

**CHAPTER 2.
CITY COUNCIL AND LEGISLATION**

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2.10. **Standing Meetings.** The Council shall have regular Council meetings held once per month at the City Council Chambers in the City Hall, the City of Tyler. The Council shall designate by resolution at the first meeting in January of each year the day for subsequent Council meetings during that calendar year. In the event that the regular scheduled meeting shall fall on a holiday, the Council meeting shall be on the next succeeding business day. The Council may also call adjourned and special sessions at such other time as the Council may deem proper.

2.11. **Chairperson.** The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the acting Mayor shall preside. In the absence of both, the trustees shall elect one of their number as temporary chairman. The acting Mayor and temporary chairman when occupying the place of the Mayor shall have the same privileges as other members.

2.12. **Quorum.** At all meetings of the Council, a majority of the Council members elected shall constitute a quorum to do business, but a minority may adjourn from day to day and may compel the attendance of absentees, by a fine not exceeding ten dollars for each offense, unless a reasonable excuse be offered.

2.13. **Conduct of Meeting.** At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his absence by the acting Mayor, and in the absence of both, by the City Administrator. The City Administrator shall call the roll, note the absentees and announce whether a quorum be present. In the absence of the City Administrator, the Mayor shall appoint a secretary protem. Upon the appearance of a quorum, the Council shall proceed to business which shall be conducted in the order set by the Council.

2.14. **Mayor’s Duties.** The Mayor shall preserve order and decorum and shall decide questions on order subject to an appeal to the Council. The Mayor may make motions, second motions, or speak on any question provided, however, that in order to do so, upon demand of any one Council member, he shall vacate the chair and designate a trustee to preside temporarily. The Mayor shall be entitled to vote like other members of the Council.

2.15. **Speaking.** Every member, before speaking, shall address the chairman and shall not proceed until he has been recognized by the chair. He shall indulge in no personalities and shall confine his remarks to the matter under debate.

2.16. **Members Speaking.** No member shall speak more than twice on any question, nor more than five minutes each time without unanimous consent of the Council.

2.17. **Call to Order.** A member called to order shall immediately suspend his remarks until the point of order is decided by the chair.

2.18. **Motion in Writing.** Every motion except to adjourn, postpone, reconsider, commit, lay on the table or for the previous question shall be reduced to writing if the chair or member requests it. When made and seconded it shall be stated by the chairman or being written shall be read by the City Administrator, and may be withdrawn before decisions or amendment, or any disposition thereof has been made, or a vote taken thereon.

2.19. **Resolution in Writing.** All resolutions shall be in writing.

2.20. **Debate.** When a question is under debate, no motion shall be entertained unless to adjourn, to lay on the table, to act on the previous question, to postpone, to commit, or to amend, which several motions shall have precedence in the order in which they are named, and the first three shall be decided without debate.

2.21. **Division on Request.** Any question shall be divided at the request of any member when the question can be reasonably divided.

2.22. **Questions.** All questions shall be put in the order in which they are moved, except in case of privileged questions.

2.23. **Previous Question.** The previous question shall be put in these words; AShall the main question now be put?@ It shall be admitted on demand of any two members, and until decided shall preclude all amendments and debate of the main question.

2.24. **Committee Appointments.** All committees including standing committees shall be nominated by the Mayor, subject to approval by the Council.

2.25. **Standing Committee.** The standing committees of the Council shall be established by the Council and shall consist of two members. The first member nominated by the Mayor and approved by the Council shall be the chairperson.

2.26. **Committee Action.** It shall be the duty of the committees to act promptly and faithfully

in matters referred to them, and to make their reports at the next meeting of the Council.

2.27. **Ordinances.** After an ordinance shall have passed, a complete and accurate copy as amended shall be made by the City Administrator and shall be signed by the Mayor or in his absence by the acting Mayor, and deposited with the City Administrator, who shall attest, seal, number, file, and record or place the same permanently in the ordinance book. Entry of the complete ordinance as amended directly into the ordinance book and original signatures and seal thereon shall be compliance with this action. The affidavit of publication shall be permanently inserted in the ordinance book after each ordinance.

2.28. **Petitions.** Petitions and other papers addressed to the Council shall be read by the City Administrator upon presentation of the same to the Council.

