

Chapter 24--Board of Aldermen

24.010. The Board of Aldermen of the City of Sarcoxie shall meet in regular session in the council room of City Hall on the first and third Tuesday at 7:00 p.m. of each month. (Amended by Ordinance 709, Passed & Effective 4/18/88 and Ordinance 823, Passed & Effective 7/12/98, and Ordinance 871, Passed & Effective 12/18/00)

1. When any such meeting day is a holiday, the regular meeting shall be held on the following day.

2. The Board may, by motion, dispense with any regular meeting, but at least one meeting, regular or special, must be held in each calendar month.

24.020. Special meetings. Special meetings may be called by the Mayor or by any two (2) members of the board by written request filed with the City Clerk, who shall thereupon prepare a notice of such special meeting, stating time, place and object thereof, which notice shall be served personally upon each member of the board or left at his usual place of residence at least twenty-four (24) hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of the request for the meeting, to make diligent effort to notify each member of the board in person, either by telephone or otherwise, of such special session.

1. The City Clerk shall make a diligent effort to notify those members of the mass media who customarily attend meetings of the Board of Aldermen of the special session, in the same manner as described above.

2. Failure to comply with the requirements of this section shall not invalidate any action taken at a special meeting of the Board of Aldermen.

24.030. Quorum. A quorum of the Board of Aldermen shall consist of a majority of the full membership (including vacancies and the Mayor of the City).

24.040. Compelling attendance. In case that lesser number than a quorum shall convene at a regular or special meeting of the Board of Aldermen, the majority of the members present are authorized to direct the Chief of Police or other City officer to send for and compel the attendance of any or all absent members upon such terms and conditions and at such time as such majority of the members present shall agree.

24.045. Effect of adjourned meetings. All adjourned meetings of the board shall, to all intents and purposes, be continuations of the meetings of which there are adjournments, and the same proceedings may be had at such adjourned meetings as at the meeting of which there are adjournments.

24.050. Duties of Mayor as President of Board. At the hour designated for board meetings the Mayor shall call the Board of Aldermen to order, and he shall act as president

of the board.

1. The Mayor shall appoint all committees, subject to the concurrence of the Board of Aldermen, the appointment or election of which is not otherwise provided for by this Code or other ordinance.

24.055. Mayor Pro-Tem. At the first meeting of the Board of Aldermen, following installation of new members, the Mayor shall appoint with the consent of the Board an alderman to be Mayor Pro-Tem of the City.

24.060. Mayor Pro-Tem; duties When any vacancy shall happen in the office of Mayor by death, resignation, removal from the City, removal from office, refusal to qualify or from any other cause whatever, the acting president of the Board of Aldermen shall, for the time being, perform the duties of Mayor, with all the rights, privileges, powers and jurisdiction of the Mayor, until such vacancy is filled or such disability is removed; or, in case of temporary absence, until the Mayor's return.

24.065. Rules of Order. Except as otherwise provided by law or ordinance, the proceedings of the Board of Aldermen shall be controlled by Robert's Rules of Order, as revised.

24.070. Decorum. The presiding officer of the Board of Aldermen shall preserve decorum and shall decide all questions of order subject to appeal to the Board of Aldermen. Any member may appeal to the board from a ruling of the presiding officer upon a question of order. If the motion for an appeal is seconded, the member making the appeal may briefly state his reason for the same and the presiding officer may briefly express his ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question to vote as to whether the decision of the chair shall be sustained. If a majority of the members present vote "aye", the ruling of the chair is sustained; otherwise, it is overruled.

24.075. Voting. Every member of the board shall vote upon every question and when requested by any member the vote upon any question shall be taken by "ayes" and "nays" and be recorded.

24.080. Permission required for members to leave chamber. No member of the Board of Aldermen may leave the council chamber while in regular or special session without permission from the presiding officer.

