

CHAPTER 5

MAYOR AND CITY COUNCIL

- 1-5-1: MAYOR
- 1-5-2: CITY COUNCIL
- 1-5-3: COMPENSATION
- 1-5-4: MEETINGS
- 1-5-5: ADHERENCE TO RULES AND PROCEDURES
- 1-5-6: RULES

1-5-1: MAYOR

The mayor shall be the chief administrative official of the City, who presides over all meetings of the city council and shall possess such powers and discharge such duties as are prescribed by the laws of the State of Idaho.

1-5-2: CITY COUNCIL

- A. The City of Tetonia shall have four council members.
- B. Members of city council are the legislative and policy making branch of the City of Tetonia.
 - 1. Members shall attend all city council meetings unless lawfully excused by the mayor or the remaining majority of the council.
 - 2. Perform all duties required by law or as may be assigned by the mayor. Ord. 14, 9-6-1967; Ord. 2008-2)

1-5-3: COMPENSATION

Compensation shall be fixed by ordinance published at least seventy-five (75) days before any general city election, which ordinance shall be effective for all said officials commencing on January 1 following said election and continuing until changed pursuant to 50-203 Idaho Code.

1-5-4: MEETINGS

- A. Regular: The regular meetings of the Tetonia city council shall convene at city hall on the 2nd Monday of each month at the hour of o'clock (7) P.M.; provided, that if such meeting date shall occur on a legal holiday, the meeting shall be on the next secular day following.
- B. Special Meetings:
 - 1. Special meetings of the city council may be called by the mayor or the council president at any time. No formal action may be taken by the city council at a special meeting unless a quorum is present.
 - 2. A copy of the call for each special meeting must be transcribed in the journal of its proceedings so as to become a part of the minutes of such special meeting.

- C. Change In Meeting Time: Any change in the foregoing time of meetings may be made by resolution duly adopted and passed by the city council. (Ord. 2008-2)

1-5-5: ADHERENCE TO RULES AND PROCEDURES

The rules of procedure and order of business, as prescribed in the succeeding rules, shall be adhered to by the city council, unless they shall be temporarily suspended by a three-fourths (3/4) vote; and at such vote the yeas and the nays shall be recorded.

1-5-6: RULES

- A. At all meetings of the city council a majority of council members shall constitute a quorum to do business.
- B. The chairman shall be the mayor and in his absence, the chairman shall be the president of city council or as agreed upon by the council members present.
1. A president of city council shall be elected at the first city council meeting of each new calendar year.
 2. All questions relating to the priority of business shall be settled by the chairman without debate by the members of the city council.
 3. At the hour herein provided for city council meetings, with a quorum present, the city council shall be called to order by the chairman.
- C. The city clerk shall attend all regular and special meetings of the city council.
1. The city clerk shall keep a true record of the proceedings thereof and enter in full all ordinances, resolutions and orders in the journal of proceedings of said meetings.
 2. In the absence of the city clerk, the chairman shall appoint from among the members of the city council there present a city clerk pro tempore, who shall have the same rights, privileges, powers and duties as the city clerk would have if present.
- D. Order of Business:
1. Roll call.
 2. Reading of minutes of previous meeting.
 3. Claims and bills.
 4. Reports of officers.
 5. Reading petitions, memorials or other communications.
 6. Reports of standing committees.
 7. Reports of special committees.
 8. Unfinished business.
 9. Introduction and first reading of ordinances.
 10. Second reading, consideration of ordinances.
 11. Third reading and final vote on ordinances.

12. Motions, resolutions and miscellaneous business.

13. Adjournment.

- E. Record of Vote: On the passage or adoption of every ordinance, resolution, order or appointment of a city officer to enter into a contract by the city council, the yeas and nays shall be called and recorded.
- F. Majority Vote Required: To pass or adopt any ordinance, resolution, order; to appoint a city officer; or, the appropriation or payment of money shall be by a majority vote of the whole number of members elected to the city council. The mayor shall break a tie vote.
- G. Readings of an Ordinance: Ordinances of a general or permanent nature shall be fully and distinctly read on three (3) different days, unless three-fourths (3/4) of the members of the city council temporarily suspend the rule. Ordinances shall contain no subject, which shall not be clearly expressed in its title, and no ordinance or sections thereof shall be amended or revised, unless the ordinance or section so amended shall be repealed.
- H. All claims against the City shall be itemized, the day and date that such labor was performed or material furnished must be given. All claims must be presented to the city council in writing, verified by the oath of the claimant or his agent that the same is correct, reasonable and just and no claim or demand shall be audited or allowed unless presented and verified as herein provided. (Ord. 2008-2)