

- 6.4 Reading by Title Only: Upon being introduced, each proposed ordinance shall be read by title only, unless any member of the Council requests a full reading of the ordinance.
- 6.5 Recording of Votes: The Ayes and Nays shall be taken upon the question of the passage of all ordinances, resolutions and motions and entered upon the official record of the Council. For a roll call vote, the Clerk shall call the vote rotating alphabetically per ordinance, resolution and motion.
- 6.6 Discussion regarding motions: An alderman shall not speak more than once to the motion unless all aldermen have spoken.
- 6.7 Majority vote required: An affirmative vote of at least a majority of the members of the Council shall be necessary to pass an ordinance, but a resolution, motion or any other proposition may be adopted by a majority voting on the issue (except as otherwise specified in the State Statutes). When any vote is called each Council member shall respond "aye", "nay", "abstain", or "pass".
- 6.8 Tie Vote: In event of a tie in votes on any motion by the aldermen, the Mayor shall cast the deciding vote.
- 6.9 Numbering Ordinances and Resolutions: Upon passage, a number shall be assigned to each ordinance or resolution by the City Clerk.
- 6.10 Passage and Publication: Upon passage by the Council, an ordinance shall be signed by the Mayor and be attested by the City Clerk; it shall be immediately filed, published according to the law and thereafter preserved in the office of the City Clerk.
- 6.11 Legal Opinions: The City Council, the Mayor, or the City Administrator may request verbal or written legal opinions, relating to city business, from the City Attorney. Upon receiving requests for a written legal opinion, and upon return receipt thereof, the City Administrator shall forthwith cause to have distributed the written legal opinion to all members of the Council so that all members of the Council may be fully informed of the status of City affairs. Any member of the Council may, for purposes of inquiry, request verbal opinion or advice on City legal matters directly from the City Attorney during a council meeting.
7. Creation of Committees, Boards and Commissions
- 7.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the City Code.
- 7.2 Membership and Selection: Membership and selection of members shall be as provided by the Mayor with the concurrence of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Administrator, except where otherwise specified by the City Code.
8. Public Comments at City Council Meetings
- 8.1 Background: Pursuant to the Open Meetings Act, 5 ILCS 120/2.06(g), any person shall be permitted the opportunity to address public officials under the rules established and recorded by the public body. Public participation and comments at meetings of the City of Washington are limited to the portion of the City meeting as provided for in the meeting agenda, and shall be permitted in accordance with the provisions of this section.
- 8.2 Manner of Addressing Public Officials: The presiding officer shall determine the order of turn in which members of the public address and comment at any City meeting. All individuals being called shall speak so he/she can be heard in audible tone of voice. Such comments by any one person shall be limited to five (5) minutes in any City Council meeting, or three (3) minutes in any other City meeting, unless an extension of time is granted at the presiding officer's

remove the individual from the position of Sergeant effective upon a majority vote of the Committee.

Ord. 3198, passed 9-6-16

§ 31.42 SPECIAL COMMITTEES

Special committees shall be appointed by the Mayor, by and with the consent and approval of the City Council.

§ 31.43 MONTHLY REPORT

Upon the request of any two (2) Aldermen present, any report of a committee of the City Council shall be deferred, for final action thereon, to the next regular meeting of the Council after the report is made.

ORDINANCES AND RESOLUTIONS

§ 31.55 PREPARATION OF ORDINANCES

The City Attorney shall cause to be prepared all ordinances, resolutions, and other instruments pertaining to City Council business, pursuant to the direction of the Council, or which he is requested to prepare by any member of the Council, by the Mayor, or he shall prepare on his own initiative.

§ 31.56 PROCEDURE FOR PASSAGE OF ORDINANCES

No ordinance can be passed unless it is read at least two (2) meetings of the City Council unless the Council unanimously votes to waive this requirement at a meeting at which a quorum of the Council is present. It is not necessary to read the full text of an ordinance if copies are made available to the press and public prior to the reading of the ordinance; in such situations, the formal reading of the title only is sufficient.

(Am. Ord. 1232, passed 3-20-78)

§ 31.57 FILING OF RESOLUTION

All reports and resolutions shall be filed with the City Clerk and entered on the minutes by title unless otherwise specified by the City Council.

§ 31.58 VOTE REQUIRED; YEAS AND NAYS

The passage of all ordinances for whatever purpose, and of any resolution or motion to create any liability against a city or for the expenditure or appropriation of its money, shall require the concurrence of a majority of all Aldermen present at a duly convened meeting of the City Council where quorum was established, unless otherwise expressly provided by this code or any other act governing the passage of any ordinance, resolution, or motion. Notwithstanding the previous sentence, the passage of an ordinance, resolution, or motion to designate city property as surplus and to establish the process for the disposition of such surplus city property shall require the concurrence of three-fourths ($\frac{3}{4}$) of all Aldermen then holding office. The process established in such ordinance, resolution or motion for the disposition of surplus city property may or may not require further City Council action. If further City Council action is required, the subsequent vote required by the City Council shall be set forth in the ordinance, resolution or motion declaring such city owned property as surplus and may be less than three-fourths ($\frac{3}{4}$) of all Aldermen then holding office. The yeas and nays shall be taken upon the question of the passage of the designated ordinances, resolutions, or motions and recorded in the journal of the City Council.

(Am. Ord. 3362, passed 1-6-20)

§ 31.59 ORDINANCES TO BE RECORDED BY CLERK

All ordinances passed by the City Council shall be deposited in the office of the City Clerk, and shall be duly recorded by the Clerk in the record book of ordinances, and appropriately indexed by their titles of subjects, and one copy to be supplied to the Police Department.

§ 31.60 PRESERVATION AND CORRECTION OF ORDINANCES

The City Clerk shall file and carefully preserve the originals of all ordinances deposited in his office. He may correct any errors in the numbering of any chapter, article, or section of any ordinance, and insert the proper numbers; and he may omit words inserted or supply, with brackets, words omitted by clerical mistake.

§ 31.61 DATE OF PASSAGE AND PUBLICATION TO BE RECORDED

The City Clerk shall make, at the foot of the record of each ordinance recorded as aforesaid, a memorandum of the date of its passage and of the publication of such ordinance (when required to be published), together with the name of the paper publishing the same. Publication may take place in pamphlet form when publication in a newspaper is not specifically required by ordinance or statute.

§ 31.62 RECODIFIED ORDINANCES