

AN ORDINANCE ESTABLISHING MEETING PROCEDURES AND DESIGNATING WHEN THIS ORDINANCE SHALL TAKE EFFECT.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. MARY, MISSOURI, AS FOLLOWS:

SECTION 1. MEETING SCHEDULE Regular meeting of the Board of Aldermen of the City of St. Mary, Missouri shall be held on the Second Thursday of each month at City Hall, 782 3rd Street at 6:30 PM and if a second meeting date if needed it is set for the Fourth Thursday of each month. Work sessions of the board can be held prior to a meeting at the discretion of the mayor or anytime deemed necessary to discuss city business.

SECTION 2. SPECIAL MEETINGS Special Meetings of the Board may be convened by the Mayor or by any two (2) members of the Board of Aldermen. When a special meeting is called for, notice shall be given to all members of the Board at least twenty-four (24) hours prior to the start of the meeting.

SECTION 3. EMERGENCY MEETING In case of emergency, as determined by the Mayor, a special meeting may be called by the Mayor, and all members shall be called by phone. Said meeting may be adjourned by the Board of Aldermen without action if it is their determination the matter is not of an emergency nature and action can await a regular meeting. Phone information shall include date, time and place of meeting, in addition to the item to be discussed and acted upon, and the reason for the emergency action.

SECTION 4. QUORUM--ATTENDANCE All members of the Board shall attend all meetings unless otherwise excused for reason by the chairman. A majority of the members shall be present to discuss items on the agenda. Three (3) members are considered a quorum. The presence of at least three members is required to take final action on any proposed ordinance.

SECTION 5. APPOINTMENT OF TEMPORARY PRESIDENT. In the absence of the Mayor and President of the Board, the Alderman with the longest tenure of the office shall preside. In case more than one Alderman has equal tenure, a flip of a coin shall determine the presiding officer.

SECTION 6. DUTIES OF PRESIDING OFFICER. The presiding officer shall be responsible for the conduct of the meeting. It is his/her duty to maintain order and decorum. He/she shall follow the agenda unless a change of order is acceptable to a majority of the board. He/she shall have the responsibility to limit lengthy and repetitive orations, but shall allow all aldermen an opportunity to discuss and present their position. The chairman shall rule on parliamentary procedure subject to a unanimous overruling by the board of aldermen.

SECTION 7. ORDER OF BUSINESS. The order of business at meetings of the board of aldermen shall be as follows:

- (1) Call to Order
- (2) Pledge of allegiance to the United States of America Flag
- (3) Roll call
- (4) Approval of agenda
- (5) Public Forum
- (6) Approval of consent agenda which consists of: Bills and Minutes
- (7) Passage of Ordinances
- (8) Reports from various departments
- (9) Business before the Board
- (10) Public Participation

SECTION 8. GENERAL RULES OF PROCEDURE. The following rules of procedure shall govern the conduct of all meetings of the city board; although these rules, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the board members present any meeting.

(1) Rule 1. The mayor shall decide all questions of order, subject to appeal to a majority of the board.

(2) Rule 2. A member of the board discussing a question shall address the mayor and no member of the board has the floor until recognized by the mayor, subject to appeal to a majority of the board.

(3) Rule 3. All roll call votes 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 the board.

(4) Rule 4. No vote or action of the board of aldermen shall be rescinded at any special meeting unless there be present at such meeting as many members of the board as were present when such vote or action was taken.

(5) Rule 5. All meetings of the board shall be open to the public, except as to portions of such meetings from which the board may, by majority vote of the members present and voting, exclude the public as permitted under the sunshine act as amended.

(6) Rule 6. Any person in attendance at an executive closed meeting 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.

(7) Rule 7. The mayor shall set the agenda for each regular meeting and each special meeting, except that no ordinance or resolution shall be placed upon the agenda unless two (2) members of the board of aldermen shall have communicated their sponsorship of said ordinance or resolution to the mayor or in his absence the city clerk; provided, however that upon said communication, the mayor or in his absence the city clerk shall cause to be placed upon the agenda the ordinance or resolution so sponsored. The mayor may place an ordinance or resolution on the agenda without said sponsorship. The city shall make the agenda known to the board and to the public as far in advance as may be practical, preferably two (2) days in advance of the meeting. The published agenda may be altered or suspended by vote of the board present and voting.

(8) Rule 8. **PUBLIC FORUM** Any person desiring to address the Board of Aldermen may do so during the public forum portions of a regular meeting and at Public Hearings. Any person wishing to address the Board of Aldermen shall place his/her name and or business on the meeting agenda. Persons desiring to address the Board of Aldermen shall contact the City Clerk, during regular office hours, at least 3 days prior to the meeting and stating the subject they wish to speak about. At the meeting the register speaker shall be required to identify himself, state his home address or place of business, and address his remarks to the mayor. Any person addressing the board shall be allowed three (3) minutes to do so unless a majority of the board present agreed to allow more time. No person, other than members of the Board and the person having the floor shall be permitted to enter to any discussion that may occur. No questions shall be asked of the board members except through the mayor (chairman or presiding officer). Protracted, repetitive, irrelevant, personal, impertinent, slanderous or abusive remarks or anyone who shall become boisterous, while addressing the board shall be closed off at any time by the board of aldermen and said person shall be asked to leave the meeting.

(9) Rule 9. A majority of the board members shall approve the agenda. Items shall be added or removed by majority vote.

