

**CITY OF NORMANDY, MISSOURI
AN ORDINANCE**

**1st READING 12/12/2023
2nd READING 01/09/2024**

**BILL NO. 23-30
ORDINANCE NO. 800**

AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING SECTION 110.060 OF THE NORMANDY CITY CODE REGARDING PARLIAMENTARY RULES AT COUNCIL MEETINGS.

WHEREAS, clear parliamentary rules are necessary to ensure orderly and efficient Council meetings essential to good governance; and

WHEREAS, the City Council of the City of Normandy, Missouri wishes to make certain changes to its parliamentary rules in order to effectuate orderly and efficient Council meetings; and

WHEREAS, the City Council finds such changes to be in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:

Section 1

Section 110.060 of Chapter 110 of the Normandy City Code is hereby amended to read as follows:

CHAPTER 110 CITY COUNCIL

Section 110.060 Procedures at Meetings — Quorum — Parliamentary Rules.

- A. *Call to Order, Roll Call* – At the hour appointed, the Mayor, or in his/her absence the President Pro Tempore of the Council, shall call the meeting to order. Upon the meeting be called to order the City Clerk shall call the role of members and announce whether a quorum is present. Five (5) of the eight (8) members of the City Council shall constitute a quorum. If a quorum is not present, a smaller number may lawfully adjourn the meeting from day to day, until a quorum is present.
1. In the absence of the Mayor or the President Pro Tempore of the Council, the City Clerk shall call the Council to order, whereupon a temporary chairperson shall be elected by majority vote of the members of the Council present. Upon the arrival of the Mayor or the President Tempore of the Council, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Council.
- B. *Order of Business* – The City Council, by majority vote of the members present, may change the order of business or revise the agenda. The agenda shall be established by the Mayor. Unless amended upon the motion of a Councilmember the order of business at all regular City Council Meetings shall be as follows:

1. Roll Call and Pledge of Allegiance
 2. Approval of the Agenda
 3. Approval of Minutes and Consent Agenda
 4. Presentation of Petitioners, Remonstrations, Complaints, and Request
 5. Report of Officers
 6. Old Business
 7. New Business
 8. Citizen Comments
 9. Closed Session
 10. Adjournment
- C. *Consent Agenda* – At the time of establishing the agenda, the Mayor may include one (1) or more of the following items of business on the consent agenda:
1. Minutes.
 2. Resolutions and proclamations.
 3. Written reports of officers and committees.
 4. At the request of the Mayor or any one (1) or more members of the City Council, an item of business shall be removed from the consent agenda and considered on the regular agenda. The City Council, by a majority vote of the members present, may approve and adopt the consent agenda by a single motion. Upon approval of the consent agenda, each item thereon shall be deemed passed, approved, and adopted, as if considered individually.
- D. *Style of Minutes, procedure to approve* – Minutes for all Council meetings shall be prepared by the City Clerk in a summary format recording, including, but not limited to, the date, time, location, members present and absent, the record of all votes taken, and citation to RSMo. 610.021 provisions to close a meeting. Details of Council discussions shall not be included in the minutes except at the discretion of the City Clerk to provide context for a vote of the Council, or where the Council, by majority vote of those present, directs the City Clerk to include such discussion in the minutes. Unless a reading of the minutes of a City Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk has previously furnished each member with a synopsis thereof.
- E. Robert's Rules of Order shall govern the proceedings of the City Council, except when otherwise provided by ordinance or resolution, and any questions arising thereunder shall be decided by the Presiding Officer subject to the appeal to the City Council by any

member. Any parliamentary rule may be suspended by unanimous consent of the members of the City Council present at any meeting.

F. In addition to the rules of debate contained in Robert's Rules of Order, the following rules of debate shall apply:

1. *Obtaining the floor.* Every member desiring to speak at a meeting of the City Council shall address the chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
2. *Interruptions.* A member of the City Council, once recognized, shall not be interrupted when speaking unless it is to call the member to order or as otherwise provided in this section. If a member while speaking is called to order, the member shall cease speaking until the question of order is determined and, if in order, the member shall be permitted to proceed.

