

## BOROUGH OF MONROEVILLE

## ORDINANCE NO. 178

AN ORDINANCE ESTABLISHING RULES GOVERNING THE FUNCTIONING OF THE COUNCIL OF THE BOROUGH OF MONROEVILLE, AND THE COMMITTEES THEREOF. BE IT ORDAINED AND ENACTED BY THE COUNCIL AND BURGESS OF THE BOROUGH OF MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA, AND IT IS HEREBY ORDAINED AND ENACTED BY THE AUTHORITY OF THE SAME AS FOLLOWS:

SECTION 1. The following rules of order and procedure shall govern the deliberations and meetings of the borough council and of the committees thereof;

RULE 1. Regular meetings of the Borough Council shall be held on the second Tuesday Evening of each calendar month at the hour of 8:00 P.M. in the Council Chambers of the Municipal Building. Any regular meeting falling upon a legal holiday shall be held on the Third Tuesday evening of the calendar month at the same time and place.

RULE 2. Special meetings may be called by the President whenever he may deem it expedient. Should he neglect or refuse to issue a call for a meeting desired by members, the Secretary shall do so on the written request of three members. The Burgess, Manager, Solicitor, Secretary and all members shall have at least 24 hours written notice given by the Secretary or other person of the time, place and primary business to be conducted at the meeting. Such notice shall also be given to the public at the same time by advertisement or by posting such notice in a prominent place on the municipal building premises. Only the primary business as presented on the Agenda prepared by the Borough Manager may be considered and acted upon at the special meeting, whether called by the President or after written request of three members.

RULE 3. The Council may adjourn from time to time to a specific hour and date.

RULE 4. At any adjourned or special meeting the reading of the minutes may be dispensed with upon majority vote of members present and voting. In each instance in which this reading of the minutes have been dispensed with, copies of the unread minutes shall be mailed by the Secretary to all members at least 3 days prior to the next regular meeting. In the absence of the secretary the President shall appoint a person to see to the reading and recording of the minutes.

RULE 5. The agenda and order of Business shall be closed by Wednesday evening prior to the regular meetings and within a reasonable time prior to special and adjourned meetings.

RULE 6. The President at the stated hour shall call the meeting to order. He shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts Rules of Order, Revised. Any member shall have the right to appeal from a decision of the presiding officer or to request information or question the order of business. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present. In the event of conflict between Roberts Rules of Order and these rules, these rules shall prevail.

RULE 7. The Business of the Council shall be conducted according to an agenda prepared by the Manager.

RULE 8. If the President is absent at the designated time for any meeting, the Chairman of the finance committee shall serve as president pro tempore and have

the same authority as is vested in the President and shall serve in such capacity only for such time as the President is absent or until a successor to the President qualifies for office.

**RULE 9.** Whenever the presiding officer shall desire to make any motion, or participate in debate he shall vacate this chair and designate a councilman to preside temporarily.

**RULE 10.** Within 15 days after the adoption of these rules and thereafter within 15 days after the biennial organization of council, the President shall announce his appointments of members of the standing committees of council. Such members shall

**RULE 11.** Every standing committee shall consist of three members with the first named thereto to act as chairman and the second as vice chairman, the latter to serve as chairman in the absence or inability to act as the chairman. The President of Council and the chairman of the finance committee shall each be an ex officio member, without vote, of all standing committees of Council. The standing committees shall be as follows: Finance, Police and Public Safety, Public Works and Property.

**RULE 12.** Special committees may be appointed as occasions may require by President of Council or otherwise as so directed by the Council.

**RULE 13.** The specific duties of the standing committees shall be as follows:

a. It shall be the duty of each and every committee to investigate and report to the Council upon all matters referred to the respective committees by the Council, and to execute and do all matters and things as the Council may direct to be done by them, respectively; to make recommendations of any matter within the scope of such committee which are deemed for the best interest of the borough, and to make respective annual estimates to the finance committee of the appropriations necessary to the respective departments represented by the respective committees to carry on the work of such departments for the ensuing fiscal year.

b. Each committee shall meet at least once a month. The regular monthly meeting of each committee shall be attended by the Borough Manager and the Committee shall consult and advise with the Borough Manager on all matters before the committee.

c. The active, direct and on-the-job supervision and administration of all matters within the scope of the duties of each committee is hereby delegated to and shall be performed by the Borough Manager.

**RULE 14 (A)** The specific duties of the Finance Committee shall be as follows:

a. The Finance Committee shall have charge of the finance and insurance of the Borough of Monroeville; shall annually recommend to the Council the appropriations necessary to be made to each department for the forthcoming fiscal year, as well as the tax rate necessary to be levied therefor.

b. The Finance Committee shall annually prepare a statement to the Council of the financial condition of the Borough for publication as required by law.

c. The Finance Committee shall, at each meeting of the Council, make such report and recommendations and give such advice to the Council regarding the finances of the Borough as in their judgment may be necessary and expedient.

d. Every year in the month of December, the Finance Committee shall prepare a tentative form of budget to be submitted to Council at the first meeting in January of the succeeding year.

e. The Finance Committee shall have charge of all insurance coverage matters involving the Borough of Monroeville.

RULE 14 (B) The specific duties of the Police and Public Safety Committee shall be as follows:

(a) The Police and Public Safety Committee shall be responsible for and have supervision over all matters pertaining to the administration of the Police Department, except as to those matters which are delegated specifically to the Burgess by law. The committee shall make recommendations to council for the regulation of traffic in the Borough, and the committee shall recommend traffic regulations for enactment as ordinances of the Borough.

