

ORDINANCE NO. 654-19

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA AMENDING THE CITY OF PAGE CODE OF ORDINANCES, §§ 30.50 REGULAR MEETINGS, 30.054 AGENDA, AND 30.055 ORDER OF BUSINESS.

WHEREAS, the City Council finds that certain changes to the Council Procedure for the City are in the best interests of the City; and

WHEREAS, A.R.S. § 9-802 allows a City to adopt a public record by ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 2. §§ 30.50 Regular Meetings, 30.054 Agenda, and 30.055 Order of Business, as amended in "Exhibit A", attached hereto and incorporated herein by reference, is hereby declared a public record. A minimum of one paper copy and one electronic copy of Exhibit A shall be maintained in compliance with A.R.S. § 44-7041 in the office of the City Clerk and shall be available for public inspection during normal business hours.

SECTION 3. §§ 30.50 Regular Meetings, 30.054 Agenda, and 30.055 Order of Business, City of Page Code of Ordinances are hereby amended as depicted in "Exhibit A", and that the amendments depicted therein are hereby approved and adopted.

SECTION 4. That the effective date of this Ordinance shall be February 23, 2019.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 6. That the City Clerk is authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary; and that the City Clerk is authorized to make formatting changes needed for purposes of clarity and form, if required, to be consistent with the Page City Code of Ordinances.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA this 23rd day of January, 2019, by the following vote:

Ayes	<u>7</u>
Nays	<u>0</u>
Abstentions	<u>0</u>
Absent	<u>0</u>

CITY OF PAGE

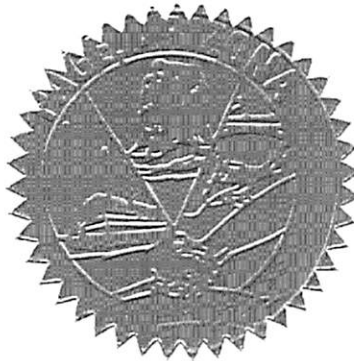
By 
Mayor

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY



“EXHIBIT A”

§ 30.050 REGULAR MEETINGS.

The Council shall GENERALLY hold regular meetings on the second and fourth Wednesday of each month at 6:30 p.m. IN THE CITY COUNCIL CHAMBERS; ~~provided, that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal holiday, or federal, state or city election day, such meeting shall be held at the same hour on the next succeeding day, not a holiday or election day. All regular meetings of the Council shall be held in the City Council chambers at said time or at such other DATE, location or time as the Council may previously have designated by a majority vote thereof. A regular meeting of the Council may be held on such other day of the month as the Council may previously have designated by a majority vote thereof; provided, however, that such other day of the month does not exceed more than seven days before or after the regular meeting date being advanced or delayed.~~

§ 30.054 AGENDA.

(A) *Notice.* The City Clerk shall give notice of each meeting of the Council to whom and in the manner as prescribed in the state statutes. The agenda shall be considered a part of all notice of Council meetings. The City Council may instruct the City Clerk to give any other notice that it deems necessary. ~~The City Clerk may mail copies of the agenda when request to do so is accompanied by a self-addressed, postage prepaid envelope.~~

(B) *Preparation.* ~~The City Clerk shall prepare a tentative agenda of all proposed items received by the close of business on the Wednesday prior to the regular Council meeting. The City Clerk shall prepare the final FINALIZE THE agenda on the Thursday NOT LATER THAN FRIDAY prior to the regular Council meeting from the proposed agenda, including all items on the proposed agenda that backup material THAT has been received by 12:00 noon on that Thursday. Copies of the agenda, including backup material, shall be POSTED AND distributed as follows: one each to Mayor and Council members, officers of the city, department heads, media, library (for the public), the city hall bulletin board (for the public), and any other person or organization when directed by Council IN ACCORDANCE WITH LAW. Special meetings called under § 30.051 need not follow this outline, however, notice thereof shall be given in a manner consistent with state LAW statutes. If a regular holiday falls on the Thursday that agendas are to be completed, the preparation time shall be adjusted accordingly.~~

(C) *Additions.* Additions may be made to the agenda after the deadlines set by division (B) above by the City Manager or any member of City Council.

