

## AN ORDINANCE FIXING THE TIME AND PLACE FOR HOLDING MEETINGS OF THE COMMON COUNCIL AND PRESCRIBING RULES AND REGULATIONS FOR ITS PROCEEDINGS.

The Town of Stayton do ordain as follows:

Section 1. The regular meetings of the common council shall be held on the first Monday of each month at the hour of 7:30 p.m. in the council chambers in the Town Hall. If the first Monday of any month shall fall upon a legal holiday, the regular meeting shall be held on the next succeeding Monday.

Section 2. Special meetings may be called by the mayor at any time upon the giving of not less than 8 hours written notice to each member of the council at that time present in the city; provided, that the presence of any councilman at any such special meeting shall constitute a waiver of such notice.

Section 3. The notice of special meetings shall designate the time and place of the meeting and the business to be considered at such meeting. Only such business as set forth in said notice, shall be presented to the council at any such meeting.

Section 4. At any meeting of the common council a majority shall constitute a quorum but a less number may meet and adjourn from time to time to any definite time and place, or may direct the marshal to notify the absent members that their presence is required to enable the council to proceed with business.

Section 5. A quorum being present, the business of the council shall be taken up and called in the following order:

1. Roll call.
2. Reading of minutes of previous meeting.
3. Reports of committees
4. Communications
5. Unfinished business
6. New business
7. Presentation of bills and claims

Section 6. Previous to its passage, each ordinance shall receive three readings, in the following manner: First reading, the ordinance shall be read in full; Second and third readings the ordinance may be read by title only. All ordinances shall be passed by an affirmative vote of a majority of all members of the council by "ayes" and "nays" which shall be entered in the records of the council meetings. No ordinance shall be passed at the same meeting at which it is presented, except by the unanimous consent of all the members present, which shall be noted in the records.

Passed by the common council April 20, 1942.

Signed and approved by the mayor April 20, 1942.

J. L. Sigmund  
Mayor

Attest:

L. Dureau  
Recorder