, or favor the motion, (stating the question to be decided), say 'Aye; contrary opinion, 'Nay!'" If the presiding officer is in doubt, or a division be called for, the Ayes and Nays of the Council shall be taken.

Rule 6. All questions relating to the priority of business shall be decided without debate.

Rule 7. When two or more members happen to rise at once, the presiding officer shall name who is to speak first.

Rule 8. No member shall speak more than twice on the same subject or question without leave of the Council, nor more than once until every member choosing to speak shall have spoken.

Rule 9. 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 certain day, to refer, or to amend, to postpone indefinitely, which several motions shall have precedence in the order in which they are stated. Roberts' Manual, that is, Roberts' Rules of Order,

Rule 10. A motion to adjourn, when once put and voted down, shall not again be in order until some other business shall have been taken up and shall always be decided without debate.

Rule. 11. When any member is about to speak in debate or deliver any matter to the Council, he shall rise from his seat and respectfully address the presiding officer and shall confine himself to the question in debate and avoid personalities.

Rule 12. Every member who shall be present when a question is put shall vote for or against the same, unless excused by the Council, but no member shall be permitted to vote on a question when the ayes and nays are called for, unless present when his name is called in its regular order.

Rule 13. A member of the Council acting as president pro-tem may vote on all questions in all cases in which he might vote if not so acting.

Rule 14. Whenever it shall be decided that the Council go into the committee of the whole, the presiding officer shall leave the chair and appoint a chairman of the committee of the whole, who shall report the proceedings of the committee.

Rule 15. No motion shall be considered unless the same be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, but the mover may withdraw it at any time before a decision or amendment is made to it.

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

Rule 17. Upon 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 require it; and in such cases it shall be the duty of the Auditor and Police Judge to enter on the minutes the names of the members so calling for a division, and in all authorizations to expend appropriations of public money, the ayes and nays shall be called by the Auditor and recorded, and no authorization shall be deemed to have been carried unless a majority of members of the Council present at the meeting at which said question is under consideration shall have voted on the proposition, ^{and} ~~except~~ in the case of the passage of an ordinance, ~~where~~ ^{vote} a majority ^{members of the present} of the ~~whole~~ Council shall be required.

Rule 18. All committees shall report the facts in writing in relation to the matter or subject referred, with their opinion thereon and no report shall be received as the report of a committee except the same be signed by a majority of the committee.

Rule 19. No standing rule or order of the Council shall be rescinded or suspended, except by a vote of the majority of the members present; nor shall the order of business established by the rules of the Council be postponed or changed, except by a majority vote of the members present, and the ayes and nays shall be recorded on any proposition to suspend a rule.

Rule 20. Every ordinance shall receive three readings previous to its being passed, but shall not be read more than twice at any one meeting, except under suspension of the rules, as provided by rule 19, ~~by unanimous consent of the Council.~~

Rule 21. Upon the final passage of an ordinance, the question shall be taken by ayes and nays.

Rule 22. The previous question, until it is decided, shall preclude all amendments and debate on the main question, and shall be

Rule 23. A member called to order shall immediately sit down, unless permitted to explain, and the Council if appealed to shall decide on the case, but without debate. If there be no appeal, the decision of the presiding officer shall be submitted to.

Passed the Common Council, the 7 day of March, 1899.

Approved the 7 day of March, 1899. 8-50 PM

Attest:-

W. H. Brown

Auditor and Police Judge.

Frank Mason

MAYOR.