§ 30.055 ORDER OF BUSINESS.

(A) THE BUSINESS OF THE COUNCIL WILL BE TAKEN UP FOR CONSIDERATION AND DISPOSITION IN THE ORDER SPECIFIED IN THE AGENDA. THE MAYOR, OR THE MAJORITY OF THE COUNCIL BY CONSENSUS, MAY CONSIDER ITEMS OUT OF

SEQUENCE FROM THE PRINTED AGENDA FOR THE MEETING. The business of the Council shall be taken up for consideration and disposition in the following order:

(B) WHEN A QUORUM IS NOT PRESENT, THE CITY CLERK MAY POSTPONE THE MEETING UNTIL A QUORUM IS PRESENT, POSTPONE THE MEETING TO A DATE AND TIME CERTAIN, OR ADJOURN THE MEETING.

(C) THE MAYOR SHALL CONDUCT THE COUNCIL MEETINGS IN ACCORDANCE WITH ROBERT'S RULES OF ORDER.

—(1) ~~Call to order.~~ The Mayor as the presiding official shall take his or her place at the Council table; and when time for the meeting to start, as determined by him or her shall call the meeting to order. When the Mayor is absent, the Vice Mayor shall assume the duties of the Mayor. If both the Mayor and Vice Mayor are absent, the City Clerk shall call the meeting to order. When a quorum is not present, the City Clerk may postpone the meeting until a quorum is present, postpone the meeting to a date and time certain, or adjourn the meeting. When a quorum is present, the Council shall choose one of its body to serve as Mayor Pro Tempore for that meeting and to assume the duties of the Mayor. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or Mayor Pro Tempore shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall conduct the Council meetings in accordance with *Robert's Rules of Order*;

—(2) ~~Invocation;~~

—(3) ~~Pledge of allegiance;~~

—(4) ~~Roll call.~~ The Mayor shall indicate each Council member present and absent and other officers present. At this time the Mayor shall determine if there is a quorum present. If a quorum is present, the meeting may continue. If a quorum is not present, the Mayor may adjourn or postpone the meeting, or Council may act under authority of § 30.053;

—(5) ~~Priority list.~~ Council may consider items on the priority list. Council may add or remove items;

—(6) ~~Minutes.~~ Council shall consider those minutes of previous Council meetings on the agenda and included in their packets. Council shall note any errors and approve such minutes. All errors noted shall be corrected;

—(7) ~~Consent portion.~~ The consent portion of agenda is a means of expediting routine matters that must be acted on by Council. All items approved will be done by one nondebatable motion passed unanimously. Any item may be removed for debate on request of any member of Council. Items removed from the consent portion become the first items of business on the regular agenda;

—(8) ~~Hearings.~~ Council may set hearings or public hearings and shall conduct hearings previously set;

—(9) ~~Citizens.~~ Petitions, remonstrances, communications and comments or suggestions from 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 ten minutes, unless additional time is granted by the Council. No person other than the individual speaking

~~shall enter into the discussion without the permission of the presiding officer. No question shall be asked a Council member except through the presiding officer;~~

~~— (10) Unfinished business. The Council shall consider any business that has been previously considered and which is still unfinished;~~

~~— (11) New business. The Council shall consider any business not heretofore considered;~~

~~— (12) Bids. Council may authorize staff to seek bids. Council shall consider bids received and award contracts;~~

~~— (13) Reports. The Mayor, Council members, other city officials, department heads, boards or commissions shall present any reports required either to inform Council or to gain action by Council:~~

~~— (a) Mayor;~~

~~— (b) Manager;~~

~~— (c) Attorney;~~

~~— (d) Council;~~

~~— (e) Boards and commissions; and~~

~~— (f) Departments.~~

~~— (14) Claims. The City Council shall consider all claims listed on the agenda. Claims shall be approved or disapproved for payment;~~

~~— (15) Budget. This Council business category may be added to every agenda during the time that City Council is considering the proposed budget; and~~

~~— (16) 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.~~

~~— (B) The Mayor, with the approval of the Council, may move forward or hold until later in the meeting any item on the agenda. Except as provided in A.R.S. § 38-431.02(J), no decision may be made by Council on any item unless it appears on the Council agenda.~~