

Chapter 2.04

**CITY COUNCIL<sup>2</sup>**

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**2.04.010 Election - Terms of office - Powers and duties.**

The members of the City Council shall be elected and serve for a four-year term. The term of the members of the City Council shall commence after the conclusion of old business, if any, at the first regular or special meeting of the corporate authorities in the month of May following receipt of certified election results for the local election authority. The council shall be the legislative division of the city government and shall perform such duties and have such powers as may be authorized by statute. (Ord. 2007-M-15 § 1; Ord. 1983-M-53 § 1 (b): prior code § 2.101.)

**2.04.020 Meetings - Time and place.**

The regular meetings of the City Council shall be held at the St. Charles Municipal Center on the first and third Mondays of every month at the hour of seven (7:00) o'clock p.m., provided that if the regular meeting falls on a Federal holiday, listed as follows, the meeting shall take place on the next secular day at the same hour:

- the 1st day of January, commonly called New Year's Day;
- the 3<sup>rd</sup> Monday in January, commonly known as Martin Luther King Jr. Day;
- the 3<sup>rd</sup> Monday in February, commonly known as Presidents' Day;

- the 4<sup>th</sup> day of July, commonly known as Independence Day (as observed);
- the 1<sup>st</sup> Monday in September, commonly known as Labor Day;
- the 11<sup>th</sup> day of November, commonly known as Veterans Day;
- the 25<sup>th</sup> day of December, commonly called Christmas Day (as observed);

When any such holidays fall on Sunday, the Monday next following shall be held and considered such holiday. Adjourned meetings may be held at such time as the City Council may determine.

(Ord. 2011-M-2 § 1; Ord. 2004-M-11 § 1; Ord. 2000-M-24 § 1; Ord. 1988-M-106 § 1; Ord. 1986-M-2; Ord. 1975-M-18: prior code § 2.102.)

**2.04.030 Special meetings.**

Special meetings of the council may be called by the mayor or three aldermen; provided, that a written notice of such meeting shall be given to each member of the council at least forty-eight hours before the time set for the meeting; provided further, that in case all of the elected members of the council are present at any regular meeting, then the requirement of notice shall be unnecessary and shall be deemed waived.

(Prior code § 2.103.)

**2.04.040 Aldermen - Salary.**

Each alderman that is elected and takes office on or after April 3, 2001, shall be paid a salary of One Hundred Seventy-Five and no/100ths (\$175.00) Dollars for each regular, special or adjourned Council meeting as required by law.

(Ord. 2016-M-1 § 1; Ord. 2000-M-91 § 1; Ord. 1996-M-68 § 2; Ord. 1990-M-56 § 1; Ord. 1987-M-28 § 1; Ord. 1982-M-45 § 1; Ord. 1977-M-1 § 1.)

**2.04.050 Quorum.**

A majority of the aldermen or one-half the aldermen and the mayor shall constitute a quorum thereof, but a smaller number may meet to adjourn from time to time or to compel attendance of absentees.

(Prior code § 2.104.)

**2.04.060 Mayor as presiding officer - Deciding vote.**

The mayor shall preside at all meetings of the city council. He shall not vote on any ordinance, resolution or motion, except:

- A. Where the vote of the aldermen has resulted in a tie; or
- B. Where one-half of the aldermen elected have voted in favor of an ordinance, resolution or motion, even though there is no tie vote; or
- C. Where a vote of greater than a majority of the corporate authorities is required by state statute to adopt an ordinance, resolution or motion.

In each instance specified, the mayor shall vote. Nothing in this section shall deprive an acting mayor or mayor pro tem from voting in his capacity as alderman, but he shall not be entitled to another vote in his capacity as acting mayor or mayor pro tem.

(Ord. 1978-M-32 § 1: prior code § 2.105.)

**2.04.070 Ordinances, resolutions and motions - Approval - Veto.**

All resolutions and motions which:

- A. Create any liability against a city; or
- B. Provide for the expenditure or appropriation of its money; or
- C. Sell any city property;

and all ordinances, passed by the city council, shall be deposited with the city clerk. If the mayor approves of them, he shall sign them. Those of which he disapproves he shall return to the city council, with his

written objections, at the next regular meeting of the city council occurring not less than five days after their passage. The mayor may disapprove of any one or more sums appropriated in any ordinances, resolution, or motion making an appropriation, and if so, the remainder shall be effective. However, the mayor may disapprove entirely of an ordinance, resolution, or motion making an appropriation. If the mayor fails to return any ordinance or any specified resolution or motion with his written objections, within the designated time, it shall become effective despite the absence of his signature.

(Prior code § 2.106.)

**2.04.080 Ordinances, resolutions and motions - Reconsideration - Passing over veto.**

Every resolution and motion specified in Section 2.04.070, and every ordinance, which is returned to the city council by the mayor, shall be reconsidered by the city council. If, after such reconsideration, two-thirds of all the aldermen elected to the city council agree to pass an ordinance, resolution, or motion, notwithstanding the mayor's refusal to approve it, then it shall be effective. The vote on the question of passage over the mayor's veto shall be by yeas and nays, and shall be recorded in the journal.

(Prior code § 2.107.)

