



TOWN OF JEROME, ARIZONA

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Founded 1876
Incorporated 1899

ORDINANCE NO. 386

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ARTICLE 4, "COUNCIL PROCEDURE," OF CHAPTER 2, "MAYOR AND COUNCIL," OF THE JEROME TOWN CODE REGARDING SPECIAL MEETINGS, QUORUMS AND ORDER OF BUSINESS

WHEREAS, as discussed by the Town Council during Code workshop meetings, there exists the need to clarify the Jerome Town Code regarding the constitution of a quorum of Council, and to update the Code with respect to the order of business at Town Council meetings;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Jerome, Yavapai County, Arizona, as follows:

Section 1. Section 2-4-2, "Special Meetings," of Article 4, "Council Procedure," of Chapter 2, "Mayor and Council" is hereby amended as follows (deletions in ~~strikeout~~ text; additions in underlined text):

The Mayor, or the Clerk upon the written request of ~~three~~two members, may convene the Council at any time by notifying the members of the date, hour and purpose of such special meeting.

Section 2. Section 2-4-4, "Quorum," of Article 4, "Council Procedure," of Chapter 2, "Mayor and Council" is hereby amended as follows (deletions in ~~strikeout~~ text; additions in underlined text):

~~A majority~~Three members of the Council ~~members~~ shall constitute a quorum for transacting business ~~but a lesser number may adjourn from time to time and compel the attendance of absent members.~~

Section 3. Section 2-4-6, "Order of Business," of Article 4, "Council Procedure," of Chapter 2, "Mayor and Council" is hereby amended as follows (deletions in ~~strikeout~~ text; additions in underlined text):

The business of the Council shall be taken up for consideration and disposition in the following order:

- A. Call to Order. The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the Clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meetings in accordance with the parliamentary rules contained in *Robert's Rules of Order*.



- B. Roll Call. Before proceeding with the business of the Council, the Clerk or his/her deputy shall call the roll of the members, and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn ~~pursuant to Section 2-4-4 of this code.~~
- ~~C. Consent Agenda. Those items on the Council agenda which are considered routine and non-controversial shall be made part of the Consent Agenda, marked with an asterisk (*) and will be approved by one motion. There shall be no separate discussion of these items unless a Council member or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.~~
- ~~D.C.~~ Reports by Officers. Town officials, staff and committees shall present any reports required by the Council for their review and/or approval.
- D. Minutes. The Clerk or his/her deputy shall read or present the minutes of the preceding Council meeting, which shall be approved if correct. Any errors noted shall be corrected.
- E. Petitions. Petitions, remonstrances, communications, and comments or suggestions from the citizens present, shall be heard by the Council. All such remarks shall be addressed to the Council as a whole, and not to any member thereof. Such remarks shall be limited to ~~10~~ three (3) minutes per speaker, unless additional time is granted by the Council. The Council's response to public comments is limited to asking staff to review a matter commented upon, or asking that a matter be put on a future agenda, or responding to criticism. ~~No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. No questions shall be asked a Council member except through the presiding officer.~~
- F. Presentations. Formal presentations from citizens, staff or other parties shall be heard by Council. ~~Reports by Officers. Town officials and committees shall present any reports required by the Council.~~
- G. Ordinances. The Council shall consider first and/or second readings of ordinances and conduct public hearings regarding same as required by law.
- H. Unfinished Business. The Council shall consider any business that has been previously considered and which is still unfinished.
- ~~H.I.~~ New Business. The Council shall consider any business not heretofore considered, ~~including the introduction of ordinances and resolutions.~~
- ~~I.~~ Claims. ~~The Clerk shall present any claims against the Town, which will then be approved or disapproved by the Council.~~
- J. Around To and From the Council. Each Council member shall have an opportunity to identify any items of concern or business that they may wish to have placed on ~~the a future Council meeting agenda of the next meeting of the Council,~~ and to provide general information for the benefit of the public and/or fellow Councilmembers.

- K. Adjournment. The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A motion to adjourn shall always be in order and decided without debate.

Section 4. Following its adoption, this ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. 39-203 *et seq.*

Section 5. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 6. Should any section or provision of this ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Town Code as a whole or any part thereof other than the part so declared invalid.

Section 7. This Ordinance shall take effect 30 days after final adoption, as provided by law.

FINALLY APPROVED this _____ day of _____, 2011.

Jay Kinsella, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

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| Date of First Reading: 5/10/11 | Date of Adoption: 6/14/11 | | | |
| | <i>Ayes</i> | <i>Nays</i> | <i>Absent</i> | <i>Abstain</i> |
| | 2 | 1 | 2 | 0 |
| Date Published: 6/22/11 | | | | |