

Sec. 2-4. Parliamentary Procedure.

- a. There shall be no discussion or debate of an item on the agenda until a motion regarding that item has been made and seconded. However, this shall not prohibit questions by members of the council to someone making a presentation of an item on the agenda, when the purpose of the question is to gain information necessary to making a decision on the matter. If a valid substitute motion is made, the substitute motion must be voted upon before any further substitute motion may be made.
- b. After the question has been stated by the chair and placed upon the floor for debate, there shall be a first round of debate during which time any member of the city council shall have the opportunity to speak one time for two minutes. After the first round of debate is closed, the floor will be open for a second round of debate during which any member may speak one time for one minute. During the second round of debate, any member, without being recognized by the chair, may make a motion calling for the previous question and if seconded and approved upon a two-thirds vote of those present, debate shall cease regardless of whether or not there are members of the council still desiring to speak on the question. No member may speak on a question longer than three minutes, and debate must be limited to the merits of the question before the floor.
- c. Except for a public hearing set pursuant to subsection 30-2.B, any nonpublic hearing item on the agenda may be set for a public hearing upon a two-thirds vote of the actual membership of the city council. The calling of a public hearing may take the form of a substitute motion.
- d. When anyone addressing the council, or any member of the council, exceeds the time limit stated in this section, or becomes redundant on a subject, the mayor or presiding officer shall call that individual out of order.
- e. After a motion has been made and seconded and a matter is before the council for debate, if the mayor or the presiding officer desires to comment thereon, he or she shall relinquish the chair to another member of the council who shall preside until the mayor or presiding officer has concluded his comments. This procedure shall not be necessary when the mayor or the presiding officer only wants to provide additional factual information concerning the matter being debated.
- f. When a second reading is required by law for passage of an item, there shall be no debate on the second reading.
- g. Except as otherwise provided in this Code, parliamentary procedure at council meetings shall be governed by the current published edition of the Suggested Rules of Procedure For a City Council.