

CHESTERFIELD CITY CODE

Sec. 2-49 Order of business.

[Ord. No. 12, § 8, 6-1-1988; Ord. No. 601, § 1, 8-19-1991; Ord. No. 1437, § 1, 8-17-1998]

The order of business shall be as follows:

- (1) Call to order.**
- (2) Pledge of Allegiance.**
- (3) Moment of silent prayer.**
- (4) Roll call.**
- (5) Approval of minutes.**
- (6) Introductory remarks of Mayor (items not requiring action by City Council).**
- (7) Communications and petitions.**
- (8) Appointments (any other item requiring action by City Council).**
- (9) Council Committee reports.**
- (10) Report of City Administrator.**
- (11) New business.**
- (12) Legislation.**
- (13) Legislation - Planning Commission.**
- (14) Adjournment.**

BILL NO. 1585

ORDINANCE NO. 1437

AN ORDINANCE AMENDING ORDINANCE NO. 601 REGARDING THE ORDER OF BUSINESS OF THE CITY OF CHESTERFIELD.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance No. 601 is hereby repealed which was originally passed to modify Ordinance No. 12, Section 8. This amendment shall further amend Ordinance No. 12, Section 8 and shall substitute in its place the following order of business:

Section 8. Order of business.

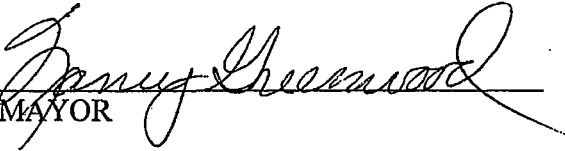
The order of business shall be as follows:

1. Call to order.
2. Pledge of Allegiance
3. Moment of Silent Prayer.
4. Roll call.
5. Approval of minutes.
6. Introductory remarks of Mayor (Items not requiring action by City Council).
7. Communications and petitions.
8. Appointments (any other item requiring action by City Council).
9. Council Committee reports.
10. Report of City Administrator.
11. New Business.
12. Legislation.
13. Legislation – Planning Commission.
14. Adjournment.

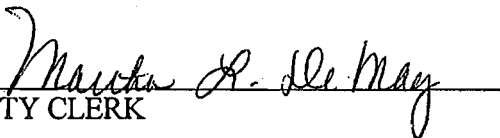
Section 2. In all other respect, Ordinance No. 12 shall remain in full force and effect.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 17TH day of AUGUST, 1998.


MAYOR

ATTEST:


CITY CLERK

BILL NO. 609

ORDINANCE NO. 601

AN ORDINANCE AMENDING ORDINANCE 12 SECTION 8 AND CODE SECTION 2-49 REGARDING THE ORDER OF BUSINESS OF THE CITY OF CHESTERFIELD.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 8 of Ordinance 12 of the City of Chesterfield is hereby deleted in its entirety and the following is substituted in its place and shall read as follows:

Section 8. Order of business.

The order of business shall be as follows:

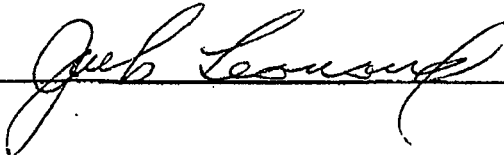
- (1) Call to order.
- (2) Pledge of Allegiance.
- (3) Opening prayer.
- (4) Roll call.
- (5) Approval of minutes.
- (6) Communications and petitions.
- (7) Introductory remarks.
- (8) Council Committee reports.
- (9) Report of City Administrator.
- (10) New business.
- (11) Legislation.
- (12) Adjournment.

Section 2. In all other respects, Ordinance 12 shall be in full force and effect.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

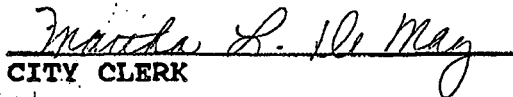
Passed and approved this 19th day of AUGUST, 1991.

MAYOR



ATTEST:

CITY CLERK



AN ORDINANCE RELATING TO THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD,
AS FOLLOWS:

Section 1. Election-Term-Duties and Powers. The City Council, consisting of eight members, shall be elected to office for two-year terms, as provided by state statute. The Council shall be the legislative branch of the City government and shall perform such duties and have such powers as may be delegated to it by state statute.

Section 2. Division of City into Wards-Councilmen. The Council shall by Ordinance divide the City into four wards, and two councilmen shall be elected from each ward. At the first election, the candidate receiving the highest number of votes in each ward shall hold his office for two years, and the candidate receiving the next highest number of votes shall hold his office for one year, but thereafter each ward shall elect annually one councilman, who shall hold his office for two years.

Section 3. Councilman Qualifications. No person shall be councilman unless he is at least twenty-one (21) years of age prior to taking office, a citizen of the United States, and a resident of Chesterfield for one year preceding his election, and a resident of the ward from which he is elected, six months (6) preceding his election. Whenever there is a tie in the election of a councilman, the matter shall be determined by the Council.

Section 4. Oath-Compensation. The members of the City Council shall take the oath of office prescribed by statute and shall receive as compensation the sum established by Ordinance.

