

CITY OF DOVER  
PROPOSED ORDINANCE #2013-06 WITH LF&A #1 AND SA #1  
(LF&A Amendments Indicated in Yellow Highlight)  
(Staff Amendment Indicated in Blue Highlight)

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**  
2 **COUNCIL MET:**

3 That Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings, of the Dover Code  
4 be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red  
5 strikeout as follows:

6 Sec. 2-51. - Regular meetings.

7 (a) *When and where held.* Regular meetings of the mayor and city council shall be held on the  
8 second and fourth Monday of each month at the time and place designated by the council  
9 president.

10 (b) *Notice.* Notice to the councilmembers of regular meetings shall not be required, except when  
11 the regular meetings are to be held at a place other than city hall.

12 (c) In order to ensure transcription accuracy, enhance accountability and deliver information  
13 efficiently to the public, all meetings of the Dover City Council and of any board,  
14 commission, task force or committee which is established by the City Charter or ordinance,  
15 or by motion or resolution of the city council shall be audio taped and all such recordings  
16 shall be maintained in an unedited format. Audio recording shall be required when the  
17 necessary equipment is in good working order and knowledgeable staff is available to operate  
18 the recordation system.

19 Sec. 2-52. - Special meetings.

20 (a) *When and where held.* Special meetings of the mayor and city council shall be called by the  
21 mayor or the council president. Designation of the time and place of the special meetings  
22 shall be delivered by verbal or written notice to each councilmember at least 24 hours prior  
23 to the meetings.

24 (b) *Waiver of notice.* The notice of the special meeting may be waived by the councilmembers  
25 individually.

26 Sec. 2-53. - Cancellation of meetings; one meeting per month required.

27 Any meeting of the mayor and city council provided for by this division may be cancelled by  
28 unanimous consent of the mayor and councilmembers, except that one meeting per month shall be  
29 held as is required by section 9 of the City Charter.

30 Sec. 2-54. - Excused absences.

31 *In accordance with Article II, Section 13 of the City of Dover Charter, a council member shall*  
32 *forfeit their office if they fail to attend three consecutive regular meetings of the council without*  
33 *being excused by the council.*

34 *(a) Procedure for Excused Absences. Council members shall be required to contact the*  
35 *City Clerk's office no later than 4:00 p.m. of the day of the meeting requesting to be*  
36 *excused from the meeting and stating the reason for such absence. Failure to comply,*  
37 *except in cases of emergency, shall result in an unexcused absence. The Clerk shall*  
38 *inform the Council of the reason for the member's absence. Upon passage of a*  
39 *motion to excuse the absence by a majority of the members present, the absent member*  
40 *shall be considered excused and the Clerk will make an appropriate notation in the*  
41 *minutes. If the motion is not passed, the Clerk will note in the minutes that the*  
42 *absence is unexcused.*

43 *(b) Excused Absences. Excused absences shall be limited to those which meet both of the*  
44 *following requirements:*

45 *(1) The absent member must have informed the City Clerk's Office of their intended*  
46 *absence prior to the scheduled meeting. Failure to inform prior to the meeting*  
47 *shall result in an unexcused absence, unless extenuating circumstances prevent*  
48 *advance notice, and*

49 *(2) The absence is due to one of the following:*

- 50 *(i) A death in the family*
- 51 *(ii) Family or personal illness*
- 52 *(iii) City-related business*
- 53 *(iv) Personal leave (limited to one per fiscal year)*
- 54 *(v) Emergency*
- 55 *(vi) Decision by member's supervisor in employment*
- 56 *(vii) Required military service*
- 57 *(vii) Inclement weather*
- 58 *(viii) Accident*
- 59 *(ix) Scheduled vacations*

60 *(c) Suspension of Compensation. For council members who are considered excused,*  
61 *compensation shall be suspended after three consecutive regular council meeting*  
62 *absences. Compensation shall be reinstated when the council member resumes*  
63 *attendance at council meetings and shall be pro-rated based on their return date.*

64 ADOPTED: \*

65 S:\ORDINANCES\2013\Draft\2013-06 with LF&A #1 & Staff #1 Amending Ch 2-Administration, Article II-City Council, Div 2-Meetings - Excused Absences - Final Reading.wpd

66 **SYNOPSIS**

67 The proposed ordinance would establish a procedure for excusing City  
68 Council member absences and provide a list of excusable absences. ***It would***  
69 ***also suspend compensation after three consecutive excused absences.***

70 (SPONSORS: LYNN, DIXON, AND ANDERSON)

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Actions History

April 22, 2013 - Scheduled for Final Reading

April 8, 2013 - First Reading by Council

March 25, 2013 - Introduced at Legislative, Finance, and Administration Committee

DRAFT