

St. Louis County Council - Procedural Rules Summary

These rules govern County Council Procedures

Rule 1: ORDER OF BUSINESS/AGENDA–

All meetings are run using the following format:

- Roll call
- Approval of the Journal of the preceding meeting
- Bid openings
- Communications
 - Tax Compromises
 - Zoning matters
 - Road and Bridge matters
 - Other Communications
- Report of County Executive (Report from?)
- Reports of Special Committees (from?)
- Public Forum
- Introduction of Bills
- Perfection of Bills
- Final Passage of Bills
- Resolutions
- Unfinished Business
- New Business
- Matters approved unless objection is raised
- Hearings
- Adjournment

RULE 2: STARTING THE MEETING

The chairman will start the meeting at the () time and call members to order. Once the required numbers of members (4) are present and ready, the meeting can proceed.

RULE 3: SPECIAL MEETINGS

The Council's Chairman or any four members of the Council may call a special meeting as long as a written notice is given to the County Clerk who must then notify all members of the Council at least 24 hours in advance of the meeting by fax, e-mail, a hand delivered letter or certified letter (with a return receipt).

Council members have the option of waiving a notice.

RULE 4: ADJOURNING MEETINGS

Regular or special Council meetings may be postponed to a later date by the Council without a written notice. An absent member of the Council should be notified by fax, e-mail, personal service or certified letter.

RULE 5: STATEMENTS BY THE PUBLIC

- 30 minutes are set aside at each regular meeting for the public to make statements or present matters to the Council.
- The Chairman may extend the 30 minutes unless a majority of the Council members object.
- The Chairman may require each member of the public making a statement or presenting to state his/her name, address, and subject matter he/she will be discussing.

RULE 6: INTRODUCING ORDINANCES

- Ordinances are introduced as a bill. Each one is read by title, a given number, and year introduced
- The first bill introduced each year is #1 with each subsequent bill numbered chronologically
- A bill introduced in one meeting is automatically placed on the perfection order (LINK) for the following regular Council meeting unless on rare occasions, all 7 Council members unanimously vote to advance the bill to the current meeting's perfection order of business.

RULE 7: AMENDING AN ORDINANCE

- When amending existing ordinances, underline the new material and put in bold faced brackets the material to be altered.
- Amendments must be pertinent to the original purpose of the bill. (officially stated in Rule 8)

RULE 8: PERFECTION OF BILLS

- Introduced bills are automatically placed on the next regular meeting's list of perfected bills
- During the perfection of bills, amendments to the bills may be adopted by majority (4) vote of the members present.
- The bill may be perfected by a majority (4) vote from attending Council members or placed on hold.
- Once perfected, the bill moves to the final passage of bills list for the next regular meeting.
- Perfected bills can be unanimously (by all 7 Council members) sent to the current meeting's final passage of order list.

RULE 9: FINAL PASSAGE OF BILLS

- During final passage of a bill, amendments may be adopted by a majority vote of all 7 members as long as the amendment is relevant to the original purpose of the bill.
- A bill amended while on the final passage list will remain on the list until the next regular Council meeting unless all 7 Council members vote to consider final passage at that meeting.
- An ordinance finally passed is given a number followed by the year in which it was passed.

RULE 10: ADOPTING MOTIONS AND ORDERS

Motions and orders may be adopted at any meeting by a majority vote of all members of the Council unless provisions of the Charter call for a different majority.

RULE 11: DROPPING A BILL, RESOLUTION, or PROPOSED ORDER

- A bill, resolution, or proposed order may be dropped from the order of business only when one of the sponsors of the bill makes a motion to drop it and a majority vote of all 7 Council members is taken.
- Communications, letters, petitions, reports, and miscellaneous items placed on the order of business for a meeting will be dropped unless acted upon or moved to unfinished order of business for the next meeting.

RULE 12: BILLS REFERRED TO COMMITTEES

Bills referred to a committee will stay on the order of business.

RULE 13: THE TENTATIVE AGENDA FOR A COUNCIL MEETING

- The County Clerk will place all items of business received by noon on Friday onto a tentative agenda for the next Council meeting.
- Items shall be listed by captions (a brief description or summary). The County Clerk will mail copies of the agenda to Council members no later than 5pm, that Friday.
- Members of the public will have access to the agenda no later than 5pm, that Friday.
- Bills not listed on the agenda at this time can not be perfected or finally passed at the next meeting unless through unanimous Council consent.
- Additional items, posted as "Add-ons" may be included on the agenda by the close of business, Monday, preceding each meeting.

