

Ordinance No 11.
Rules of Order.

Rule 1

The regular meetings of the Council shall be held upon the first and third Tuesday evenings of each month at the City Hall, and the hour of meeting shall be as follows: from September 1st to April 1st at 7 o'clock, P. M. and from April 1st to September 1st at 7.30 o'clock P. M. x The Council may at any meeting, adjourn over the next regular meeting by a majority vote, or designate a different day on which to meet, but such order shall apply only to the time named. —

Rule 2

The Mayor, (or in case of his absence, the members present shall select one of their members) to preside, who shall call the meeting to order at the stated time or hour x Should there not be a quorum present, it shall be the duty of the City Marshall to immediately inform the absent^s of the Council, (except those known to be absent from the City, or unavoidably detained,) that their presence is required in order to enable the Council to proceed to business. x Should they or any of them fail to appear on such notice the members present shall adjourn to the next regular meeting or an earlier day — In the absence of both the Mayor and Recorder, the members present shall designate one of their number to record their proceedings x After the calling of the Roll, if a quorum is found to be present, the presiding officer shall cause the Journal of the previous meeting to be read, when it shall be corrected or amended if necessary and then approved —

Rule 3

The presiding officer shall announce at each meeting of the Council, the business in order as follows: —

1st — Calling the Roll

2nd — Reading the minutes of previous meeting

- 3^d = Reports of Standing Committees.
4th = Reports of Special Committees.
5th = Reports of City-officers.
6th = Unfinished Business.
7th = Petitions and Remonstrances.
8th = Introduction and first-reading of Ordinance Bills.
9th = Second reading and amendment or commitment of Ordinance Bills.
10th = Third reading of Ordinance Bills.
11th = Communications and Resolutions.
12th = New Business.
13th = Bills against the City and other financial Business.

Messages and communications from the Mayor shall always be in order. All questions relating to the priority of business shall be decided by the Mayor without debate.

Rule 4

The presiding officer shall preserve order and decorum; he may speak on all questions of order in preference to any other member, rising from his seat for that purpose, and he shall decide on all questions of order, subject to an appeal to the Council. In all cases of appeal from the decision of the presiding officer, the appeal shall be stated as follows: "shall the decision of the presiding officer be sustained?"

Rule 5

The presiding officer shall rise in his place to state all motions and propositions, and to put all questions and motions. Questions and motions shall be put in the following form: "As many as favor the motion, say, aye, and after the affirmative vote has been taken, "as many as are opposed, say, no. - If the presiding officer is in doubt as to the result, or a division be called for before the announcement of the vote, the Council shall divide, those of the affirmative first

arising, and afterwards those of the negative. The presiding officer shall have no vote, except in case of a tie vote of the members of the Council -

Rule 6 The following standing Committees shall be appointed by the Mayor at the first meeting of Council in each year:

1st = Committee on Ordinances -

2nd = Committee on Ways and Means -

3^d = Committee on accounts and Expenses -

4th = Committee on Streets and Public Property -

5th = Committee on Licenses

6th = Committee on Health and Police -

All Special Committees shall be appointed by the presiding officer, unless otherwise ordered and provided by the Council -

Rule 7 Each Committee to which any matter is referred shall report thereon to the Council at the next regular meeting thereafter, unless further time for such report be granted by the Council; all reports of Standing Committees upon any matter referred to them by the Council shall be in writing, signed by the Chairman thereof, and such report shall be presented to the Council in open Session by the Chairman, or other member of the committee. Such report shall be filed by the Recorder, and be by him entered on the Journal -

When a Committee fails to report upon any matter referred to such committee within the time allowed or fixed for such report, the matter may be brought before the Council by unanimous consent or on motion -

Rule 8 Proposed ordinances shall be known as ordinance bills. They shall be entered on the Journal unless otherwise ordered by the Council, and filed by the Recorder. If objection be made to the introduction of an Ordinance bill, it shall lie

over until the next regular meeting of the Council, except when the Bill is reported by a Committee, or unless otherwise directed by the Council—

Rule 9

All ordinances shall be read before the Council three times, previous to being passed. The presiding officer shall give notice at each reading whether it be the first, second or third reading. If the bill be objected to on its first-reading, the presiding officer shall immediately state the question as follows, "shall the Bill be rejected." If no objection be made, or if the question to reject be lost, the Bill shall be read the second time at once. By unanimous consent, or by a two-thirds vote of the Council or quorum present a bill may be read the second time by title only.

Rule 10

Upon the second reading of a Bill, the presiding officer shall state, "This is the second reading of the Bill;" it is now ready for commitment, amendment in order for a third reading. No Bill shall be amended or committed until it has been read twice.

Rule 11

If a Bill be so amended, as to make it necessary in the opinion of the majority of the Council, that it should be engrossed, it may be referred to the Recorder for that purpose, and he shall at the next regular meeting thereafter, report a correctly engrossed copy of such amended Bill.

Rule 12

No Bill shall be read the third time during the same session, at which it is introduced, except by unanimous consent of the Council, expressed by an affirmative vote on calling the roll of the Council.

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Rule 13 The final question after the second reading of a bill shall be "Shall the bill be read a third time now?" No amendment shall be received for discussion after the third reading of any bill, but it shall be in order at all times before the final passage of a bill to refer it, upon motion, with instruction to make particularly designated amendments

Rule 14 After the third reading of a Bill, the presiding officer shall say, "Shall the bill pass?" The Recorder shall then call the roll and enter the ayes and noes in the Journal +

Rule 15 After the passage of a Bill the presiding officer shall say "Shall the Title of the Bill stand as the title of the Ordinance?"