(b) The Police and Public Safety Committee shall be responsible for and have supervision over all matters pertaining to the administration of the fire department, and all matters pertaining to fire protection.

(c) The Police and Public Safety Committee shall have all duties heretofore delegated by ordinance or otherwise to the Police Committee or to the Fire Committee.

(d) All matters concerning public health which are before council shall be referred to the Police and Public Safety Committee.

(e) All matters concerning the operation and maintenance of communications shall be referred to the Police and Public Safety Committee.

RULE 14 (C). The specific duties of the Public Works Committee shall be as follows:

a. The Public Works Committee shall be responsible for and have supervision over all matters pertaining to the construction, maintenance and repair of all public streets, sidewalks, bridges and sewers. This Committee shall consider and make recommendations to the Council in regard to new construction work on the streets, sewers, sidewalks, bridges and other similar projects of the Borough.

RULE 14 (D). The Property Committee shall be responsible for and have supervision over all matters pertaining to buildings and lands and other property owned by the Borough. The Committee shall be responsible for and have supervision over all matters pertaining to private buildings within the Borough which are subject to control by Council. The Property Committee shall be in charge of matters relating to the installation of all Borough equipment and shall have charge of the parks and playgrounds insofar as property matters are concerned.

RULE 14 (E). Council may, by a majority vote of those present, resolve itself into a committee of the whole. When Council has so resolved itself, the President shall appoint a chairman to preside.

RULE 15. All Ordinances and resolutions shall be read aloud in their entirety by the secretary unless presented to the Burgess, the solicitor and all councilmen at least 24 hours prior to the meeting at which its adoption is sought, in which event the ordinance or resolution may be read aloud by number and title. Any member of council may require the reading aloud in full of any ordinance or resolution whether or not it is submitted in writing 24 hours in advance. Only members of council may present ordinances, resolutions, or motions.

RULE 16. Committee reports may be submitted verbally or in writing by the Chairman, unless the President requests a written report, in which event the report shall be written. A minority report may be submitted in like manner by the member making the minority report. The Secretary shall keep a record of all matters referred to committees, and the disposition made thereof by the committees. Council may by a two-thirds vote of the members present compel a committee to return any matter referred to it to Council for such disposition as Council might wish to make. Otherwise all committees shall report on any matters referred to them within one month of such assignment.

RULE 17. All councilmen shall receive a listing of all bills and payment shall only be authorized by majority vote of council. All bills shall be referred to the appropriate committee which may approve or reject the bills or requests. Any councilman may question or investigate any bills or requests before payment if he so desires, but any delay in the vote to approve or reject such bill in order to permit such investigation shall be for no longer than the interval between the time the request to investigate is made and the next regular or adjourned meeting. After each investigation a report by the investigating member shall be made at the next regular or adjourned meeting.

RULE 18. The deliberations of the council shall be conducted in the following manner:

a. No councilman shall address the council until he has been recognized by the presiding officer. He shall thereupon address himself to the President and confine his remarks to the question under discussion and avoid all personalities.

b. When two or more members simultaneously seek recognition the presiding officer shall name the member who is to speak first.

c. No person other than a member or other borough official shall address the council unless he has first given to the Secretary notice of his intention to address council and the exact nature of the matter he wishes to bring up at least five days prior to the meeting he wishes to address.

d. When a question is under discussion no action shall be in order except (1) to lay on the table, (2) move the previous question, (3) to postpone to a certain day, (4) to refer to a committee, (5) to amend, (6) to postpone indefinitely. These motions shall have precedence in the order listed.

e. Any member desirous of terminating the debate may move the previous question, in which event the President shall announce the question as "shall the main question now be put?" If a two-thirds majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the council to a direct vote, first upon any pending amendments, and then upon the main question.

f. The President shall have the right to limit debate in any uniform and fair manner, which limitation may be altered by a two-thirds vote of council, but in no event shall any councilman who is in order be limited to less than 15 minutes on each subject of debate.

g. All votes on ordinance and resolution shall be by roll call. Any member may request a roll call vote at any time. A majority vote of any quorum present in favor of a proposed ordinance, motion, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute.

h. A motion to adjourn shall always be in order, and a motion to adjourn to lay on the table, and a call for the previous question shall be decided without debate.

1. A quorum shall consist of a majority of all the members of Council.

RULE 19. It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question at that meeting or at the succeeding regular meeting. A motion to consider being put and lost shall not be renewed. A councilman may not change his vote on any question after the result has been announced.

RULE 20. These rules or any part thereof may be suspended temporarily in connection with any matter under consideration by a recorded two-thirds of the members present and all motions for the suspension shall be without debate.

RULE 21. Repeal of or amendments to these rules shall be made by an ordinance approved by a two-thirds majority of all members of council and the Burgess. Should the Burgess fail to approve the proposed repeal or amendments of these rules, such repeal or amendments shall become effective following an affirmative vote of a majority plus one of all members of council in such manner as is provided by law.

SECTION 2. This ordinance shall take effect and be in force from and after its passage by an affirmative vote of majority of the members of council and the approval of the Burgess. Should the Burgess fail to approve these rules by the next regular meeting, they shall become effective nevertheless following an affirmative vote of a majority of the members of council plus one such manner as is set forth by law.

ORDAINED AND ENACTED THIS 8<sup>th</sup> day of March A.D., 1960.

ATTEST:

BOROUGH OF MONROEVILLE

S/ Arthur H. Curtis

S/ Thomas Harter

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Borough Manager

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President of Council

Examined and approved by me this 8<sup>th</sup> day of March A.D., 1960.

S/ Anthony Martin  
Burgess