

- b. Numbers and title subject summary of all bills eligible to be called for final reading and vote, if any.
- c. Subject matter of resolutions being introduced, discussed and/or voted upon.
- d. Such other business as will come before the Council.

3.2 *Additions to Agenda.*

Items shall be placed on the agenda by the President or by a majority vote of the Council members. Request of individual councilmen to place any bill, resolution or other item on the agenda shall be considered by the President, and if not placed on the agenda by the President, may be the subject of a motion by the councilman for consideration by the Council at any session or meeting. The agenda shall remain open until such time as the meeting is called to order; provided, however, that any request for an agenda item for a Monday or Tuesday meeting should be made prior to noon Friday and within 72 hours of the meeting time for other meetings. Once a meeting has been called to order, the agenda shall be considered closed and shall not be reopened for additions except by motion duly made, seconded and carried.

Section 4. *ORDER OF BUSINESS.*

4.1 *Order of Business—Legislative Sessions.*

The order of business at all legislative sessions shall be as follows:

- a. Correction of journal.
- b. Introduction of bills.
- c. Presentation of memorials and petitions.
- d. Call of bills for final reading.
- e. Miscellaneous business.

4.2 *Order of Business—Other Meetings.*

The order of business at other meetings shall be as follows:

- a. Correction and approval of prior minutes, if any.
- b. Agenda items.

Section 5. *RIGHTS OF MEMBERS.*

5.1 *Procedure in Debate.*

Every member desiring to introduce a bill, to present a petition or other matter, to make a report or motion, or to speak on any matter, shall first address his request to the President. He shall not proceed further until recognized, provided that the member shall have the right to be recognized except where debate has been closed or where recognition is not otherwise in order under the rules. If two or more members seek recognition at the same time, the President shall determine which is entitled to the floor.

5.2 *Yeas and Nays.*

A vote on roll call by yeas and nays shall be had where required by provisions of these rules, and on any other vote on demand of any member. The Secretary shall record the vote in the minutes or journal, as applicable.