

Chapter 08  
**COUNCIL PROCEDURES**

Sections.

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- 010. Mayor, the Presiding Officers at Council Meetings
- 020. Meetings: Order of Business
- 025. Agenda
- 030. Minutes.
- 035. Parliamentary Procedures

Section 2.08.010                      Mayor, the Presiding Officers at Council Meetings.

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- A. The Mayor shall preside at all meetings of the Council, shall preserve order among the Council members, and is responsible for conduct of all meetings according to the rules of the Council. The Vice-Mayor shall preside in the absence of the Mayor.
- B. In the temporary absence or disability of the Mayor and Vice-Mayor, any member of the City Council may call the Council to order at any duly called meeting to elect a presiding officer pro tempore from among its number. The presiding officer pro tempore shall exercise all the powers of Mayor and may also vote.

Section 2.08.020                      Meetings: Order of Business.

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At every regular meeting of the City Council the order of business shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Minutes of Previous Meetings
- F. Approval of Financials
- G. Community Comments on Agenda Items
- H. Reports
- I. Communications, Appearances and Requests
- J. Hearings, Ordinances and Resolutions
- K. Executive Session
- L. Business
- M. Community Comments
- N. Council Comments
- O. Adjournment

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**Section 2.08.025**                      **Agenda.**

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- A. The clerk shall make public notice of the agenda for that meeting no later than the Thursday prior to the regular council meeting. The clerk shall furnish each member of the council with a copy of the same in packet form no later than the Friday prior to each regular council meeting, the agenda for special council meetings shall be delivered to all the council members if possible, but at least a majority of the council members and posted no later than 24 hours prior to the special meeting.
- B. Work Sessions. Any matter to be considered by the council in work sessions shall be listed in agenda form by the clerk and given to the council at least three days prior to the work session, along with all written material for that session. Reasonable public notice shall be made.

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**Section 2.08.030**                      **Minutes.**

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- A. Minutes of all regular and special meetings shall be taken. Summary notes can be provided, upon request, for each work session. Minutes are the official record of the Council meeting. All typewritten meeting minutes shall be kept in a separate permanent journal. The minutes are public records and are to be made available to anyone upon request. One copy of any meeting minutes shall be given free of charge to any person appearing in person and requesting same, with extra copies available in person or by mail at the cost of production.
- B. Approval of the minutes may be done without reading aloud, if the clerk has previously furnished each member with a copy thereof.

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**Section 2.08.035**                      **Parliamentary Procedure.**

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In all matters of parliamentary procedure not covered in these rules, Robert's Rules of Order shall govern.