Rule 16 The Recorder shall number all the ordinances heretofore passed that remain unnumbered, in the order of their passage, and hereafter each ordinance shall be known by its appropriate number, every new Ordinance receiving the number to which it is entitled

Rule 17 All Ordinances shall be signed by the Mayor and the Recorder before being published -

Rule 18 All unfinished business shall be attended to before new business is introduced

Rule 19 No motion shall be debated until it has been seconded, and distinctly announced by the presiding officer; and it shall be reduced to writing. It shall be read by the Recorder when required, for information. A motion may be withdrawn at any time before amendment, at the consent of the second -

Rule 20 Every member when a question is put shall vote thereon, unless the Council, for special reasons, shall excuse a member; but no member shall be permitted to vote on any subject in which he has a direct pecuniary interest. Two or more members may demand the ayes and noes on any question.

Rule 21 When the reading of a paper is called for (except petitions), and the same is objected to by any member, the question as to whether it shall be read, shall be determined by a vote of the Council, without debate. This rule is not intended to be applicable to any bill, resolution or amendment or other proposition which may be at the time directly under consideration.

Rule 22 Every member when he arises to make any remark or offer any motion or other proposition, shall arise in his place and address the presiding officer. He shall then confine himself to the question and avoid personalities. Objection being made, no member shall speak more than twice on the same day on the same question, without leave of the Council; and a member who has once spoken shall not again be entitled to the floor (except for explanation) to the exclusion of another member who has not spoken.

Rule 23 When two or more members arise at the same time, the presiding officer shall decide which one shall speak first.

Rule 24 When a member is called to order, he shall sit down until the presiding officer shall have determined whether he is in order or not, and every question of order shall be decided by the presiding officer, subject to an appeal to the Council by any member. If a member be called to order for

words spoken or language used in the council chamber when the Council is in session, the exceptional language or words shall be immediately reduced to writing by the Recorder x

Rule 25

When a question is under debate, no motion shall be received; but the following privileged questions ~~which~~ shall have precedence in the following order;—

1st = To adjourn—

2nd = For a call of the Council—

3^d = To lay on the Table—

4th = To postpone to a day certain—

5th = To Commit—

6th = To Amend—

7th = To postpone indefinitely—

Rule 26

The previous question shall be put in this form: "Shall the main question be now put?" It shall be admitted only when two members present demand it, and if said question is carried by the Council by a majority vote thereof, its effect shall be to bring the Council to an immediate vote on the question then under debate or discussion x On a motion for the previous question, and prior to a vote thereon, a call of the Council may be ordered; but after two members have seconded the motion for the previous question, no call of the Council shall be in order prior to the decision of the main question x

Rule 27

On motion for the previous question, and under the same, there shall be no debate x All incidental questions of order arising after a motion is made for the previous question (or while acting under it) shall be decided, whether on appeal or otherwise without debate—

Rule 28

When a question has been once put and decided, it shall be in order for any member who voted with the majority to move a reconsideration thereof, and such motion shall take precedence of all other motions, except a motion to adjourn. No motion shall be reconsidered more than once.

Rule 29

No motion to reconsider shall be entertained at a later period than the next regular meeting or session of the Council after the vote sought to be reconsidered has been taken, but when any vote shall be reconsidered by the Council, the Council may then proceed to reconsider any previous vote or order in relation to the same subject matter without any notice in regard thereto.

Rule 30

All motions, resolutions, orders, bills, petitions or other communications, shall be entered upon the Journal, unless the Council otherwise order.

Rule 31

Any member voting in the minority on any question, and protesting against the vote of the Council, may have his protest entered on the Journal, if the language thereof is respectful and parliamentary and germane to the subject.

Rule 32

The Recorder shall prepare a general bill of each meeting of the Council, on which shall be entered the Title of all Ordinances, reports, resolutions or other business on the table, and any new business that may be proper to bring before the Council.

Rule 33

Appointments of Officers shall be by "viva voce," and a majority of all the members of the City Council shall be necessary to constitute a choice.

Rule 34

If the question under debate contain several points or propositions, any member may have

the same divided; but the mover of the question shall have the right to designate upon which point the vote shall be taken first x

Rule 35 Any motion to adjourn shall be decided without debate and shall always be in order, except that when once put and voted down, it shall not be in order again until some other business has intervened x

Rule 36 The rules of the Council shall be observed in Committee of the whole, so far as applicable, except as to limiting the time of speaking, and except also, that the ayes and noes shall not be taken x

Rule 37 In all cases not provided for by these Rules, the Council shall be governed by the rules and practices as laid down in "Cushing's Law and Practice of Legislative Assemblies" x

Rule 38 No rule shall be suspended without the concurrence of two-thirds of the members of the Council present; and no additional rule or amendment shall be made giving at least two weeks notice and two-third of the members present concurring therein; Provided, that no rule requiring unanimous consent shall be suspended by operation of this Rule x

Rule 39 Upon the final passage of an ordinance it shall be enrolled by the Recorder as passed, in a well bound book kept by him for that purpose and then be presented to the Mayor as required by Section 36 of Chapter VI of the Charter of the City x

Approved this 14th day of October A. D. 1891
 Attest
 Geo. W. Riew
 City Recorder
 M. A. Miller
 Mayor