

## RULES OF COUNCIL

### RULE I

The style of the corporation shall be "The Mayor and Aldermen of the City of Savannah."

### RULE II

A quorum (or the transaction of business by the City Council shall consist of five members, the Mayor being a member of Council the Mayor shall preside The Mayor Pro Tempore shall act in the absence of the Mayor. In the absence of both the Mayor and the Mayor Pro Tempore, the Chairman of Council shall act and in the absence of the Mayor, the Mayor Pro Tempore and the Chairman of Council, the Vice Chairman of Council shall act. Any Alderman selected by the quorum shall act in the absence of all officers of Council.

### RULE III

The Clerk of Council shall make correct minutes of the proceedings of each meeting of Council, and shall furnish copies of such minutes to the Mayor and to each Alderman at least forty-eight (48) hours prior to the regular meeting. Such minutes shall stand confirmed, at the next regular meeting of Council, without the reading thereof in open meeting, unless some inaccuracy or error be pointed out by some member of the Council present, and in such latter event, an appropriate correction of the minutes shall be made.

minutes  
complete  
48 hrs  
bef mtg

### RULE IV

All motions shall be made and seconded before debate. Every ordinance shall be read at two (2) distinct regular meetings of Council before it is passed, except (1) a Bill may be read twice by unanimous consent at the same session and passed, and, (2) when introduced or adopted at a meeting called pursuant to Rule IX. Any business that shall be placed on its first reading shall not be passed at such special meeting unless by unanimous consent. After the passage of an ordinance the same shall be signed by the Mayor or presiding Chairman, as soon as fairly copied, and no consideration of the minutes at the next meeting of Council shall operate to suspend, affect or alter the provisions of said ordinance.

all motions  
made +  
seconded  
bef debat  
ord - read at  
2 mtgs  
unless by  
unanimous  
consent of  
Council

When an ordinance is placed upon its first reading, it shall only be necessary for the Clerk of Council to read the caption thereof unless some member of Council requests that the whole ordinance be read. After the first reading of an ordinance, or the caption thereof, the questions shall be: "Shall the ordinance be read the second time?"

*expenditure of money at same mtg - 2/3 vote*

#### RULE V

No resolution providing for the expenditure of money shall be passed at the same meeting at which it is offered, without the consent of two-thirds (2/3) of the members present, except when such resolution is founded on, or forms a part of, a report of a committee upon some matter referenced, in which case it may be passed at the same meeting when proposed, by majority vote.

#### RULE VI

*ord in minutes*

All ordinances when passed shall be fairly and correctly transcribed under the direction of the Clerk of Council in the Minutes of Council and a copy furnished by the Clerk of Council to the Mayor and Aldermen and to the City Manager.

#### RULE VII

The Council shall meet at their chamber on Thursday at 2:00 p.m. every other week.

#### RULE VIII

*mtg notice to council*

The Clerk of Council shall summon the members by mailing written notice to their usual places of business, for every meeting, regular or special, notifying precisely the hour of the meeting: and presence at a meeting, regular or special, shall constitute a waiver of notice and any irregularities respecting the same.

#### RULE IX

*Special mtgs*

The Mayor, or in the case of the Mayor's absence or sickness, the Mayor Pro Tempore, or Chairman of Council or Vice Chairman of Council, shall have the power to call special meetings. It shall be the duty of the Mayor, or Mayor Pro Tempore or Chairman of Council or the Vice Chairman of Council, as the case may be, to call special meetings whenever three (3) Aldermen shall require him in writing to do so; but no appropriation of money shall be made except at a regular meeting of Council, unless by unanimous consent of the members present.

#### RULE X

No business shall be brought before Council at any special meeting notice of which shall not have been given in the summons.

#### RULE XI

*mayor shall appt all comtees*

The Mayor shall appoint all committees.

**RULE XII**

Whenever any member shall require it, the yeas and nays of the members present shall be entered on the minutes on any question taken.

*yeas + nays  
enter in minutes  
when member  
requires it*

**RULE XIII**

In all elections of officers or employees by Council, it shall be necessary for the successful candidate to receive the votes of a majority of the members present.

**RULE XIV**

No ordinance shall contain any subject matter which is not immediately and necessarily connected with the subject and title of the ordinance.

**RULE XV**

No member of Council shall be directly or indirectly interested in any contract, office or appointment to be made or derived from the Council, and which shall have annexed to it any pecuniary advantage or emolument.

**RULE XVI**

The officers whose regular attendance shall be required during the sittings of Council are the Clerk of Council, the City Manager, and the City Attorney; but all or any other officers of the City shall be bound to attend any meetings upon direction of the Mayor or by special resolution of Council to that effect.

**RULE XVII**

The doors of the Council Chamber shall, on all occasions during the sitting of Council, be kept open and no citizen shall be excluded there from, nor shall the doors on any occasion be closed except upon a vote of a majority of the members present or upon the occasion of Council resolving itself into the Committee of the Whole.

