

MUNICIPALITY OF MONROEVILLE

ORDINANCE NO. 992

AN ORDINANCE ESTABLISHING RULES GOVERNING THE FUNCTIONS OF THE COUNCIL OF THE MUNICIPALITY OF MONROEVILLE, AND THE COMMITTEES THEREOF. BE IT ORDAINED AND ENACTED BY THE COUNCIL AND MAYOR OF THE MUNICIPALITY OF MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA, AND IT IS HEREBY ORDAINED AND ENACTED BY THE AUTHORITY OF THE SAME AS FOLLOWS:

SECTION 1. The following rules of order and procedure shall govern the deliberations and meetings of the Municipal Council.

RULE 1. Regular meetings of the Municipal Council shall be held on the second Tuesday evening of each calendar month at the hour of 8:00 o'clock P.M. in the Council Chambers of the Municipal Building. Any regular meeting falling upon a legal holiday shall be held on the third Tuesday evening of the calendar month at the same time and place.

RULE 2. Special meetings may be called by the Mayor whenever he may deem it expedient and shall be called by the Mayor upon written request of three of the Council members. Should the Mayor neglect or refuse to issue a call for a meeting desired by members, the Manager shall do so on written request of three members. The Mayor, Manager, Director, Department of Law, and all Council members shall have at least 24 hours written notice given by the Manager or other person of the time, place and primary business to be conducted at the meeting. Such notice shall also be given to the public at the same time by advertisement and by posting such notice in a prominent place on the Municipal Building premises. Only the primary business as presented on the agenda prepared by the Mayor or Manager may be considered and acted upon at the special meeting, whether called by the Mayor or after written request of three members.

RULE 3. The Council may adjourn from time to time to a specific hour and date, but no public meeting shall be adjourned, begun, recessed or interrupted in any way for the purpose of an executive session except for a period not to exceed 30 minutes for the purpose of considering dismissal or discipline of, hearing complaints or charge brought against a public elected officer, employee or other public agent or considering action with respect to labor negotiations.

RULE 4. At any meeting the reading of the minutes may be dispensed with upon majority vote of members present and voting. In each instance in which this reading of the minutes has been dispensed with, copies of the unread minutes shall be mailed by the Manager to all members at least 3 days prior to the next regular meeting. In the absence of the Manager, the Mayor shall appoint a person to see to the reading and recording of the minutes.

RULE 5. The Mayor at the stated hour shall call the meeting to order. He shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts Rules of Order, Revised. Any member shall have the right to appeal from a decision of the presiding officer or to request information or question the order of business. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present. In the event of conflict between Roberts Rules of Order and these rules, these rules shall prevail.

RULE 6. The business of the Council shall be conducted according to an agenda prepared by Municipal Manager and approved by the Mayor and Council.

RULE 7. The agenda and order of business shall be closed by Monday evening prior to the regular meetings and within a reasonable time prior to special and adjourned meetings.

a. Debate and Council action is limited to those items on the agenda after the agenda is closed. Any member of the public may speak on any matter on the agenda once recognized and providing conduct is courteous, not personally derogatory, and pertains generally to the subject on the agenda. Reports of officials shall be written and at least in outline form and available for the other members of Council and the public.

Before the close of every public business meeting the public shall have opportunity to address Council. A written statement shall be prepared by the individual(s) addressing Council and received and filed with the Manager. Persons wishing to address Council shall inform the Manager up to the close of agenda and will be placed on the agenda with the topic of discussion. Presentations will be limited to 5 minutes except if extended by majority vote of Council. The Mayor or a majority of Council may limit debate on any item within a reasonable time frame.

b. Council will conduct "Citizens' Night" on the first Tuesday of each calendar month at 8:00 P.M., in the Council Chambers of the Municipal Building. Any person or persons wishing to address Council may do so at Citizens' Night and every effort will be made to accommodate individuals or groups wishing to be heard by all of Council. No formal action may be taken at Citizens' Night meetings. The presiding officer or a majority of Council may limit discussion within a reasonable time frame. Minutes will be kept on the names, addresses, nature of problems, important items of discussion, and final disposition of matters brought before Council on Citizens' Nights.

RULE 8. If the Mayor is absent at the designated time for any meeting, the duly elected Deputy Mayor of Council shall preside and if both the Mayor and Deputy Mayor are absent, the Senior Majority member of Council (by rotating ascending ward number if two or more majority members are of equal seniority) shall serve as Mayor pro tempore and have the same authority as is vested in the Mayor and shall serve in such capacity only for such time as the Mayor or Deputy Mayor is absent, but shall not cast the Mayor's deciding vote in cases of tie votes of Council.

