



# City of West Allis

## Legislation Text

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**File #:** O-2013-0016, **Version:** 2

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An Ordinance to Repeal & Recreate Section 3.04 of the West Allis Revised Municipal Code Relating to Agenda Items and the Order of Business.

The Common Council of the City of West Allis do ordain as follows:

PART I. Section 3.04 of Revised Municipal Code is hereby repealed and recreated to read as follows:

### 3.04 AGENDA ITEMS AND THE ORDER OF BUSINESS.

(1) The order of business shall be:

(a) Call to order by the presiding officer.

(b) Call of the roll and announcement of presence or absence of a quorum.

(c) Pledge of Allegiance to the Flag of the United States of America.

(d) Scheduled hearings.

(e) Statements by citizens. Not more than one-half (1/2) hour shall be allowed for statements by citizens to the Council. Each individual shall be limited to five (5) minutes to address the Council. Participants are required to print their names and addresses on the sign-in sheet for speakers and shall announce their name and address. Dialogue with the members of the Council is not permitted other than scheduling and other similar non-substantive matters. Such questions shall be directed to the presiding officer only. No citizen may speak more than once during this portion of the meeting. The Clerk or his/her designee shall keep time and shall announce when a speaker has one (1) minute of speaking time remaining. Upon any one speaker reaching the allotted five (5) minutes, the Clerk shall announce "Time", and the presiding officer shall ask the speaker to conclude his/her remarks. Any speaker so informed who continues to address the Council shall be considered to have created a disturbance under subsection 3.01(a) of the West Allis Revised Municipal Code. Upon conclusion of the one-half (1/2) hour total time (and after a speaker has concluded), the Clerk shall announce that the time for citizen statements has expired. This portion of the meeting shall then end unless an Alderperson moves to extend the time, the motion is seconded, and a majority of the Council present and voting votes to extend the time. An individual's time may not be extended.

(f) Announcement of recess meetings.

(g) Mayor's report:

1. Recent events attended.

2. Awards/commendations.

3. Upcoming events.

(h) Alderperson's report:

1. Recent events attended.
2. Awards/commendations.
3. Upcoming events.
  - (i) Approval of minutes of previous meeting(s).
  - (j) Items not referred to committee.
  - (k) Regular meeting Standing Committee reports.
  - (l) Recess Committee meetings.
  - (m) New and previous matters. (Recess meeting Standing Committee reports.)
  - (n) Reports of special committees.
  - (o) Adjournment.

(2) Additional Agenda Items. Additional agenda items may be added/or inserted anywhere in the order of business deemed appropriate. General categories such as "miscellaneous business" shall not be used unless a specific topic is identified. Where feasible, for each topic set forth above, the agenda shall specify the issue or item for discussion or action. If the Mayor or an Alderperson wishes to speak on matters beyond the items set forth in the Mayor's and Alderperson's report set forth above, the item(s) must be added to the agenda.

(3) Comments to be Limited/ Presiding Officer to Enforce. Comments and reports shall be limited to topics set forth in the agenda and no member shall speak on matters not set forth in the agenda. Any member may raise a point of order that the comments/report are out of order as not being an agenda item. The presiding officer may, on his/her own volition, raise the point of order. Upon determination by the presiding officer that the matter being discussed is not on the agenda, the presiding officer shall direct the member to cease the discussion and, if the member wishes, may direct that the matter be placed on an upcoming agenda.

(4) Alteration of Order. Nothing contained herein shall prevent the Council, by majority vote of those present and voting, from altering the order of business.

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART III. This ordinance shall take effect and be in force from and after its passage and publication.