SECTION 9. ROSENBERG'S RULES OF ORDER, REVISED The rules contained in the current edition of Rosenberg's Rules of Order, Revised shall be the parliamentary authority and shall govern the conduct of all meetings of the council in all cases where they are in consistent with statute or with the rules of procedure herein or hereafter adopted.

SECTION 10. DISTURBING MEETINGS. It shall be unlawful for a person to disturb any meeting of the board or of any committee thereof. Any person violating the provision of this section shall be fined not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) for each offense.

SECTION 11. METHODS OF VOTING ON ISSUES AND ORDINANCES All votes shall be taken by roll call. The vote shall be recorded by the City Clerk in the minutes of the meeting. The mayor shall vote only in case of a tie. However, the President of the Board or Acting President shall vote on all matters. When a roll call vote is called for, a person may vote aye, nay, abstain. An Alderman who abstains because of

personal or financial reasons or conflict of interest shall explain this at the opening of any discussion on the issue and shall refrain from entering into the discussion. Once a motion is made and seconded, the presiding officer shall restate the motion for clarification. The presiding officer shall vary the order in which the vote is called. At the conclusion of the vote, the City Clerk shall announce to the presiding officer the results, who shall in turn announce them to those in attendance. A majority of all members elected to the Board is required for passage.

SECTION 12. PROCEDURES FOR INTRODUCING, READING, AMENDING, AND VOTING OF RESOLUTIONS AND BILLS.

Resolutions, not part of the Consent Agenda, may be read by the Mayor, Clerk or Alderman requesting their introduction on the agenda. After reading the resolution, an Alderman will move its acceptance. After the motion is seconded, the resolution may be discussed by any member of the board. The person who introduced the resolution will be given the opportunity to explain its contents and answer questions from the Aldermen or Mayor. Any legal opinions or interpretation will be given the City Attorney only. Financial impact and budget considerations will be supplied by the City Clerk.

After due discussion, the resolution may be amended by proper motions by the Board of Alderman as prescribed by the adopted parliamentary procedure. Following amendment, if any, the motion for adoption is voted on as prescribed by these procedures. The vote may be postponed to a definite future date by a motion approved by a majority of the Board of Aldermen. The resolution, if passed by the Aldermen, becomes effective upon the signing by the presiding officer and the city clerk or deputy city clerk.

A bill may be read two (2) times either by title or in its entirety before it is adopted. If an ordinance is to be passed by title only it must be made available to the public. Notice of the meeting agenda may note that copies of all ordinances on the agenda are available at the office of the city clerk or the copies of ordinances must be made available at the meeting to the public and mention made to the public of such.

After each reading, the bill may be discussed, amended, and voted upon in the manner prescribed previously for resolution. Under normal circumstances, a bill shall be introduced for the first time by its sponsor or an Alderman designated by the mayor if it is sponsored by the staff, a commission, or committee and read by the city clerk. A bill may be adopted at a single meeting by a majority vote of the Board of Aldermen.

A bill may be vetoed by the Mayor and returned to Aldermen at the next regular meeting together with a veto message. The Board of Aldermen can pass the bill at their convenience into ordinance over the mayor's veto by a 2/3 vote of the full Board.

SECTION 13. MEMBERS LEAVING BOARD CHAMBER DURING MEETING.

The Mayor and all Aldermen shall remain in their designated places during the meeting unless a recess is called by the presiding officer or the member is excused by the presiding officer with cause. A vote shall not be taken during the member's absence

from his/her chair.

SECTION 14. HOW AND WHEN RULES OF PROCEDURE MAY BE SUSPENDED. These rules may be suspended if the Board of Aldermen determines such action is necessary in case of an emergency that affects the general well-being, health or welfare of the City of St. Mary or its citizens. Such consent will be by a 2/3 majority of the elected Board present and voting.

SECTION 15. CITIZENS RIGHTS—Any resident desiring to address the Board of Aldermen may do so at the following times:

(a) During the Citizens Participation portion of the meeting.

(b) During any and all Public Hearings.

Time limit shall be three (3) minutes. Each person addressing the board shall give his/her name and address in an audible tone for the record. All remarks shall be addressed to the board as a body and not to any one person. No person, other than the members of the board and the person speaking shall be permitted to enter into the discussion, either directly or through the members of the board. No questions shall be asked the board members except through the Chairman. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the Board may be requested to leave the meeting. Interested citizens, or their authorized representatives, may address the board by written communication in regard to any matter concerning the City's business or over which the Board has control at any time by direct mail or by addressing the City Clerk and copies will be distributed to the Board members.

SECTION 16. These rules may be amended, or new rules adopted, by a majority vote of all members of the Board of Aldermen; provided that the proposed amendments or new rules have been introduced into the record at a prior Board meeting.

SECTION 17. All ordinances or parts of ordinances in conflict are hereby repealed.

SECTION 18. This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this the 13th day of October, 2011.


MAYOR CARLTON WYATT

ATTEST:


CITY CLERK JOANN E. DONZE

ALDERMAN	AYE	NAY	ABSTAIN	ABSENT
Robert Bequette	X			
Dennis Bovey	X			
Clyde Cassoutt	X			
Frank Gerardot		X		

I, JoAnn E. Donze, Clerk of the City of St. Mary, Missouri do hereby certify that the foregoing ordinance was duly passed and adopted by the Board of Aldermen at a regular meeting so convened this the 13th day of October, 2011.

Jo Ann E Donze

 JOANN E. DONZE