

ARTICLE V. CITY COUNCIL.

2-5-1. Meetings generally. (a) Regular meetings. The regular meetings of the City Council shall be held on the first and third Monday of each month at the hour of 7.30 p.m., provided that if the regular meeting falls on a legal holiday, the meeting shall take place on the next secular day at the same hour. Adjourned meetings may be held at such time as the Council may determine.

(b) Special meetings. Special meetings of the Council may be called by the Mayor or any 3 or more Alderman by filing a request therefor in writing with the City Clerk, specifying the purpose for which such special meeting is called and directing the City Clerk to notify the members of the Council of the time, place and purpose of such meeting. No business shall be transacted at such special meeting except that specified in the request unless all Aldermen are present and unanimously agree thereto.

(c) Place of meeting. The Council shall meet in the Municipal Building, located at 114 North Locust Street.

2-5-2. Quorum, absences and penalty for absences. A majority of the corporate authorities shall constitute a quorum for the transaction of business by the City Council. If for any reason a quorum of the Council shall not appear at any regular or special meeting, the Mayor may forthwith cause a summons to be served by any person authorized to serve a summons on the members of the Council who do not appear or remain at such meeting, requiring such absent members to appear forthwith at such meeting. Any member of the Council absent from any regular or special meeting of the City Council shall not be paid for each meeting that he is absent.

2-5-3. Meeting Conduct

(a) Order of business. At a meeting of the City Council, the Mayor shall take the chair at the appointed hour, and call the members to order. The roll shall be called, and if a quorum is present, the order of business shall be as follows, except when altered by the Mayor, in the Mayor's sound discretion:

- (1) Roll Call;
- (2) Pledge of Allegiance;
- (3) Public Comment;
- (4) Old Business, including but not limited to, the approval of minutes of previous meetings, approval of bills, approval of the Treasurer's report and approval of the zoning officer's report;
- (5) New Business, including but not limited to the passage of resolutions and ordinances;
- (6) Committee Reports;

(7) Adjournment.

(b) Public comment. The rules and procedures for public comment at all open meetings of the City Council and all City committees/boards shall be as follows:

- (1) A public comment period shall be held during every open meeting of the City Council and all City committees/boards. Except upon motion approved by a majority of the City Council of City committee/board, the public comment period shall not exceed thirty (30) minutes for open meetings of the City Council and Zoning Board, and (2) fifteen (15) minutes for open meetings of all other City committees/boards. The right to public comment does not apply to closed meetings/executive sessions.
- (2) Anyone desiring to address the City Council or a City committee/board must sign in at least five (5) minutes before the start of the meeting at which the person desires to speak. The person shall list his or her name and address when he or she signs in.
- (3) Public comment shall be permitted by the presiding officer only during the designated public comment period specified on the agenda. The presiding officer shall recognize registered speakers in the order in which they signed in.
- (4) Public comment is limited to a total of five (5) minutes per registered speaker at any open meeting of the City Council and is limited to a total of three (3) minutes per registered speaker at any open meeting of a City committee/board. A speaker cannot give his or her allotted minutes to another speaker.
- (5) Once a registered speaker has been recognized by the presiding officer, the speaker shall only speak from the location where he or she is standing or sitting and shall not approach the members of the Council, committee, or board. Registered speakers shall begin their comments by stating his or her name and address.
- (6) The public comment period is not intended to require members of the City Council or City committee/board, or City staff to provide responses or answers to questions to speakers. Discussions between speakers, members of the audience, and representatives of the City shall not be permitted.
- (7) After a speaker has concluded making a public comment, or his or her allotted time for public comment has expired, he or she shall be seated with no further debate, dialogue, or comment.

- (8) All comments must be civil and respectful in nature. Any speaker making defamatory, obscene, discriminatory, threatening or abusive comments or behavior, may be deemed out of order by the presiding officer, the speaker's public comment may be terminated, and if the comments or behavior persist, the speaker may be required to leave the meeting.
- (9) If numerous persons wish to speak on a single issue, the presiding officer may recognize a specific number of registered speakers to make comments regarding the matter, though all of the time allotted for public comment shall be utilized. Any registered person who is not able to address the City for this reason or due to the expiration of the time allotted for public comment will be encouraged to attend a subsequent meeting to address the City Council or City committee/board, and/or to provide written comments.

(Ordinance 15-C-3, amended July 06, 2015)

2-5-4. Council procedure. (a) Voting. Every member present when a question is taken, shall vote, unless excused by the Council, or unless he may be directly interested in the question, in which case he shall not vote. Every motion shall be reduced to writing if the Mayor or any member desires it.

(b) Question to be stated. Every question or motion when seconded, shall be stated by the Mayor distinctly before it is open for debate. The Mayor may call any member to perform the duties of the chair, but such substitution shall not extend beyond an adjournment.

(c) Votes to be recorded. If any member requires it, the yeas and nays upon any question shall be taken and entered on the journal.

(d) Clerk to forward papers. The City Clerk shall forward all papers to the appropriate committee and officers as early as the third day after the reference shall have been made.

(e) Reconsideration of motions. When a motion has once been carried in the affirmative or negative, it shall be in order for any member who voted on the side which prevailed to move a reconsideration thereof at the same meeting of the City Council, but not at any time thereafter, but no question that has been once decided and reconsidered, and decided the second time, shall again be considered.

(f) Written communications. Written communications received by the city need not be read in full but the City Clerk may report the substance thereof only to the Council and thereafter the Mayor may refer the communication to the appropriate committee; provided, however, that any such communication shall be read in full and separately acted upon by the Council if so requested by the Mayor or any member of the Council. Upon completion of the reading or reporting of all communications, a motion shall be made and a vote taken relative to the referrals of the communications made by the Mayor.

