

CHAPTER 2 CITY COMMISSION AND ADMINISTRATION

ARTICLE 1. CITY COMMISSION

Sec. 2-1. Regular and special meetings.

- (a) Regular meetings of the city commission shall be determined each year at the organizational meeting.
- (b) Special meetings of the city commission may be called pursuant to section 3.09 of the Charter.

Sec. 2-2. General rules for conduct of meetings.

The meetings of the city commission shall be governed by adopted rules as may be amended from year to year. The regular order of business for meetings shall be determined each year at the commission's organizational meeting. The order of business may be varied or changed by the presiding officer, if not objected to by a member of the commission, or may be waived by a majority of the commission.

Sec. 2-3. Responsibilities.

The city commission shall:

- (1) Determine policy on the type and level of all services provided by the city consistent with city charter, state or federal laws.
- (2) Discipline its own members for disorderly conduct or misconduct and compel the attendance of its members to regular and special meetings
- (3) Have the duty as commissioners to pick up from the city clerk all pertinent agendas, minutes, reports and other communications and review them prior to a commission meeting, becoming knowledgeable of the issues to contribute to discussion of them and expediting commission action.

In order for the commission to practice the aforementioned duty, all committees, boards, commissions and City Attorney shall be responsible for providing minutes of meetings, reports, information requested or needed and suggested resolutions to the City Administrator for review and placement on the agenda no later than noon on the 4th business day before each commission meeting.

The City Administrator will complete the agenda for the Commission meeting and the City Clerk will organize and make all materials available for Commissioners by noon on the 2nd business day before the meeting.

(4) Call all public hearings

Sec. 2-4. Forfeiture of elective office, removal from elective office; disciplinary actions

(1) In addition to the Charter requirements for forfeiture of office, as outlined in sections 3.04 and 30.5 of the City Charter, if a commissioner shall miss four (4) consecutive regular meetings of the commission or twenty-five (25) percent of regular meetings in any fiscal year of the city, unless such absence shall be excused by the commission, the commissioner shall be subject to forfeiture of office.

(2) If a Commissioner believes another commissioner has committed misconduct in office, as outlined in sections 3.04 and 3.05 of the City Charter, the concerned commissioner shall state the alleged misconduct at a regular meeting of the commission. Should the majority of the commission vote to agree that misconduct has occurred that merits removal from office and if the commissioner so charged requests, they shall immediately schedule a public hearing pursuant to section 3.06 of the city charter. If the majority of the commission votes to agree that misconduct may have occurred that is slight and does not merit removal from office, the misconduct may be discussed immediately or tabled until the next regular meeting and lesser penalty may be imposed as agreed to by majority vote.

(3) The City Commission shall judge each perceived misconduct of its members on an individual basis taking into consideration the severity of the misconduct. The commission shall use discretion in disciplining or removing its members and shall thoroughly investigate each alleged misconduct

(4) If the commission concludes that misconduct did occur, the commission may discipline the member in any appropriate manner including temporary suspension from meetings not to exceed two regular meetings.

(5) The member charged with misconduct is not entitled to vote on any issue regarding the misconduct.

Sec. 2-5: Compensation.

(1) Commissioners shall be paid a per-diem for attendance at each regular and special commission meeting. Commissioners appointed to compensated city committees, boards or commissions shall be paid the same as the remaining members of the specific committee, board or commission. City Commissioners appointed to non-compensated committees, boards or commissions, who are required by State Statute, City Charter or local ordinance to be a member of said committee, board or commission shall receive the same meeting per-diem pay as City Commissioners. A city commissioner shall not be paid for attendance to public hearings or meetings of committees, boards or commissions unless a voting member of the committee, board or commission conducting the hearing/meeting.

(2) Commissioners in office on the effective date of this ordinance shall continue to be paid \$30.00 per meeting.

Sec. 2-6. -- 2.-15. Reserved

ARTICLE II. COMMITTEES, BOARDS AND COMMISSIONS

Sec. 2-16. Appointments and compensation

The City Commission shall make appointments to city committees, boards and commissions pursuant to the City Charter and State statutes. The City Commission shall establish the compensation to appointed committees, boards and commissions by resolution.

Sec. 2-17. Removals from office.

(a) Removals by the city commission of appointed members of boards, commissions or committees shall be made for any of the following reasons:

- (1) For any reason specified by statute
- (2) For any act that violates any express prohibition of the City Charter
- (3) If the member shall miss four (4) consecutive regular meetings of such board or commission or twenty-five (25) percent of such meetings in any fiscal year of the city, unless such absence shall be excused by such board or commission.

(b) Such removals by the commission may be made only after a hearing at which the member has been given notice by the city clerk at least ten (10) days in advance, either personally or by delivering the same at the last known place of residence. Such notice shall include a copy of the charges against the member. The hearing shall afford an opportunity to

the member, in person or by attorney, to be heard with defense, to cross-examine witnesses and to present testimony. If the member shall neglect to appear at the hearing and answer charges, failure to do so may be deemed cause for removal.

(c) A majority vote of the members of the city commission, shall be required for such removal.

Sec. 2-18 -- Sec. 2-30. Reserved

ARTICLE III: CITY ADMINISTRATION

Sec. 2-31. Duties

The City Administrator shall be the chief administrative officer of the city, responsible to the Commission for the administration of all day to day city affairs placed in the Administrator's charge by or under the Charter.

Sec. 2-32: Bid Process

1. Any request for bid, request for quote, request for proposal (RFB, RFQ, RFP, respectively) may include a requirement for experience, references and a demonstrated standard of quality. When the stated requirements of quality are met, the low dollar bid meeting these will be accepted. Each RFB, RFQ or RFP will contain it's own deadline and procedures for submission.
2. Lists of vendors or service providers will be developed and kept in City files, which lists will be derived from letters of interest or promotional material received over time, knowledge of staff and references from other municipalities or people. In all cases, businesses or residents of East Jordan known to be able to supply the part, equipment or service must be included. Queries of interest will be sent to all on file.
3. Advertisement for competitive bids will be placed in appropriate publications that will benefit the city in selecting the best qualified supplier/provider.
4. Contracts for service will require that East Jordan businesses be given preference when materials are purchased if their prices and quality are competitive.
5. Service contracts shall not exceed three years, to enable the City to take advantage of a competitive bid process.

6. Services or equipment may be purchased from or contracted with relatives, friends or other employers of City employees or elected or appointed officials provided no Charter provision, personnel regulations or the provisions above are violated.

7. The prohibitions of the Charter and personnel regulations in regard to purchasing include:

a. No money or anything of value may be given in exchange for the selection.

b.No relatives with relationships cited in the Personnel regulations may work together in associations forbidden by the regulation.

c.No elected official may contract to provide serviced to the city during their term of office or for one year after.

Sec. 21-23 -- 2-48. Reserved.

Sec. 21-50 Repeal

The administrative provisions expressed in Chapter 2 of the 1990 Codified Ordinances are hereby repealed.