**2.04.090 Standing committees - Designated.**

The following shall be the standing committees of the city council:

- A. Planning and Development Committee. The planning and development committee shall include and pertain to planning and development matters, zoning/annexation/boundary lines, building code enforcement, zoning map, comprehensive plan, land/cash ordinance, economic development and downtown redevelopment.
- B. Government Operations Committee. The government operations committee shall include and pertain to the municipal code, all legal suits or questions, liquor licenses, personnel manual, labor negotiations, safety manual/programs for employees, all financial matters, budgets, IRB's, bonding, insurance matters, inventory control and purchasing;
- C. Government Services Committee. The government services committee shall include and pertain to police, fire, emergency services, traffic studies, youth safety, requests for community festivals, mosquito abatement, permits for fairs/carnivals, circuses, hot air balloon/seaplane landing permits, the sewer and water utility, the electric utility, all municipal property and buildings, all infrastructure within city jurisdiction (inclusive of curbs and gutters, streets, sidewalks, sewers, water lines, parking lots, etc.) all stormwater management (special service areas or otherwise), transportation matters and all public property sales.

(Ord. 1997-M-55 § 1; Ord. 1993-M-53 § 1; Ord. 1991-M-48 § 1; Ord. 1989-M-72 § 1; Ord. 1989-M-60 § 1; Ord. 1985-M-89 § 1; Ord. 1980-M-14 § 1.)

**2.04.095 Standing Committees - Special Meetings.**

Special meetings of a standing committee may be called by the committee chairman or a majority of the committee members; provided, that a written notice of such meeting shall be given to each member of the committee at least forty-eight hours before the time set for the meeting, except in cases of emergency as determined by the committee; and provided further, that in case all of the elected members of the committee are present at any such special meeting, then the requirement of written notice to such committee members shall be unnecessary and shall be deemed waived.

(Ord. 1994-M-50 § 1.)

**2.04.100 Special committees appointed by mayor.**

The mayor shall appoint such special committees as he may deem necessary or as may be directed by the council.

(Prior code § 2.109)

**2.04.110 Membership in committees.**

The mayor with the advice and consent of the city council shall appoint the chairpersons of the standing and special committees. All standing committees shall consist of not less than ten members elected to the city council. Each chairperson shall select a vice-chairperson from the committee to act as chairperson. The chairperson of a committee shall serve for one year and may succeed to a term of no more than one additional year.

(Ord. 2016-M-1 § 1; Ord. 1997-M-55 § 2; Ord. 1993-M-39 § 1; Ord. 1989-M-45 § 1; Ord. 1989-M-33 § 1; prior code § 2.110.)

**2.04.120 Recordkeeping.**

The city clerk shall keep the minutes and records of the council proceedings.

(Prior code § 2.111.)

**2.04.130 Disturbance of meetings prohibited.**

It is unlawful to disturb any meeting of the city council or of any committee thereof, or to behave in a disorderly manner at any such meeting. Any person violating any provision of this section shall be fined not less than ten dollars nor more than one hundred dollars for each offense.

(Prior code § 2.112.)

**2.04.140 Order of business at meetings.**

The order of business at meetings of the city council shall be as follows:

- A. Call to order;
- B. Invocation;
- C. Pledge of Allegiance;
- D. Roll call;
- E. Omnibus Vote;
- F. Presentation and approval of minutes of preceding meeting(s);
- G. Monthly reports;
- H. Old business;
- I. New business;
- J. Committee reports,
  - 1. Government Operations Committee,
  - 2. Government Services Committee,
  - 3. Planning and Development Committee,
- K. Additional items from mayor, council members or citizens;
- L. Adjournment.

(Ord. 2016-M-1 § 1; Ord. 1997-M-55 § 3; Ord. 1988-M-40 § 1; Ord. 1980-M-15 § 1.)

**2.04.145 Omnibus vote.**

At any meeting the city council may by unanimous consent take a single vote by yeas and nays on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in and under the designation "omnibus vote," and in such event the clerk may enter the words, "omnibus vote" in the journal in each case in lieu of entering the names of the members of the city council voting "yea" and of those voting "nay" on the passage of each of the designated ordinances, orders, resolutions and motions included in such omnibus group. The taking of such single or omnibus vote and such entries of the words "omnibus vote" in the journal shall be a sufficient compliance with the provisions of the St. Charles Municipal Code for all intents and purposes and with like effect as if

the vote in each case had been taken separately by yeas and nays on the question of the passage of each ordinance, order, resolution and motion including in such omnibus group, and separately recorded in the journal. Likewise, the yeas and nays shall be taken upon the question of the passage of any other resolution or motion at the request of any alderman and shall be recorded in the journal.  
(Ord. 1988-M-40 § 1; Ord. 1979-M-9 § 1: prior code § 2.208(part).)

**2.04.147 Items not on agenda.**

The city council shall not consider items not generally set forth in the agenda for the council meeting unless there is the consent of two-thirds of the members present at that meeting. The city council's failure to observe this provision shall not invalidate any action taken by the council.  
(Ord. 1979-M-45 § 1: prior code § 2.208(part).)

**2.04.150 Rescinded action.**

No vote or action of the city council shall be rescinded at any special meeting unless there is present at such special meeting as many members of the council as were present at the meeting when such vote or action was taken, as provided by statute.  
(Prior code § 2.202.)

**2.04.160 Resolutions - Required in writing when.**

Any resolution submitted to the city council shall be reduced to writing before being voted upon, at the request of any two members of the council.  
(Prior code § 2.203.)

**2.04.170 Addressing meetings.**

Delete in its entirety.  
(Ord. 2016-M-1 § 1)

**2.04.180 Suspension of rules.**

The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at any meeting.  
(Prior code § 2.205.)

**2.04.190 Robert's Rules of Order.**

Except when in conflict with the foregoing provisions, Robert's Rules of Order shall govern the deliberations of the council.  
(Prior code § 2.206.)

**2.04.200 Meetings open to public.**

All meetings of the city council at which any legal action is taken shall be open to the public.  
(Prior code § 2.207.)