2.29. **Bar of Council.** No person, other than the Mayor and other members of the Council shall be admitted within the Bar of the Council, except City officers. No person other than a member shall address the Council except with the consent of the members present or by a vote of a majority of the members present.

2.30. **Open Meetings and its Committees.** All sessions of the Council shall be public.

2.31. **Police Chief to Preserve Order.** The chief of police or chief law enforcement officer shall attend meetings of the Council when requested to do so by the Mayor and preserve order in the room.

2.32. **Suspension of Rules.** These rules, or any of them, may be temporarily suspended by consent of a majority of all Councilmen, and shall not be repealed, altered, or amended, unless by vote of a majority of the whole Council, and upon notice given at some preceding meeting.

2.33. **Robert's Rules of Order to Govern.** In all points not covered by these rules the Council shall be governed in its procedure by Robert's Rules of Order.

2.34. **Rules to Expedite Meeting.** The foregoing rules are adopted to facilitate the transaction of Council business and functions. They should not be permitted to defeat or hinder the plainly expressed intent and desire of the Council. Informal compliance and substantial performance shall be sufficient under the foregoing rules in the absence of objections reasonably taken as to procedural matter provided for herein. If a Council member present at a meeting fails to object during the meeting and request compliance with these rules, such objection shall not be reasonably taken by an absent member later than such at the next regular meeting after the proceeding to which objection is made.

2.35. **Adjournment.** The Council may at any time by a majority vote of those present, adjourn

from time to time to a specific date, place and hour whether or not a quorum is present.

2.36. **Special Meetings.** Special meetings may be called by the Mayor. Special meetings may be called by two members in writing, filed with the City Administrator at least one week prior to the time specified for the meeting, unless emergency conditions shall require immediate action. The City Administrator shall mail a notice at least one day before the meeting to all members of the time and place of the meeting and its purpose, if the purpose be stated in the call filed with him. The City Administrator shall prepare and file in his office an affidavit by him showing mailing of such notice in the manner here prescribed.

2.36.1. **Special Meeting by Citizen Request.** A person may request the City Council of the City of Tyler to hold a special meeting to hear, conduct, or consider matters which might otherwise be addressed or considered by the City Council. In the event of such a request, the requesting person shall deliver to the City Administrator a written request for such special meeting in such format as shall be approved by the City. The person shall further tender to the City a sum of money calculated to represent the actual cost to the City of convening such meeting for the convenience of the person. If such payment is not received by the City at the time of the request for meeting, the City will not conduct such special meeting. If such application and payment is received, the Mayor and City Administrator may convene such meeting or may poll the members of the City Council to determine the appropriateness of scheduling such meeting. If no special meeting is held, any monies so tendered by the person shall be returned to such person.

2.37. **Manner of Voting.** Votes of the members on any business coming before the council may be by voice vote, standing vote, or in such other manner of voting as may signify the intention of the members. Aye and nay shall be taken upon any motion at the request of one member and the results entered in the minutes. Every member shall vote in such case unless the council by majority vote shall excuse a member from voting.

2.38. **Minutes.** The minutes of the meeting shall be kept by the City Administrator, or the designee of the City Council. The minutes shall be signed by the City Administrator, and shall constitute an official record of the Council proceedings. Upon approval of the minutes at a subsequent meeting of the Council the Mayor shall sign the minutes. Lack of the Mayor's signature or council approval shall not invalidate such minutes as official records.

2.38.1. In the event the City Administrator shall fail or decline to amend or change the minutes, upon informal request, at the time they are submitted for approval, the Council may, by motion carried by majority vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

2.39. **Workmen's Compensation Insurance Required** All elected officials of the City of Tyler, including the Mayor and Council Members shall be insured by Workmen's Compensation Insurance.

2.40. **Mayor and Council Person Salaries.** The annual salary of the Mayor shall be \$100.00 per month. The annual salary for each council member shall be \$75.00 per month. The Mayor and members of the Council shall be reimbursed for their attendance at regular and special meetings of the City Council and selected committees. The per diem rate for special and regular meetings of the Council and selected committees may be modified by resolution of the Council, as set forth in Chapter 18.