RULE 14: THE CHAIRMAN'S ROLE

- Maintain order
- Enforce ground rules
- Keep debates on point
- Decide who to hear from first when two members want to speak at the same time
- Decide the order of discussion unless an appeal is made by 2 members who must state their reasons for appeal
- Appeals will be decided on by majority vote

RULE 15: RECORDING the COUNCIL'S PROCEEDINGS

I. The Journal –

- Contains agenda items the Council goes over
- Maintains a record of the introduction, perfection, and passage of a bill
- Assigns a number to an enacted ordinance
- Final passage votes are recorded with a yea or nay by the name of the person who voted
- The County Clerk gives resolutions and orders a title upon introduction which is then subsequently used
- The County Clerk mails a copy of the journal to each Council member and County Executive as soon as possible after the meeting. Copies for the public are also made available.
- The County Clerk will keep a record in his/her office of the original Council's journal, signed by the Council's Chairman and attested by the County Clerk in a book called, "Journal of the County Council (year)."
- Copies of the agenda and/or the Journal may be obtained in person for the copying fee or mailed as a weekly subscription service to anyone for a fee of:
 - a. Agendas/Order of Business - \$20.00 per year
 - b. Journal - \$35.00 per year

The Council may request a governmental or public agency to receive Agendas or Journals at the cost of the County.

II. Ordinances –

- The County Clerk will keep a record of all ordinances in a book called, "Ordinances of St. Louis County, Missouri (year)."
- The original copy of the ordinance will be approved for form by the County Counselor, then signed by the Council Chairman and the County Executive and certified by the County Clerk.

III. Resolutions –

- The County Clerk will keep a record of all resolutions passed by the County Council in a book called, “Resolutions of the St. Louis County Council (year).”
- The original copy will be approved for form by the County Counselor, then signed by the Council Chairman and certified by the County Clerk.

IV. Orders –

- The County Clerk will keep a record of all orders adopted by the Council in a book called, “Orders of the St. Louis County Council (year).”
- The original copy will be approved for form by the County Counselor, then signed by the Council Chairman and certified by the County Clerk.

V. Files –

The County Clerk will keep a file for the County Council that will contain all original ordinances, resolutions, orders, and items received by the Council. These may be kept together or separately for any year – up to the County Clerk’s discretion.

RULE 16: REQUESTING ORDINANCES, RESOLUTIONS & ORDERS

- The County Clerk will provide certified copies of ordinances, resolutions, and/or ordinances to anyone requesting one, for a fee at the cost of preparing the copy.
- The fees collected will be deposited in the General Revenue Fund with a report made to the Auditor.

RULE 17: DUTIES OF THE COUNTY CLERK (or DEPUTY COUNTY CLERK), & ADMINISTRATIVE DIRECTOR

County Clerk:

- Attends all of the Council’s regular and special meetings
- Keeps and maintains the Council’s journal
- Records all Council proceedings
- Acts as the reading clerk at Council meetings
- Maintains and sends all Council messages, communications, copies, and documents
- Keeps, under direction of the Chairman, regular Council files
- Certifies all writs, warrants, and subpoenas issued by the Council
- Certifies all ordinances, orders, and resolutions of the Council

Administrative Director:

- Ensures that the necessary material supplies are provided and maintained for the Council
- Furnishes a stenographer to assist Council members, upon request

- Prepares all payrolls, requisitions, and other similar documents necessary for the Council – to be signed for by the Council’s Chairman
- Periodically executes the Council’s commands

RULE 18: COUNTY EXECUTIVE SUBMITTING PERSONS TO FILL VACANCIES

When the county executive submits names of people to fill vacancies that require the Council’s permission, the matter is placed on the Agenda for the next regular Council meeting. No action is allowed before the meeting. The Council can get biographical information on the candidate to fill the vacancy.

RULE 19: SUSPENDING A COUNCIL RULE

A council rule may not be suspended without a majority vote of all 7 Council members.

RULE 20: ROBERT’S RULES OF ORDER

Robert’s Rules are adopted throughout the procedures and will be followed in the absence of a specific rule.