RULE 9. Whenever the presiding officer, other than the Mayor, shall desire to make any motion, he shall vacate this chair and designate his deputy or the senior majority member in the Deputy Mayor's absence to preside temporarily.

RULE 10. Committees and Committee Chairpersons shall be appointed by the Deputy Mayor of Council on an ad hoc basis when authorized by a majority of Council.

RULE 11. There shall be no standing committees of Council except that Council shall meet at least twice monthly in public executive session as a committee of the whole to consider business which may come before Council at regularly scheduled business meeting.

Executive sessions shall be held at 7:30 P.M. in the Municipal Chambers on the second and fourth Monday of each month. Any regular executive session falling on a legal holiday shall be scheduled for the second Wednesday prior to the second Monday or the fourth Tuesday preceding the fourth Monday. No formal action shall be taken by the Council on any matter in executive session.

RULE 12. The agenda shall be established by the Municipal Manager and Mayor and distributed three days prior to the executive session. Any Councilmen or official may discuss any matter after the agenda is completed.

RULE 13. Special committees may be created as occasions may require by the majority of Council. The Deputy Mayor still retains the right to make committee appointments in the above case.

RULE 14. No vote by proxy will be considered legitimate at any meeting of Council.

RULE 15. All ordinances and resolutions shall be read aloud in their entirety by the Manager unless presented to the Mayor, the Law Department and all Councilmen at least 24 hours prior to the meeting at which its adoption is sought, in which event the ordinance or resolution may be read aloud by number and title. Any member of Council, or the Mayor, may require the reading aloud in full or in part of any ordinance or resolution whether or not it is submitted in writing 24 hours in advance. Only members of Council may present ordinances, resolutions, or motions, except as provided by petition in Article 20 of the Home Rule Charter.

RULE 16. The Mayor and all councilmen shall receive a listing of all bills and payment shall only be authorized by majority vote of Council. Any councilman may question or investigate any bills or requests before payment, if he so desires, but any delay in the vote to approve or reject such bill in order to permit such investigation shall be for no longer than the interval between the time the request to investigate is made and the next regular or adjourned meeting. After each investigation, a report by the investigating member shall be made at the next regular or adjourned meeting.

RULE 17. The Mayor shall deliver to Council and the public his "State of the Municipality" speech during the last quarter of the calendar year.

RULE 18. The deliberations of the Council shall be conducted in the following manner:

a. No councilman shall address the Council until he has been recognized by the presiding officer. He shall thereupon address himself to the Chair and confine his remarks to the question under discussion and avoid all personalities

b. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.

c. No person other than a member of Council or other Municipal official shall address the Council unless he has first given to the Manager notice of his intention to address Council and the exact nature of the matter he wishes to bring up prior to the close of the agenda of the meeting he wishes to address

d. When a question is under discussion no action shall be in order except (1) to lay on the table, (2) move the previous question, (3) to postpone to a certain day, (4) to refer to a committee, (5) to amend, (6) to postpone indefinitely. These motions shall have precedence in the order listed.

e. Any member desirous of terminating the debate may move the previous question, in which event the presiding officer shall announce the question as "shall the main question now be put?" If a two-thirds majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Council to a direct vote, first upon any pending amendments, and then upon the main question.

f. The presiding officer shall have the right to limit debate in any uniform and fair manner, which limitation may be altered by a two-thirds vote of Council, but in no event shall any councilman who is in order and speaking on the particular agenda item be limited to less than 15 minutes on each subject of debate if the councilman so desires.

g. All votes on ordinance and resolution shall be by roll call. Any member may request a roll call vote at any time. A majority vote of any quorum present in favor of a proposed ordinance, motion, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute.

h. A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.

i. A quorum shall consist of a majority of all the members of Council. A majority shall consist of one more than half of those voting. Abstention shall be considered a non-vote.

RULE 19. It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question at that meeting. A motion to reconsider, being put and lost, shall not be renewed at that meeting.

RULE 20. These rules or any part thereof may be suspended temporarily in connection with any matter under consideration by a recorded two-thirds of the members present and all motions for the suspension shall be without debate.

SECTION 2. This Ordinance shall take effect and be in force from and after its passage by an affirmative vote of majority of the members of Council and the approval of the Mayor. Should the Mayor fail to approve these rules by the next regular meeting, they shall become effective nevertheless following an affirmative vote of a majority of the members of Council plus one such member as is set forth by law.

ORDAINED AND ENACTED this 5th day of January, 1976.

ATTEST:

Marshall W Bond  
Manager

MUNICIPALITY OF MONROEVILLE

RE Drake  
Mayor