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Rule 2. A quorum being present, the business of said Council shall be announced by the presiding officer and shall be transacted in the following order: I. Roll Call; II. Reading of the Record of the Previous Meeting, by the Auditor, which, if not objected to shall be considered approved; III, Petitions; IV, Memorials; V, Remonstrances; VI, Communications; VII, Reports from standing committees, in the following order: Ways and Means; Health and Police; Streets and Public Improvements; Fire and Water; Public Property; VIII, Reports from select or special committees; IX, Reports of Officers; X, Reports and business

on the table; XI, Reading of Ordinances first and second times; XII, The Reading of engrossed Ordinances the third time and consideration of the question of their passage; XIII, Resolutions; XIV, Claims and Requisitions; XV, Miscellaneous Matter; XVI, For the good of the City; XVII, Adjournment: and no business shall be taken up or considered until the class to which it belongs shall be in order, except under suspension of the rules, as provided in Rule 19.

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To the Committee on Health and Police all business relating to the public health and welfare, and all matters pertaining to the peace and good order of the city, including all police powers thereof, and all matters pertaining to City Licenses and the duties of the City Marshal and Police, if any.

To the Committee on Streets and Public Improvements, all business relating to, the establishment of grades within the City, the opening, improvement construction, or repair of streets and bridges and dikes, the granting of franchises of all kinds for the use of the streets and the vacation of streets and alleys.

To the Committee on Fire and Water, all business relating to the security of the City and the inhabitants thereof from damage by fires, relating to the fire department and fire alarm system, if any, and the purchase and acquisition of all fire apparatus and the general business

relating to an adequate water supply for the extinguishment of fires. To the Committee on Public Property, business relating to the care of the personal property of the City, including the City Hall and City Jail, all public grounds and the purchase and acquisition of real property by the city and the construction of buildings thereon.

Rule 4. The presiding officer shall preserve order and decorum, may decide points of order and all questions of order, subject to appeal to the council by any one member, on which appeal no member shall speak more than once without leave of the Council, and all members of the Council shall preserve proper order and decorum while in attendance upon any meeting thereof.

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Rule 10. A motion to adjourn, when once put and voted down, shall not again be in order until some other business shall have been taken up and shall always be decided without debate.

Rule 11. When any member is about to speak in debate or deliver any matter to the Council, he shall rise from his seat and respectfully address the presiding officer and shall confine himself to the question in debate and avoid personalities.

Rule 12. Every member who shall be present when a question is put shall vote for or against the same, unless excused by the Council, but no member shall be permitted to vote on a question when the ayes and nays are called for, unless present when his name is called in its regular order.

Rule 13. A member of the Council acting as president pro-tem may vote on all questions in all cases in which he might vote if not so acting.

Rule 14. Whenever it shall be decided that the Council go into the committee of the whole, the presiding officer shall leave the chair and appoint a chairman of the committee of the whole, who shall report the proceedings of the committee.

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Rule 17. Upon 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 require it; and in such cases it shall be the duty of the Auditor and Police Judge to enter on the minutes the names of the members so calling for a division, and in all authorizations to expend appropriations of public money, the ayes and nays shall be called by the Auditor and recorded, and no authorization shall be deemed to have been carried unless a majority of members of the Council present at the meeting at which said question is under consideration shall have voted on the proposition, ~~and~~ ^{and} in the case of the passage of an ordinance, ~~a~~ ^{vote} majority ^{members of the present} of the ~~whole~~ Council shall be required.

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Rule 19. No standing rule or order of the Council shall be rescinded or suspended, except by a vote of the majority of the members present; nor shall the order of business established by the rules of the Council be postponed or changed, except by a majority vote of the members present, and the ayes and nays shall be recorded on any proposition to suspend a rule.

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Rule 21. Upon the final passage of an ordinance, the question shall be taken by ayes and nays.

Rule 22. The previous question, until it is decided, shall preclude all amendments and debate on the main question, and shall be put in the following form: "Shall the main question be now put."

Rule 25. A member called to order shall immediately sit down, unless permitted to explain, and the Council if appealed to shall decide on the case, but without debate. If there be no appeal, the decision of the presiding officer shall be submitted to.

Passed the Common Council, the 7 day of March, 1899.

Approved the 7 day of March, 1899. 8-50 PM

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H. H. Brown
Auditor and Police Judge.

Frank Mason
MAYOR.