

MEMO

To: Mayor and City Council
From: Tom Pitlick, Finance Director
Re: Emergency Ordinance Protocol
Date: June 10, 2013

At the June 17, 2013, City Council meeting you will be asked to consider passage of the proposed 2013-14 Budget Ordinance. Passage is time sensitive and therefore this will be put forth as an "emergency ordinance". The following protocol has been recommended by City Attorney Anderson for consideration of the emergency ordinance which will require six affirmative votes:

A motion should be made to approve the ordinance, i.e.;

"I move for the approval of the ordinance adopting the 2013-14 budget for the City of Gillette"

That motion should be seconded and then during discussion, a **second motion** should be made and seconded to amend the ordinance to approve the ordinance on an emergency basis. That motion could be:

"I move that this ordinance be amended to be approved as an Emergency Ordinance so that it shall be in full force and effect upon one reading and upon proclamation by the Mayor".

That motion should be seconded and then after discussion the Motion to amend the ordinance to pass it as an Emergency should be voted on. It passes if it receives 6 votes.

When the Emergency is approved, the ordinance as amended is back in discussion and **then can be voted on a second time** and will pass as an Emergency if it receives 6 votes. The Mayor then announces or proclaims the result and the ordinance is immediately effective.