

RESOLUTION NO. 18 OF 2008

CITY OF TITUSVILLE, PENNSYLVANIA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TITUSVILLE, CRAWFORD COUNTY, PENNSYLVANIA, ESTABLISHING THE RULES GOVERNING THE FUNCTIONS OF THE COUNCIL OF THE CITY OF TITUSVILLE, AND THE COMMITTEES THEREOF.

WITNESSETH:

WHEREAS, the City Council of the City of Titusville deems it in the public interest of the citizens of the City of Titusville to establish the rules governing the functions of the Council of the City of Titusville and the Committees thereof.

NOW, THEREFORE, BE IT RESOLVED:

SECTION I. The following are rules of order and procedure to govern the deliberations and meetings of City Council. The Third Class City Code, Optional Charter Provisions have precedence and this Resolution shall be superseded to the extent inconsistent with the Third Class City Code, Optional Charter Provisions.

- RULE 1. Regular meetings of the City Council shall be held on the second and fourth Tuesday of each month at 7:00 p.m., at the Titusville Redevelopment Authority, 4th. Floor Towne Square Building, 110 W. Spring Street, Titusville; provided, however, that when the date fixed for a regular meeting falls upon a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.
- RULE 2. Special meetings may be called by the Mayor upon written request and twenty four hour notice of two (2) of the Council members. In the call, he/she shall designate the purpose of the special meeting and no other business shall be considered at such meeting. All meetings of Council, whether special or general shall be open to the public.
- RULE 3. The Council may adjourn from time to time to a specific hour and a 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 charges brought against a public elected officer, employee or other public agent or considering action with respect to labor negotiations or any other exception to the Sunshine Act, Act 84 of 1986, as amended.
- RULE 4. The Mayor, at the stated hour, shall call the meeting to order. He/she 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 Robert's Rules of Order, Newly 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 Robert's Rules of Order, Newly Revised and these rules, these rules shall prevail.

RULE 5. The business of the Council shall be conducted according to an agenda prepared by the City Manager, and approved by the Mayor and adopted by majority vote of Council after the start of the meeting.

RULE 6. The agenda and order of business shall be closed at the end of the Work Session prior to the regular scheduled Council meeting unless amended by a majority vote of City Council.

a. Debate and Council action is limited to those items on the agenda after the agenda is closed.

The public shall have the opportunity to address Council, as established by the agenda during the public business meeting. A written statement shall be prepared by the individual(s) wishing to address Council and shall be received and filed with the Manager three (3) days before the work session. Individual will be placed on the agenda listing the topic of discussion. Presentations will be limited to five minutes unless extended by a majority vote of Council. The Mayor or a majority of Council may limit debate on any item to a reasonable time frame.

b. Public participation pertaining to agenda items.

The public shall have an opportunity to address Council, as established by the agenda during the work session and regular business meeting. Prior to discussion, City taxpayers may address City Council concerning agenda items with a limit of five (5) minutes for each individual speaker and an overall limit of 30 minutes for this portion of the agenda with the exception recognized in Rule 14 ©.

c. Public participation pertaining to any topic

City taxpayers shall have a second opportunity during the meeting to address Council, as established by the regular business meeting agenda with a maximum of 30 minutes and a time limit of five (5) minutes per individual speaker.

RULE 7. 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 member of Council 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.

RULE 8. Council shall meet on the 1st and 3rd Tuesday of each month in a public work session as a committee of the whole to consider business which may come before Council at regularly scheduled business meetings. Work Sessions shall be held at 7:00 p.m. at the Titusville Redevelopment Authority, 4th floor Towne Square Building, 110 W. Spring Street, Titusville, Pa. Any regular work session falling on a legal holiday shall be rescheduled and duly advertised. No formal action shall be taken by the Council on any matter in a work session.

RULE 9. The work session agenda shall be established by the City Manager and distributed three days prior to the work session.

RULE 10. Special committees may be created as occasions may require by the majority of Council.

- RULE 11. No vote by proxy will be accepted at any meeting of Council. Members of Council may participate in meetings by telephone conference call to the same extent as if physically present.
- RULE 12. All Ordinances and Resolutions shall be read aloud in their entirety by the Manager unless presented to the Mayor, the Solicitor, and all Council members 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.
- RULE 13. The Mayor and all Council members shall receive a listing of all bills and contractual payments. Payment of the bills shall only be authorized by the majority vote of Council. Any Council person may question or investigate any bills or requests before payment, if he or she so desires, but any delay in the vote to approve or reject such bill in order to permit such investigation shall be for not 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 14. The deliberations of the Council shall be conducted in the following manner:
- a. No Council person shall address the Council until he/she has been recognized by the presiding officer. He/she shall thereupon address himself (herself) to the Mayor and confine his/her remarks to the question under discussion and avoid all personal remarks.
 - 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 City official shall address the Council unless he/she has first given to the Manager notice of his/her intention to address Council and the exact nature of the matter he/she wishes to address prior to the close of the agenda of the meeting he/she wishes to address with the exception established under the public participation portion of the meeting unless he/she is recognized by the presiding officer and this recognition to speak would apply at work sessions only.
 - d. When a question is under discussion, no action shall be in order except (1) to table the question, (2) move the previous question, (3) to postpone the question to a certain day, (4) to refer to a committee, (5) to amend, or (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. When once decided, a particular main motion can not be taken up again at that meeting.

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 Council person 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 Council person so desires.

g. All votes on ordinances 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 table a matter, and a call for the previous question shall be decided without debate.

i. A quorum (3) 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. No ordinance shall be adopted without at least three (3) affirmative votes. Actions of Council, other than on ordinances, shall be effective and binding by the affirmative vote of a majority of the votes cast, provided at least (3) affirmative votes are cast.

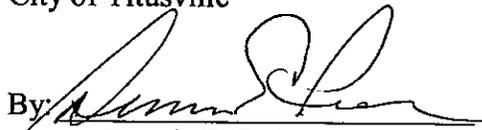
RULE 15. It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question at that meeting. A motion to reconsider, being put and lost, shall not be renewed at that meeting.

RULE 16. 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 II. This Resolution shall take effect immediately.

ENACTED this 22nd. day of July, 2008.

City of Titusville

By: 
Dennis E. Peden, Mayor

ATTEST:


Mary Ann Nau, City Clerk