



§ 30.01 MEETINGS OF THE COUNCIL; TIME AND NOTICE.

(A) The date for the regular legislative meetings of the City Council shall be on the third Tuesday of each month unless rescheduled by a simple majority vote of the Council. The City Council also meets as the Committee of the Whole on the first Tuesday of each month.

(B) The City Council shall provide the times and places of holding its meeting, which shall be open at all times to the public.

(C) (1) The Mayor or any three members of City Council may call a special meeting when it is necessary for the transaction of any special business before the next regular meeting. It shall be the duty of the City Clerk-Treasurer to give cause of a written notice and one contact call of all special meetings to be served on each member of the City Council. It shall be the duty of the City Clerk-Treasurer to cause actual notice, whether in writing, in person, by telephone, email, or fax of all special meetings to be served on each member of the City Council, at least two hours before such meeting(s), specifying therein general terms the particular business to be brought before the City Council.

(2) Only the City Council members who requested the special meeting, or the Mayor, if he or she requested the special meeting, may cancel the special meeting.

(3) At any special meeting, no other business shall be transacted other than that for which such meeting was called. All such meetings shall be open to the public, and all press and media that have requested notice must be given at least two hours advance notification. Outside of this advance notification requirement, there shall be no other time constraints on how soon a special meeting may be called after due notice is given to the City Council members.

(D) The Clerk-Treasurer shall prepare an informational packet for any regular meeting and post a copy to the internet no later than noon on Friday prior to the meeting. The informational packet should include, if applicable: an agenda, minutes to be approved from prior meeting(s), any documents relating to any agenda submitted by the sponsor of said agenda item; any ordinance or written resolution to be considered; monthly or other periodic financial statements; any written committee reports; and any other item the Clerk-Treasurer deems appropriate.

(E) Delivery of the paper draft agenda and informational material available at the time shall be available for pick up at City Hall and sent via email no later than noon on Friday prior to the meeting.

(F) The Mayor and any of the City Council may sponsor items on any meeting agenda.

(G) If a quorum of the City Council is present as set forth in § 30.04 below, a City Council Member who is not physically present at the meeting or special meeting of the City Council may attend, participate and vote in the meeting by an appropriate electronic means which shall ensure the public's ability to hear and understand any comments, motions or votes by the absent City Council member.