

Guide to City of St. Joseph Council Meetings

Regular business meetings of the St. Joseph City Council are held every other Monday, at 7:00 p.m. in the Council Chamber at City Hall, 1100 Frederick Avenue, St. Joseph, Missouri. If the meeting falls on a holiday, it is held on Tuesday. Special meetings may be called as necessary with at least 24 hours public notice.

Meetings of the City Council and its various boards and commissions are open to the public. Notices are posted in the City Clerk's office, Room 303, City Hall.

COUNCIL/MANAGER GOVERNMENT IN ST. JOSEPH

In 1981, the residents of St. Joseph adopted the Council/ Manager form of government. Eight Councilmembers and the Mayor were elected at-large on a non-partisan basis. In 1989, the charter was amended by a vote of the people to divide the City into five districts and three at-large representatives.

The St. Joseph City Council consists of nine elected officials. The Mayor, three Councilmembers-at-large and five district Councilmembers each serve concurrent four year terms.

As the policy makers, the City Council passes resolutions and ordinances, appoints citizens to advisory boards and commissions and hires the City Manager and City Clerk.

AGENDA OF MEETINGS

Agenda copies are available in the City Clerk's office after 1:00 p.m. on the Friday before a City Council meeting.

ADDRESSING THE CITY COUNCIL

The City Council welcomes all resident communication.

TO ADDRESS THE CITY COUNCIL:

Notify the City Clerk by letter or other written means prior to 10:00 a.m. the Thursday before a City Council meeting. The name, address and subject will be listed under "Public Comment" towards the end of the Agenda (See #13 in column 4). Exception - If comments need to be made to the City Council on a specific item on the agenda, stand and wait to be recognized by the Mayor.

PROTOCOL:

Everyone addressing the City Council is asked to state their name and address for the record. Comments are limited to five minutes per person.

MINUTES OF MEETINGS

Minutes of all City Council meetings open to the public are available from the City Clerk's office after 8:00 a.m. the second Thursday following the meeting.

MEETING AGENDA

1. **Call to Order:** the meeting is called to order by the Mayor, or if not present, the Deputy Mayor.
2. **Approval of Minutes:** the minutes of the proceedings of the last preceding meeting or meetings; approval of the same as published or as amended, if amendment is made.
3. **Special Recognition:** at this time proclamations and special recognition awards are presented.
4. **Acceptance of Agenda:** the Agenda and any last minute place on ordinances and resolutions are accepted as published.
5. **Public Hearings:** by law, some issues require resident input before the grant or program can move forward or rezonings or conditional use permits can be granted.
6. **Consent Agenda:** these are routine items and are considered and approved under one motion unless removed for separate action at the request of the City Council.
7. **Nominations and appointments to boards and commissions:** the Mayor and Councilmembers nominate and appoint members to 29 boards and commissions.
7. **Bills for Passage:** these items are general or special ordinances not on the consent agenda.
8. **Emergency Bills for Passage:** these items are of an emergency nature and pursuant to the City Charter may be passed on the day of introduction if they contain a declaration describing the facts and reasons constituting the emergency and receive the vote of 2/3rds of the members of the City Council, or the unanimous vote of those members of the City Council present, whichever is less
9. **Resolutions for Adoption:** these items are generally used to state the intent of the City or City Council, adopt plans and reports and reaffirm annual contract renewals.
10. **Bills for First Reading:** pursuant to City Charter, every proposed ordinance, except emergency ordinances, shall be read by title in open City Council meeting two times before final passage, with at least one week between introduction and final passage.
11. The next several items on the agenda consist of various reports, minutes and communications that have been filed with the City Clerk during the two week period between City Council meetings.
12. **Other Business:** this consists of comments from Councilmembers.
13. **Public Comment:** this is the time for residents whose items are not on the formal agenda to voice their concerns. **To properly address the City Council, residents are asked to stand at the podium, state their name and address, and then relate the issue. There is a five minute time limit.**

ROBERT'S RULES OF ORDER

The City Council operates under the rules of parliamentary practice comprised in the latest "Robert's Rules of Order, Revised Edition".

Anyone needing **AUXILIARY AIDS** to attend a meeting of the St. Joseph City Council should contact the Office of the City Clerk, 816-271-4730 by Thursday prior to the meeting