Section 5. President Pro Tem. At the first regular meeting of the Council after the election in each year, which meeting shall occur at the time fixed by ordinance, but shall not be later than the third Tuesday in April, the Council shall elect one of its members President Pro Tem who shall hold his office for the term of one year, and who, in the absence the Mayor, shall preside at the meetings of the Council; provided that in the absence of the Mayor and the President Pro Tem, the Council may select one of its members present to preside at such meetings, who shall be styled "acting President Pro Tem".

Section 6. Regular Meetings. The regular meeting of the City Council shall be on the First and Third Mondays of each month beginning at 7:30 p.m. and no notice of such regular meetings shall be required provided that if such meeting date should fall on a legal holiday or if there is no quorum present.

the meeting shall be held on the following day at 7:30 p.m. The meeting place of the Council shall be at the City Hall unless otherwise ordered by the Council.

Section 7. Special Meetings. Special meetings may be called by the Mayor or by any four (4) members of Council upon at least twenty-four (24) hours prior written notice to all members and the Mayor, in accordance with the provisions of the State Sunshine Act as may be amended from time to time.

Section 8. Order of Business.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes
- E. Announcements
- F. Reports of Officers
- G. Old Business
- H. New Business
- I. Communications and Petitions
- J. Adjournment

Section 9. Rules of Procedure. The following rules of procedure shall govern the conduct of all meetings of the City Council, although these rules, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the Council present at any meeting.

Rule 1 The Mayor shall decide all questions of order.

Rule 2 A member of Council discussing a question shall address the Mayor and no member of Council has the floor until recognized by the Mayor.

Rule 3. A roll call vote of yeas and nays shall be taken and recorded on the journal of proceedings for all ordinances or propositions which create any liability against or obligation on the part of the City or for the expenditure or appropriation of its money, and in all other instances where request therefore is made by any member of Council.

Rule 4. All motions and amendments shall be reduced to writing at the request of the Mayor or any Councilman and shall be handed to the City Clerk, who shall read the same to the City Council.

Rule 5. No vote or action of the City Council shall

be rescinded at any special meeting unless there be present at such meeting as many members of the Council as were present when such vote or action was taken.

Rule 6. All meetings of the Council shall be open to the public, except as to portions of such meetings from which the Council may, by majority vote of the members present and voting, exclude the public as permitted under the Sunshine Act as amended.

Rule 7 Any person in attendance at an executive session is honor-bound not to violate the confidentiality of the discussion taking place during the session, except as to any portions thereof which may clearly transgress the Sunshine Act.

Rule 8 The Mayor shall set the agenda for each regular meeting and each special meeting, and shall make the same known to the Council and to the press as far in advance of such meeting as may be practicable, preferably two days in advance of such meeting. The published agenda may be altered or suspended by vote of the Council present and voting.

Rule 9. The general public shall be afforded an opportunity to address the Council during the portion of the order of business set aside for Communications and Petitions. Any person desiring to address the Council shall be required to identify himself, stating his home address or place of business, and to address his remarks to the Mayor. Councilmen desiring further information or comment from the speaker or from any other person in the audience should request the same through the Mayor. Protracted, repetitive, irrelevant or abusive remarks from the public may be closed off at any time by direction of the Mayor.

Section 10. Roberts Rules of Order. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority and shall govern the conduct of all meetings of the Council in all cases where they are not inconsistent with statute or with the Rules of Procedure herein or hereafter adopted.

Section 11. Disturbing Meetings. It shall be unlawful for any person to disturb any meeting of the City Council or of any committee thereof. Violation of the provisions of this Section shall be a misdemeanor, punishable by a fine of not less than

Five Dollars (\$5.00) and not more than Five Hundred Dollars (\$500.00) or by imprisonment for a period not to exceed three (3) months or by both such fine and imprisonment.

Section 12. Appointment of a Councilman to Fill a Vacancy.

Whenever a vacancy occurs in any elective office, the mayor, or the person exercising the office of mayor, shall cause a special election to be held to fill such vacancy; provided, however, when any such vacancy occurs within six months before the next municipal election, no election shall be called to fill such vacancy, but the same shall be filled by the mayor or the person exercising the office of mayor by appointment; provided however, that the proposed appointee receives a two-thirds (2/3) majority vote from the Mayor and remaining Council members voting jointly.

Section 13. Standing Committees.

A. Establishment. There are hereby established as Standing Committees of the City Council the following:

- (1) Community Development and Neighborhood Preservation;
- (2) Community and Public Relations;
- (3) Finance;
- (4) Public Improvements; and
- (5) Public Safety and Health.

B. Membership-Appointment. Each committee shall be comprised of three (3) Councilman appointed by the Mayor who shall designate one (1) of the members as Chairman. The Mayor shall be an Ex Officio member of all Standing Committees. The Treasurer shall serve as an Ex Officio member of the Finance Committee.

C. Functions. The functions of the various committees shall include, but shall not be limited to:

- (1) Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;
- (2) Formulating, with the assistance of the

staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted; and

- (3) Reviewing and recommending legislation concerning any of the matters within its purview.

Section 13. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 1st day of June, 1988.

Frederic G. Stentor
MAYOR

ATTEST

Gene M. Salvendy
City Clerk