

## Article IV. Council Officers and Duties

### Section .03 Duties of Council Officers:

(a) **The President shall:**

- (i) Preside over all meetings.
- (ii) Call to Order.
  - 1) The President of the Council shall call the meeting to order.
  - 2) If the President is absent, the Vice President shall assume the responsibilities.
  - 3) If both the President and Vice President of the Council are absent, the City Clerk will call the Meeting to order to elect a temporary chairperson. The temporary chairperson shall preside for the balance of the meeting or until the President or Vice President presides.
- (iii) **Preservation of Order:** The President of the Council shall preserve order and decorum, prevent attacks on personalities or impugning members' motives, and keep those in debate to the question under discussion.
- (iv) **Items on the Agenda:** The President shall identify each subject to be considered and may request the Mayor, any Council Member, staff member, or other interested person to explain the matter under consideration.
- (v) **Points of Order:** The President shall decide all points of order as outlined in Article II, Section II.
- (vi) **Questions to be Stated:** No motion or resolution, **except any motion or resolution within the Consent Agenda**, shall be voted upon until it has been stated by the President. Any Council Member may require that the motion or resolution be put in writing before the vote is taken and, if necessary, the Meeting shall be recessed for that purpose.
- (vii) Enforce the Rules of Council, contained herein, as well as the Code of Conduct.
- (viii) Set and prepare Council Meeting Agendas.

- (ix) Serve as liaison between Council and Mayor.
- (x) Serve as Mayor Pro Tem of the City.
- (xi) Review and approve or disapprove all expenditures submitted by Members of the Council, subject to the right of any Council Member to appeal to the Council.
- (xii) Review monthly Council meeting attendance sheets pursuant to Council Attendance/Per Diem Compensation Policy adopted May 3, 2006
- xiii Act as representative of the Council at various functions.
- xiv Perform such duties as may be directed by the Council.