G. *Addressing the Council* – During a regular meeting of the City Council, a person may address the Council in one of three ways: (1) during the open forum, (2) in a public hearing, or (3) as an applicant or designated presenter for a particular business matter before the Council, in the following manner:

1. *Open forum.* Any person may address the Council during the open forum portion of a regular meeting concerning any matter of the city's business or any matter over which the Council has control. Each person desiring to address the Council during open forum must complete and submit to the City Clerk a speaker card containing the speaker's name, residential address, and the subject upon which the speaker desires to speak, in advance of the start of the meeting. Each person is limited to three (3) minutes to address the Council during open forum.
2. *Public hearings.* Any person may address the Council during a scheduled public hearing, provided such statements are limited to the subject of the public hearing. Each person desiring to address the Council during a public hearing shall state his or her name and residential address. Other than the applicant, each person speaking at a public hearing must limit his or her comments to no more than five (5) minutes. Where it is determined that a public hearing may be lengthy, the Council may amend the agenda to move the public hearing and any related business matters to the end of the agenda.
3. *Business matters before the Council.* Only an applicant or designated presenter for a particular resolution, ordinance, or other business matter may address the Council while the Council is considering such business matter. After a motion is made by a member of the Council, no person shall address the Council without first securing the permission of the Council so to do.
4. *Limitations.*
 - a. An individual may only speak on a specific topic once during a meeting. Thus, if an individual addresses the Council on a specific topic during the

open forum portion of the meeting, he or she may not address the Council a second time on such topic during any other portion of the meeting, including a scheduled public hearing. However, an applicant may present information during a public hearing and respond to questions from the Council during the Council's consideration of the subject resolution, ordinance, or other business matter.

- b. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the officer presiding. No question shall be asked of a Council Member except through the officer presiding.

H. *Decorum* – While the City Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its officer presiding, except as otherwise provided in this section. Any person or citizen making threatening remarks, disrupting a meeting, engaging in speech not protected by the First Amendment, or engaging in criminal conduct while addressing the City Council shall be subject to removal from the meeting as directed by the mayor or other presiding officer and may be barred from further addressing the Council if a majority of the Council so votes, with the opportunity to be unbarred after ninety (90) days if a majority of the Council so votes.

I. *Report of Council Members – Time Limitations* – No report given by any Council Member during the Report of Officers agenda item shall exceed two (2) minutes in duration.

J. The Chief of Police, or his/her designee, shall be Sergeant-At-Arms of the City Council and shall attend each regular and adjourned meeting thereof and, when so directed in the call for any special meeting and given timely notice thereof by the City Administrator, he/she shall attend such special meetings. The Sergeant-At-Arms shall maintain order at meetings of the Council and execute orders of the Council given him/her by the Presiding Officer.

K. *Style Of Ordinances – Procedure To Enact* – The style of the ordinances of the City shall be: "Be it ordained by the Council of the City of Normandy, as follows:" No ordinance shall be passed except by bill, and no bill shall become an ordinance unless on its final passage a majority of the members elected to the Council shall vote therefor, and the "ayes" and "nays" shall be entered on the journal. Every proposed ordinance shall be introduced to the Council in writing and shall be read by title or in full two (2) times prior to passage. If the proposed ordinance is read by title only, copies of the proposed ordinance shall be made available for public inspection prior to the time the bill is under consideration by the Council. No more than one (1) reading of a bill may occur at a single meeting of the Council unless a motion for two (2) readings of a bill at a single meeting receives the unanimous consent of the members of the Council voting on such motion. No bill shall become an ordinance until it shall have been signed by the officer presiding at the meeting of the

Council at which it shall have been passed. When so signed, it shall be delivered to the Mayor for his/her approval and signature, or veto.

Section 2 – Effective Date

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED by the Council of the City of Normandy and **APPROVED** by the Mayor this 9th day of January, 2024.



Honorable Mark Beckmann, Mayor

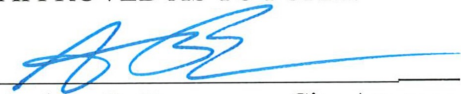
(SEAL)

Attest:



Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:



Andrew R. Bramman - City Attorney
City of Normandy, Missouri