
Sec. 2-50. Presiding officer.

- (a) *Mayor as presiding officer.* In the absence of the mayor and acting mayor, the city administrator shall call the meeting to order and shall preside until the councilmembers present at the meeting choose one of their number to act temporarily as presiding officer.
- (b) *Duties.* The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with Robert's Rules of Order, Newly Revised. All questions and remarks shall be addressed to the presiding officer, or through the presiding officer to the appropriate councilmember, staff member, citizen or other appropriate person.
- (c) *Appeal of ruling.* Any member may appeal to the council from a ruling of the presiding officer. The member appealing shall clearly state the reasons for his appeal. If the appeal is seconded, the presiding officer may explain his ruling, but no other councilmember shall participate in the discussion. The appeal shall be sustained if it is approved by the majority of the members present.
- (d) *Participation.* The mayor or such other members of the council as may be presiding may move, second and debate from the presiding officer. The presiding officer shall not be deprived of any of the privileges of a councilmember by reason of acting as presiding officer.
- (e) *Decorum and order—Councilmembers.*
 - (1) Any councilmember desiring to speak shall address the presiding officer and, upon recognition, shall confine himself to the question under debate.
 - (2) A councilmember who wishes to question a staff member shall address the question to the city administrator through the presiding officer. The city administrator shall be entitled to either answer the inquiry or designate a member of the staff to answer.
 - (3) A councilmember who wishes to ask a question of the city attorney may do so after being recognized by the presiding officer.
 - (4) A councilmember, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another councilmember, or unless the speaker chooses to yield to questions from another councilmember.
 - (5) Any councilmember called to order while speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be not in order, he shall remain silent or shall alter his remarks so as to comply with the rules of the council.
 - (6) Councilmembers shall accord the utmost courtesy toward each other, to city employees and to citizens appearing before the council. Councilmembers shall refrain at all times from rude and derogatory remarks, reflections about integrity, abusive comments and statements regarding motives and personalities.
 - (7) Any councilmember may move to require the presiding officer to enforce the rules and the affirmative vote of a majority of the council shall require the presiding officer to so act.
 - (8) Any councilmember may address the council on a question of personal privilege if his integrity, character or motives has been assailed, questioned or impugned.
 - (9) No councilmember should speak more than once on any one subject until every other councilmember choosing to speak on the topic has spoken.

(10) Any councilmember shall have the right to express dissent from or protest any action of the council and have the reason entered into the minutes. If such dissent or protest is desired to be entered in the minutes, this should be made clear by language such as "I would like the minutes to show that I am opposed to this action for the following reasons:...."

- (f) *Same—Employees.* Members of the city staff shall observe the same rules of procedure and decorum applicable to members of the council. The city administrator shall ensure that all city staff observes such decorum. Any staff member, including the city administrator, who desires to address the council or members of public shall first be recognized by the presiding officer. All remarks shall be addressed to the presiding officer or through the presiding officer to an individual councilmember or member of the public.
- (g) *Same—Public.* Members of the public attending council meetings shall observe the same rules of order and decorum applicable to the councilmembers. Any person who becomes boisterous while addressing the council shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer.
- (h) *Enforcement of decorum.* The chief of police shall be the ex officio sergeant-at-arms of the council. He shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in the council chambers. Upon instructions from the presiding officer, it shall be the duty of the chief of police or representative to eject any person from the council chambers.

(Code 1978, § 2.01.02; Ord. No. 92-04, 6-12-1992; Ord. No. 02-22, 8-5-2002)