24.090. Order of business. At the meetings of the Board of Aldermen, the order of business shall be as follows:

1. Call the meeting to order.
2. Roll call.

3. Acting on unapproved minutes of previous meetings.
 4. Reading of accounts to be paid.
 5. Petitions, remonstrances, complaints and requests and the hearing of any person or group desiring to address the board. All petitions, remonstrances, complaints and requests shall be presented to the board in writing. However, the board may decide to act on oral discussions of any petitions, remonstrances, complaints and requests presented by the interested parties appearing in open meeting. In this case, such discussion by the interested parties shall be limited to five (5) minutes per speaker, except where an extension of time for oral discussion is granted by the board.
 6. Opening of bids.
 7. Public hearing as required by law or ordinance.
 8. Acting on unfinished business. The unfinished business from the last preceding meeting shall take precedence over any new business.
 9. Reading of communications. All communications which in any manner whatever pertain to the business or functions of the City or any of its elected or appointed employees shall be read.
 10. Reports of special boards, committees, and city officers.
 11. Resolutions which require action by the board.
 12. Introduction and reading of bills.
 - a. Pursuant to authority found in Section 79.130 of the Revised Statutes of Missouri (1986, as amended), from and after the effective date of this ordinance, every proposed ordinance shall be introduced to the Board of Aldermen in writing, and shall be read by title or in full two (2) times prior to the passage, both of said readings may occur at a single meeting of the Board of Aldermen. If the proposed ordinance shall be 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 Board of Aldermen. (Amended by Ordinance 752, Passed & Effective 6/1/92)
 13. Miscellaneous business.
 14. Adjournment.
- 24.100. Expression of dissent or protest by member. Any member of the Board of Aldermen shall have the right to express dissent from or protest against any ordinance or resolution of the council and to have the reason therefore entered upon the journal. Such dissent or protest must be filed in writing and presented to the council not later than the

next regular meeting following the date of the passage of the ordinance or resolution to which objection is taken.

24.110. Public meetings. All meetings of the board shall be open to the public, except when permitted by law, the board may hold a closed meeting.

24.120. Procedure as to ordinances, resolutions, etc. All ordinances and resolutions shall be introduced in the Board of Aldermen in written form with the name of the alderman introducing the same endorsed thereon. All proposed ordinances shall be prepared by the City Attorney or bear his certification that they are in correct form. A copy thereof shall be sent to each member of the Board of Aldermen in advance of the meeting, to which copy shall be attached a brief resume of the bill together with the reasons for the introduction thereof (as prepared by the proponent thereof), and if any amendment of an existing ordinance is proposed, the nature of the change sought to be made. Failure to follow the procedure shall not invalidate any ordinance or resolution adopted by the Board of Aldermen.

1. Whenever this Code shall be amended, the title of each amendatory ordinance, adapted to the particular circumstances and purposes of the amendment, shall be substantially as follows:

a. To amend any section:

"AN ORDINANCE TO AMEND SECTION _____ (or SECTIONS _____ and _____) OF THE CODE OF THE CITY OF _____"

b. To insert a new section, subchapter, chapter or title:

"AN ORDINANCE TO AMEND THE CODE OF THE CITY OF _____ BY ADDING A NEW SECTION (or NEW SECTIONS, A NEW SUBCHAPTER, A NEW CHAPTER, or A NEW TITLE, as the case may be) WHICH NEW SECTION (SECTIONS, SUBCHAPTER, CHAPTER or TITLE) SHALL BE DESIGNATED AS SECTION _____ (or SECTIONS _____ AND _____) OF CHAPTER _____ OF TITLE _____ (or the proper designation if a chapter or title is added) OF SAID CODE."

c. To repeal a section, chapter or title:

"AN ORDINANCE TO REPEAL SECTION _____ (SECTIONS _____ and _____, CHAPTER _____, TITLE _____, etc., as the case may be) OF THE CODE OF THE CITY OF _____".

24.130. When bills may be amended. Any bill shall be subject to amendment until the vote upon final passage.

24.140. Recordation of "ayes" and "nays" on final passage. On the final passage of every ordinance, the "ayes" and "nays" shall be recorded in the record.

24.150. Special committees. All special committees shall be appointed by the Mayor of the City unless otherwise ordered by a majority of the board. By consent of a majority of the board, a special committee may be appointed at any time to hold public hearings for the board upon any matter pending before it. A special committee is a committee composed of members of the Board of Aldermen; the concurrence of the board shall not be required as to the membership of the special committee, unless the board shall order otherwise.

24.160. Journal to be kept. The Board of Aldermen shall cause to be kept a journal of its proceedings, and the ayes and nays shall be entered on any question at the request of any member.

24.170. Rules of procedure. The Board of Aldermen may by resolution prescribe and enforce such rules as it may find necessary for the expeditious transaction of its business, but such rules shall not contravene the requirements of this Code or other ordinance.

24.180. Attendance and oath of witnesses; fee for execution of process. The Board of Aldermen shall have power to compel the attendance of witnesses and the production of papers and records relating to any subject under consideration in which the interest of the City is involved, and shall have power to call on the proper officers of the City, or of the county in which such City is located, to execute such process. Such officer (other than a City officer) shall receive therefore such fees as are allowed by law in the circuit court for similar services, to be paid by the City. The Mayor or acting president of the Board of Aldermen shall have power to administer oaths to witnesses.

24.190. Amendment or suspension of rules. Any rule of The Council may be repealed, altered or amended by a majority vote of the members. Every amendment offered shall lie on the table until the next meeting of the council before being voted upon except by the unanimous consent of all elected members of the Board of Aldermen (including the Mayor). Any rule may be suspended by a majority vote of the members of the board, or quorum being present by unanimous consent.