

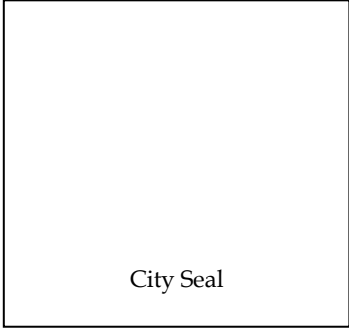
**CHAPTER 3**  
**CITY OF PRESQUE ISLE**

*Council Procedure  
Ordinance*



Adopted: March 3, 1997  
Amended: June 2, 1997  
Repassed: March 19, 2001  
Repassed: February 23, 2005  
Repassed: February 2, 2009  
Repassed: January 7, 2013  
Repassed: January 4, 2017  
Repassed: January 6, 2021

Attest: \_\_\_\_\_  
Thomas C. King, City Clerk



City Seal

## CHAPTER 3

### COUNCIL PROCEDURE ORDINANCE

#### Section 1 Purpose

The purpose of this Ordinance is to establish uniform rules of parliamentary procedure for City Council meetings for the Presque Isle City Council.

#### Section 2 Attendance

Every member shall attend all meetings of the Council unless prevented by illness, absence from the City, or unless excused by the Chair of the Council.

#### Section 3 Quorum

A minimum of four (4) Councilors present at a meeting shall constitute a quorum of the Council. No official business of the City Council shall be conducted unless a quorum is present at all times.

#### Section 4 Voting

It is the declared intent of the City Council that official business of the City Council shall be a majority rule of the Council. References in the Presque Isle City Charter for the motion, resolve, order, or Ordinances to pass shall be interpreted as: majority, shall mean a minimum of four (4) Councilors; 2/3 vote, shall mean a minimum of five (5) Councilors; and unanimous shall mean seven (7) Councilors.

#### Section 5 Council Chairperson

The Council Chairperson shall:

- A. Call the members to order at the designated time and if a quorum of at least four (4) members is present, proceed to business.
- B. Preserve order, speak on points of order in preference to other members, and decide all questions of order subject to appeal by the Council or a motion regularly seconded.
- C. Declare all votes; if a vote is doubted, the Chair shall ask for a revote, for and against the question, without debate, and declare the result.
- D. Proceed with all questions in order of their motion unless the subsequent motion be previous in nature.
- E. Name the member entitled to speak when more than one member addresses the Chair at the same time.
- F. Consider a motion to adjourn as always in order except on immediate repetition.
- G. Present all petitions and other papers addressed to the Council, or cause them to be presented, and they shall lie on the table, and be taken up in the order in which they were presented, unless the Council shall otherwise direct.

**Section 6 Motions**

No motion shall be considered by the Council unless it has been seconded, and shall be reduced to writing if the Chair so wishes, or any member of the Council requests it.

**Section 7 Order of Precedence**

When a question is under debate, the Chair shall receive no motion, except the following, which shall have precedence in the order listed to:

1. Adjourn
2. Lay on the table
3. Postpone to a day certain
4. Commit
5. Amend
6. Postpone indefinitely

**Section 8 Debate**

The following motions shall be decided without debate:

- Adjourn
- Suspend the rules
- Lay on the table
- Take from the table
- Previous question

**Section 9 Reconsideration of Vote**

When a motion has been once made and carried in the affirmative or negative, any Councilor voting in the majority may move for reconsideration at anytime. Any Councilor may ask for reconsideration at anytime after the subsequent organizational meeting of the Council.

**Section 10 Ordinances**

No new Ordinance, order or resolve, shall be in order at any meeting of the Council unless said Ordinance, shall have been filed with the City Clerk by either a member of the Council or the City Manager, at or before twelve o'clock, noon, of the day of said meeting of the City Council; and previous to calling said meeting to order, each member of the Council shall be furnished with a list of such Ordinances, giving descriptive titles of the same; provided however, that by majority vote of those present, the City Council may consider Ordinances, orders of resolves not filed, and the same shall be thereby in order.

No Ordinance shall be passed until it has been read on two separate days, except when this requirement is waived by a 2/3 vote of the City Council. The Yeas and Nays of all Ordinances, upon final passage, shall be entered on the record of the proceedings of the City Council by the City Clerk. The Yeas and Nays shall be taken on the passage of any order or resolve when called for by any member of the Council. Every Ordinance shall require the affirmative vote of a majority of the members of the City Council on final passage except that at least 2/3 vote of all Councilors is required to approve the City budget.

All Ordinances which have had two readings shall be examined and certified by the Clerk and shall then be in order for final passage.

**Section 11 Rules**

The City Council, by majority vote at any duly called City Council meeting, may pass rules governing the parliamentary procedure of the City Council at Council meetings so long as they are not inconsistent with this Ordinance.

**Section 12 Sunset Provision**

This Ordinance shall be in force for the term of four (4) years from its effective date. This Ordinance shall become null and void upon the expiration of four (4) years from the said effective date; unless recommended and required by the City Council to remain effective, prior to such expiration date.