(g) Referral to committee. When any new matter introduced at any meeting, it shall be referred by the Mayor without discussion to the appropriate committees, and lay over until the next meeting, unless by the consent of two-thirds of all the member of the Council, the same shall be taken up for immediate consideration.

(h) Robert's Rules of Order. In all matters not particularly specified in the above rules, the Council shall be governed by "Robert's Rules of Order" for parliamentary and legislative practice.

(i) Changes in procedure. These rules of procedure shall not be repealed, altered, amended or suspended, unless by the concurrence of two-thirds of all the Alderman elected.

2-5-5. Standing committees generally. (a) Standing committees of the City Council shall be composed of 4 members, and shall be appointed by the Mayor annually on entering upon his office, and the first person named in the committee shall be the Chairman thereof.

(b) The following standing committees shall be annually appointed:

- (1) Finance, budget, inventory control, purchasing and contracts.
- (2) Municipal, public and employee relations and co-ordination, and municipal buildings.
- (3) Ordinance revision and enforcement; printing and elections.
- (4) Parks and recreation.
- (5) Police Department, Fire Department and traffic.
- (6) Sanitation, Board of Health and public health.
- (7) Streets, alley drainage, and street lights.
- (8) Water and sewer.

2-5-6. Committee procedure. (a) Appointment. The members of any committee shall be appointed by the Mayor unless stated otherwise in this Code. The Mayor has the power to remove any individual from a committee upon written notice. (Ordinance No. 13-C-3, amended May 06, 2013)

(b) Reports. All reports of committees shall be addressed to the City Council. All standing or select committees to whom any matter may be referred shall report thereon in writing as soon as the third regular meeting of the Council after any such reference shall have been regular meeting of the Council after any such reference shall have been held. The reports shall be signed by a majority of the committee.

(c) Action to be deferred. Any report of a committee of the Council shall be deferred for final action thereon, to the next regular meeting of the same after the report is made, upon the request of any 2 Alderman present.

(d) Data to be attached. Every committee of the Council in reporting upon any subject referred to them, shall attach to their report all pages or documents, in the possession of the committee, relative to the matter referred.

2-5-7. Standing Committee for Sanitation, Board of Health and Public Health. (a) General Duties. The standing committee for Sanitation, Board of Health and Public Health shall have the powers and perform the duties assigned to it by statute and ordinance. It shall be its duty to enforce all ordinances of the city which relate to public health, safety, and nuisances. It shall make all necessary rules and regulations for the protection of the health and safety of the inhabitants of the City of Arcola and to guard against the spread of contagious diseases, and to prevent by necessary rules and regulations the induction of diseases, contagious or otherwise, and to maintain, preserve and promote the public safety within the corporate limits of the City of Arcola.

(b) Regulations. The standing committee for Sanitation, Board of Health and Public Health is hereby authorized to make such reasonable rules and regulations as may be necessary for the prevention and spread of contagious diseases, and to quarantine premises where such diseases occur for such time as may be necessary to protect the public health.

(c) Inspections. The standing committee on Sanitation, Board of Health and Public Health is hereby authorized and directed to enter and inspect any premises within the corporate limits of the City of Arcola when in the judgment of its chairman, or of a majority of its members, it believes conditions may exist upon said premises which constitute a threat to the health, safety, comfort, or morals of the general public, or that may cause a depreciation of property values within the general area of the location of said premises.

(d) Orders, notices and penalties. Any person violating any order of the standing committee on Sanitation, Board of Health and Public Health, or refusing to obey any such order or destroying, mutilating or concealing any notice posted by or under the authority of said committee, shall be deemed to have violated this chapter and shall be fined as provided for in Section 1-13 of this Code.

2-5-8. Compensation. Each member of the City Council shall be compensated for each meeting of the City Council actually attended at the rate of \$75 per City Council meeting and \$15 for each committee meeting actually attended, excluding committee meetings held before or after a City Council meeting, provided that this rate of compensation shall not change the existing rate of compensation of a City Council member during his or her present term of office and any increase shall only take effect upon the commencement of a City Council member's next term of office.

(Ordinance No. 12-C-4 amended October 01, 2012)

ARTICLE VI. CITY TREASURER

2-6-1. Powers and duties. (a) The City Treasurer shall keep his books and accounts in such manner as to show with entire accuracy all moneys received and disbursed for the city, stating from whom and on what account received, and to whom and on what account paid out, and in such way that the books and accounts may be readily investigated and understood. The same, together with all files and papers of his office, shall be at all times open to examination by the Mayor, or the finance, budget, inventory control, purchasing and contracts committee of the Council.

(b) Prior to the first day of September of each year, the Treasurer shall prepare and file with the City Clerk an account of all moneys received and expenditures incurred during the preceding fiscal year.

(c) The Treasurer shall report to the Council, as often as they require, a full and detailed account of all receipts and expenditures of the city, as shown by his books, up to the time of the report.

(d) The Treasurer shall attend all City Council meetings unless excused in advance by the Mayor.

(e) The treasurer shall participate in the preparation of the city's annual budget.

(f) The Treasurer, by virtue of his office shall automatically be a member of the investment committee, and shall attend all meetings of this committee.

2-6-2. Compensation. The City Treasurer shall be compensated at an annual rate of \$4,800, payable monthly, provided that this rate of compensation shall not change the existing rate of compensation of the Treasurer during his or her present term of office and any increase shall only take effect upon the commencement of the Treasurer's next term of office.

(Ordinance No. 12-C-4 amended October 01, 2012)