*doors of  
council  
chamber  
should be  
kept open  
except during  
Exec Sess*

**RULE XVIII**

The hours of business for all offices and officers of the City of Savannah shall be from 8:15 A.M. to 5:00 P.M. unless otherwise ordered by the Mayor and Council, Saturdays, Sundays and holidays excepted.

*hrs of bus for  
all city  
offices  
8:15-5*

### RULE XIX

No member of Council shall be accepted as security on the bond of an officer appointed by its authority nor for the fulfillment of any contracts made with Council, nor shall any officer of Council be accepted as security on the bond of any officer appointed under it.

### RULE XX

The operations of any Rules of Council (except Rule III and Rule XV) may be dispensed with by the unanimous consent of the members present.

### RULE XXI

Any proposal to alter or repeal any of the existing rules for the government of Council, or to make new rules, shall be offered at least one (1) meeting previous to its discussion, and can only, thereafter, be adopted by an affirmative vote of two-thirds(2/3) of the members present.

### RULE XXII

The Mayor shall exercise supervision over all salaried officers elected or appointed by Council, and upon complaint against or for neglect of duty on the part of any officer, shall investigate the same, and, if he considers it necessary, report the delinquent and charges against him to the Council. The Mayor shall, also, have power to suspend any officer or appointee holding office by election of Council, for any flagrant violation of duty or unbecoming conduct rendering it necessary to take such action, which suspension he shall report to Council within forty-eight hours thereafter, by whom the alleged offense may be inquired into.

### RULE XXIII

No Anonymous communication shall be read or considered by Council nor shall the Clerk of Council receive any such communication from any source.

### RULE XXIV

The work of the Mayor and City Council should be conducted with civility and decorum. Debate and expressions of points-of-view are necessary for deliberation and prudent decision making however, personal criticism or impertinent communications should be avoided. The Mayor or the Presiding Chair shall be responsible for conducting meetings so as to follow this rule as much as possible"

Mayor  
Supr  
all apptd/  
salaried  
officers  
of Council  
(Clerk ~~not~~  
supervised  
by  
Mayor)

Clerk  
shall not  
receive  
no anonymous  
communications

## RULES OF ORDER

Every question of order shall be decided by the Chair without debate, subject to an appeal of the Council, and the Chair may call for the sense of the Council on any question of order. If repealed calls do not produce order, the member is to be called by name.

Where the private interests of the members are concerned in a bill or question, the member is to withdraw; and when such an interest has appeared, the member's voice has been disallowed even after a division.

No motion shall be debated or put until the same shall be seconded. It is then, and not *till* then, in possession of the Council, and cannot be withdrawn, but by leave of the Council.

No motion of adjournment can be made by one member while another is speaking.

When a question is under debate, no motion shall be received but to adjourn, to lay on the table, for the previous questions, to postpone to a day certain, to commit, to amend, to postpone indefinitely, which several motions shall have precedence in the order they stand arranged and the motion for adjournment shall always be in order, and be decided without debate.

When a proposition is moved which is useless or inexpedient, the previous question is introduced for suppressing, for that time, the motion and its discussion, in which case the main question is to be put immediately, without any further debate, and in the form in which it then exists. But, as the previous question gets rid of it for that day only, and it may recur again, if it is desired to suppress entirely, the motion be postpone indefinitely.

When a proper motion is made, but information wanted, the motion is to postpone to a day.

When a matter claiming present attention, but which it is desired to reserve for more suitable occasion, the order is to "lay on the table," it may then be called for at any time. If the proposition or matter need further consideration "refer to a committee" but if it need but a few and simple amendments, proceed to consider and amend at once.

On motion to amend a bill, anyone may move to commit it, and the question for commitment shall be first put. An amendment to an amendment is admitted, but to amend an amendment to an amendment, not.

On an amendment being moved, a member who has spoken to the main question, may speak again to the amendment.

The question is to be put first on the affirmative and then on the negative side.

But in small matters, the Chair most commonly supposes the consent to be given when no objection is expressed, and does not give the trouble of putting the question formally,

When a question has been moved and seconded, and been put by the Chair in the affirmative and negative, it becomes a full question and cannot be debated afterwards, unless under motion for reconsideration.

When a question has been once made and carried in the affirmative, or negative, it shall be in order for any member to move for the reconsideration thereof. After a motion for reconsideration has been once put and lost, there shall be no recurrence of said motion at same meeting.

A member, having spoken once on the original question, may be permitted to speak again to clear a matter of fact, or merely to explain himself in some material part of his speech, or to the matter of words of the questions, keeping himself to that only, and not going into the merits of it, and not falling into the matter itself.

Consequences of a measure may be reprobated in strong terms; but to arraign the motives of those who propose or advocate it, is a personality and against order.

Any member shall be heard at any time on a matter of personal privilege and such request to be heard shall be give precedence.