

CHAPTER 7
CITY COUNCIL

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1-7-1: **QUALIFICATIONS:** Any person shall be eligible to hold the office of city council member who is a qualified elector at the time his declaration of candidacy or declaration of intent is submitted to the city clerk, and remains a qualified elector under the constitution and laws of the state of Idaho. (1985 Code § 2.08.010; amd. 2010 Code)

1-7-2: **ELECTED OFFICIALS; TERMS OF OFFICE:** A council member shall hold office for a term of four (4) years, and the city shall have four (4) council members, one-half ($\frac{1}{2}$) of whom shall be elected every two (2) years; provided, that the council members to be elected for 1967 and 1969 shall follow the provisions as prescribed in Idaho Code. (1985 Code § 2.08.020)

1-7-3: **DUTIES:** The members of the city council, the legislative and policy making branch of the government of the city, shall devote as much of their time to the duties of their office as an efficient and faithful discharge thereof may require. They shall attend all meetings of the council unless lawfully excused therefrom by the mayor or by a majority of the remaining members, shall perform all duties required of them by law and as may be assigned by committees to which they may severally be appointed by the mayor, and shall possess such powers and perform all additional duties as may be prescribed by law. (1985 Code § 2.08.030)

1-7-4: **SALARY:** Each member of the city council shall receive an annual salary in the sum of four thousand two hundred dollars (\$4,200.00). (Ord. 261-05, 1-1-2006)

1-7-5: **MEETINGS:**

- A. Regular Meetings: The regular city council meetings will be held on the first and third Tuesdays of every month at seven o'clock (7:00) P.M., and communication to the public will be accomplished by notice and notification in print and electronically, namely, the newspaper of record will be the "Teton Valley News", and radio communication will be by KCHQ (Q102 FM) and also by internet at the city's website, <http://www.driggs.govoffice.org>. (Ord. 263-06, 1-3-2006)
- B. Special Meetings: The mayor or one-half ($\frac{1}{2}$) plus one of the members of the full council shall have the power to call special meetings of the city council, the object of which shall be submitted to the council in writing. The call and object as well as the disposition thereof shall be entered upon the journal of the clerk. (1985 Code § 2.08.060; amd. 2010 Code)

1-7-6: **RULES AND ORDER OF BUSINESS:** 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 temporarily suspend the same by three-fourths ($\frac{3}{4}$) vote on such a vote, the yeas and nays being recorded.

Rule 1. Any member desiring to create an ordinance shall prepare the same in writing and present the same to the council for action.

Rule 2. On the passage or adoption of every bylaw or ordinance, and every resolution or order to enter into a contract by the city council, the yeas and nays shall be recorded; and to pass or adopt any bylaws, ordinance or any resolution or order to enter into a contract by the city council, the yeas and nays shall be recorded; and to pass or adopt any bylaws, ordinance, resolution or order, a concurrence of a majority of the whole number of council members shall be made viva voce, and a concurrence of a like majority shall be required. The names of those and for whom they voted, on vote resulting in an appointment, shall be recorded.

Rule 3. All ordinances or resolutions or orders for the payment of money shall require, for their passage or adoption, a concurrence of the majority of the city council. An ordinance shall contain no subject which shall not be clearly expressed in its title, and no ordinance or section shall be revised unless the old ordinance or section so revised shall be repealed. (1985 Code § 2.08.070)

Rule 4. At all meetings of the city council, a majority of the full council shall constitute a quorum to do business. A smaller number may adjourn from day to day and may compel the attendance of absent members as by ordinance provided. (1985 Code § 2.08.070; amd. 2010 Code)

Rule 5. The city clerk shall attend all regular and special meetings of the city council, and shall keep a true record of the proceedings of the meetings, and enter in full all ordinances and resolutions, orders, etc., in the journal or proceedings of such meeting, or in his absence, the mayor shall appoint from among the members then present a secretary pro tempore who shall have the rights, privileges, powers and duties as the clerk would have if present.

Rule 6. At the hour herein provided for meetings, the council shall be called to order by the mayor, or in his absence by some member thereof who shall act therefor as mayor pro tempore and who shall have the same rights, privileges, powers and duties as the regularly elected mayor would have if he were present. The clerk shall then proceed to call the roll and note the absentees, whereupon the mayor shall announce whether or not a quorum is present.

Rule 7. If it shall appear that a quorum is present, the city council shall proceed to do business in the following manner:

1. Roll call.
2. Reading of the minutes.
3. Reading petitions, memorials, remonstrances and other communications.
4. Report of officers.
5. Report of standing committees.
6. Report of special committees.
7. Unfinished business and allowing of bills.

8. Introduction and first reading of bills for ordinances.
9. Second reading, considerations and amendments of bills for ordinances.
10. Third reading and final vote on bills for ordinances.
11. Motions, resolutions and miscellaneous business.
12. Reading, correcting and approving the minutes of the meeting.
13. Adjournment.

Rule 8. All questions relating to priority of business shall be settled by the mayor without a debate.

Rule 9. All committees shall be appointed by the mayor.

Rule 10. Standing committees shall be appointed by the mayor at the first regular meeting in May of each year and each, except that of "public welfare", shall consist of two (2) members, and they shall have charge of the affairs of the city as the name of the committee indicated should come within its jurisdiction, and shall be as follows:

1. Finances and appropriations.
2. Streets, bridges, walks and public grounds.
3. Licenses.
4. Water and light.
5. Sanitation. (1985 Code § 2.08.070)
6. Public welfare, which last named committee shall consist of the entire council, and the mayor shall be ex officio chair of such committee. With exception of the finances and appropriation committee and the public welfare committee, the first named person on a standing committee shall be its chair. (1985 Code § 2.08.070; amd. 2010 Code)

Rule 11. All claims against the city shall be itemized, and the day and date such labor was performed or materials furnished must be given. All claims must be presented to the council in writing, verified by oath of the claimant

or his agent, that the claim is correct, reasonable and just and that no claims have been allowed or paid as herein provided.

These rules may be amended at any regular meeting of the council by the consent of three-fourths ($\frac{3}{4}$) of the members, provided notice of such intended amendment shall have been given at the previous regular meeting. (1985 Code § 2.08.070)

