

## **CHAPTER 06**

### **CITY COUNCIL**

1. **MEMBERSHIP.** The City Council shall consist of the Mayor and six Councilmen each elected for a term of four years and until their respective successors are elected and qualified, which said term shall commence upon their respective inaugurations at the first regular or special meeting of the Council in the month of May next following the regular municipal election at which such officers were elected.

2. **MEETINGS.** Regular meetings of the Council shall be held on the first, third and any fifth Monday of each month, at the hour of 5:30 P.M. in the Council Chambers in Decatur, Illinois, located on the third floor of the Decatur Civic Center, said Civic Center being located at One Gary K. Anderson Plaza, Decatur, Illinois; provided that, if any regular meeting shall fall upon a holiday, then such meeting shall be held upon the first business day following.

(Amended, Ordinance No. 2002-83, September 16, 2002)

(Amended, Ordinance No. 2000-29, May 1, 2000)

(Amended, Ordinance No. 94-54, July 18, 1994)

3. **SPECIAL MEETINGS.** Special meetings may be called by the Mayor or any two Councilmen upon twenty-four hours notice to every member of the Council; provided that, the requirement of a notice shall not be binding in any special meeting at which all of the members of the Council are present as provided by Statute.

Such notice may be served by any person in the City, and it shall be the duty of the City Clerk, when given copies of such notice, to serve the same or cause the same to be served immediately.

(Amended, Ordinance No. 90-35, March 19, 1990)

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4. **PRESIDING OFFICER.** The Mayor shall preside at all regular and special meetings of the City Council; provided that, in the absence of the Mayor, the Mayor Pro Tem shall preside. The Mayor Pro Tem shall be selected by the City Council by ordinance.

5. **ORDER OF BUSINESS.** The following shall be the Order of Business for the regular meetings of the Council:

- (a) Call to Order
- (b) Roll Call
- (c) Proclamations and Recognitions
- (d) Appearance of Citizens
- (e) Minutes of Previous Meetings
- (f) Unfinished Business
- (g) New Business
- (h) Other Business
- (i) Adjournment

The order of business may be changed or varied upon the vote of a majority of the Councilmen present. (Amended, Ordinance 2016-01, January 19, 2016, Amended, Ordinance 2009-39, May 18, 2009) (Amended, Ordinance 2021-32, May 17<sup>th</sup>, 2021)

6. **EXECUTIVE SESSION CONFIDENTIALITY.** Any subject matter committed to executive session shall be confidential. No public disclosure of the corporate authority's discussions held or any decisions made in executive session shall be made until the matter is made public by announcement, publication or official action by or at the direction of the corporate authorities or the City Manager. (Amended, Ordinance 2014-02, January 21, 2014)

7. **ADDRESSING MEETING.** It shall be unlawful for any person other than the City Manager to address or attempt to address any regular or special meeting of the Council except with the consent of a majority of the Councilmen present.

8. **DISTURBING MEETING.** It shall be unlawful to disturb or interrupt any regular or special meeting of the Council. Any person violating any provision of this section shall be fined not less than Two Hundred Fifty Dollars (\$250.00) nor more than Five Hundred Dollars (\$500.00) for each offense, and may be summarily ejected from the Council Room and the premises where it is situated. (Amended, Ordinance No. 2011-66, October 31, 2011)

9. **QUORUM.** Four (4) members of the Council shall constitute a quorum.

10. **VOTING.** The affirmative vote of four (4) members of the Council is required to adopt a resolution or to pass an ordinance unless a greater number is otherwise required by an applicable ordinance. The affirmative vote of five (5) members of the Council is required to adopt a resolution or pass an ordinance which:

- (a) Makes an emergency appropriation;
- (b) Grants a zoning variance not approved by the Zoning Board of Appeals;
- (c) Amends the Zoning Ordinance or a zoning district where there is on file a protest conforming with the applicable provisions of the Municipal Code;
- (d) Authorizes a contract pertaining to a public improvement involving an outlay of Twenty Thousand Dollars (\$20,000) or more without bidding; or,
- (e) Reverses a decision of the Electrical Commission which revoked or suspended a license.

(Amended, Ordinance No. 93-01, January 4, 1993); (Amended, Ordinance No. 2012-54)

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11. **MAYOR PRO TEM.** That, in addition to the authority and duty to preside at meetings of the Council in the absence of the Mayor therefrom, if a temporary absence or disability of the Mayor incapacitates him from the performance of his duties but does not create a vacancy in such office, then the Mayor Pro Tem, during such absence or disability, shall perform the duties and possess all the rights and powers of the Mayor.

12. **ABSENCE OF MAYOR AND MAYOR PRO TEM.** That, if temporary absence or disability of both the Mayor and the Mayor Pro Tem incapacitates each of them from the performance of the duties of the Mayor but does not create a vacancy in such offices, then the City Manager, during such absences or disabilities shall perform the duties and possess all the rights and powers of the Mayor, except that said City Manager shall exercise no legislative power or duties, and the Council shall by majority vote of those present thereat designate some member to preside at any Council meeting.

13. **SUBMITTING ITEMS TO COUNCIL.** Ordinances, resolutions and motions put before the Council shall be in writing, and a copy of each ordinance and each resolution shall be given each Council member called upon to vote thereon before the vote is taken. Ordinances and resolutions shall be put before the Council by the announcement of the title thereof by the City Clerk. Only upon the express request of a Council member shall the full text of an ordinance or resolution be read aloud.

14. **SALARIES.** For those Council members whose terms begin on or after May 1, 2001, the annual salary shall be: Mayor: \$8,000.00; City Councilman: \$4,000.00.

(Amended, Ordinance No. 2000-07, February 21, 2000)

15. **RESPONSIBLE BIDDER** (Repealed, Ordinance No. 2009-58, August 17, 2009)