

From Councilmember Kay Funk

City Council Rules of Procedure

A. Organization

4. Duties of the Mayor

It shall be the general duty of the Mayor as Chair of the Council:

- (a) To take the chair every day precisely at the hour for which the meeting of the Council has been called or to which the Council may have adjourned and immediately to call the Council to order and proceed with the daily order of business.
- (b) To announce the business before the Council in the order in which it is to be acted upon.
- (c) To receive and submit in the proper manner all motions and propositions presented by the members of the Council.
- (d) To put to vote all questions which are properly moved, or which necessarily arise in the course of proceedings, and to announce the result thereof.
- (e) To inform the Council when necessary, or when referred to for that purpose, on any point of order or practice. In the course of the discharge of this duty she/he shall have the right to call upon the City Attorney or any member of the Legal Department for advice.
- (f) To authenticate by his/her signature when necessary, or when directed by the Council, all the ordinances and resolutions, and all the acts, orders and 3 proceedings of the Council, and entries in the official record of the Council when the same have been approved by it.
- (g) To maintain order at the meetings of the Council, for which purpose she/he shall have the right to call upon the Chief of Police and any and all other officers of the Police Department for assistance.
- (h) In accordance with our City Charter, the Mayor has no executive authority. All appointments to represent the City of Yakima and the Yakima City Council to outside groups are full Council decisions. There will be an exception when state statute requires representation from the Mayor.

