

REVISED November, 2011

RULES OF COUNCIL

RULE I

Regular meetings of Council shall be held on the days and the times provided by Ordinance.

RULE II

Any Councilman not present at any regular or duly called special meeting of Council shall be fined the sum of ten dollars (\$10.00), unless excused by the Council for sickness or other unavoidable causes, and any such fine or fines imposed shall be deducted from the salary of such offending member from time to time first coming due after such offense, as provided by the Act of Assembly approved May 31, 1911, relating to the government of cities of the second class, and ordinances of Council relating thereto.

RULE III

A quorum shall consist of a majority of the members elected. This applies to committees as well as to regular or special meetings of Council.

RULE IV

a. At its organization meeting or thereafter Council shall, by a majority vote of all Council Members, elect one member to serve as "President Pro Tempore" for the ensuing term.

b. At the hour appointed for the meeting of Council, the President shall take the chair, and the Clerk shall proceed to call the roll and note the absentees, and no member shall depart without leave from the President. In the absence of the President and the President Pro-Tempore, the members shall elect a temporary President Pro-Tempore to chair that meeting, provided there be a quorum present. Should no quorum attend within thirty minutes after the hour appointed for the meeting, the Council shall thereupon stand adjourned, and all absentees shall be fined in accordance with Rule II hereof.

c. The order of business at all stated meetings of Council shall be as follows:

1. Presentation of petitions, letters, memorials, remonstrances and ordinances, which may be referred to the appropriate committees, or otherwise disposed of, without debate.
2. Comments from residents or taxpayers in accordance with Rule VI (c).

3. Unfinished business.
4. Reports from standing committees.
5. Reports from special committees.
6. Motions and resolutions.
7. Reading, correction and approval of the minutes of previous meeting or meetings where the same may not have been already read, corrected and approved shall be the last order of business.

d. The order of business at special meetings shall be the same as in the case of stated meetings, except the special business for which the meetings have been called shall be first considered. The reading, correction and approval of the minutes of previous meetings, not already read, correct and approved shall be the last order of business.

e. Members shall have the right to confer proclamations upon any person or organization, recognizing them for an outstanding skill, service, or accomplishment, with the approval of the majority of City Council. Members shall also have the right to present proclamations directly to their recipients during a regular meeting of City Council, however such presentations shall be limited to two presentations per Member per meeting.

RULE V

Special meetings of Council shall be called in accordance with the manner provided by Ordinance.

RULE VI

a. All meetings of Council and committees shall be open to the public, subject to the right of Council to establish an enclosure beyond which passage may be limited to the members, officers and staff of Council, the Mayor, City Controller, heads of departments, reporters or the news media, and persons assigned to duty by the President and subject to the regulation of cameras, lights, flash equipment, and recording and transmitting equipment so as not to interfere with the orderly conduct of Council.

b. No person shall be heard or seated at the Committee table unless invited by the Chairman of the Committee in session and with the unanimous consent of the members present, subject to the above exceptions.

c. In compliance with Pennsylvania Act 93 of 1998, opportunity for comment by residents or taxpayers of the City will be provided as the first order of business at any special meetings of Council and at the weekly Standing Committee Meeting and as the second order of business at the weekly Regular Meeting of Council. Comment is limited to matters of concern, official action or deliberation which are or may be before Council, and unless determined otherwise by a majority of Council Members present; is limited to three (3) minutes per individual.

After the comment period in a Council meeting has ended, if a resolution or ordinance is added to the agenda or amended to make its substance differ, residents or taxpayers shall be provided an additional opportunity to comment on the addition or amendment before a final vote is taken. In the event there is not sufficient time for comment, Council may defer the comment period as permitted by Act 93 of 1998. The public comment period shall be transcribed.

RULE VII

a. The President shall rigidly enforce all rules adopted for the government of Council; shall preserve order and decorum and in debate shall prevent personal reflections and confine members to the question under discussion. When two or more members arise at the same time, he shall designate the one entitled to the floor. He shall decide all questions of order, subject to an appeal from his decision.

b. When a member is about to speak or communicate any matter to the Council, he shall arise and respectfully address himself to the President, confining his remarks to the subject before the Council and avoiding personal reflections.

c. Every member presenting a paper to the President for the consideration of the Council shall first endorse his name thereon and state its general purpose, and the name of such member, as also of every member who shall make any motion, shall be entered upon the minutes of the Council. All resolutions and ordinances to be presented to Council shall be endorsed with the name of the person by whom it was drawn and also with the name of the person whose request it was drawn.

d. No bill shall be introduced in Council unless deposited with the Clerk of Council by 12:00 noon Friday prior to the regular meeting of Council; but any member may present any bill or paper notwithstanding said rule, with the consent of the majority of the members present at any meeting of Council. All bills deposited with the Clerk from the Mayor, City Council Member/s or a department of the City must have accompanying documentation as to purpose, history and budgetary impact in a manner prescribed by the Council Budget Office and approved by the President of Council.

e. If any member in debate transgresses the rules of the Council, the President shall, or any member may, through the President, call him to order. If the case requires it, the member so

called to order may be fined five dollars (\$5.00) to twenty dollars (\$20.00), to be deducted from his salary as in the case of fine for absenting himself.

Said funds shall be transferred to the Department of City Planning, Miscellaneous Services, Expert and Professional Code Account.

RULE VIII

a. Any bill proposing an ordinance or resolution, and all other matters desired and intended to come before Council, should be presented in person by a member or filed with the Clerk, and shall, in open meeting, be read by the President or Clerk by title. The President shall refer such bill to the proper committee, which committee may not consider such bill until the 8th calendar day following the meeting in which the bill is introduced, except that referral to a committee shall not be necessary in the case of any such bill which by law may be passed finally on the day of its introduction. When returned therefrom, such bill shall be printed and a copy delivered to the Council office of each member at least forty-eight hours previous to a regular meeting of Council, or where possible, twenty-four hours previous to a special meeting of Council.

b. The title of every bill proposing an ordinance or resolution shall be read when reported out of committee. Any such bill shall be read at length when any member of Council shall so request. Any such bill may be amended at any time before final passage. On the final passage of any such bill, the vote shall be taken by yeas and nays, and unless otherwise provided by law, shall require at least five affirmative votes for final passage. The names of the persons voting for and against such bill shall be entered on the journal.

c. All amendments made to any bill proposing an ordinance or resolution shall be printed for the use of members before the final vote is taken on the bill.

d. When any bill, upon its final passage, received the votes of a majority of the members of Council present, but not a majority of those elected, such bill shall be considered as laid upon the table, and may be called up for further action, at the same or any subsequent meeting of Council.

e. No bill proposing an ordinance or resolution shall be passed containing more than one subject, which shall be clearly expressed in its title.

f. All votes shall be taken viva voice, unless the yeas and nays shall be required by law or demanded by any member.

g. The yeas and nays may be demanded on any question at any time before the next business is taken up.

h. No rule shall be suspended except by an affirmative vote of two-thirds of the members elected and such vote shall be taken without debate.

i. A member of Council shall not be permitted to conduct discussion on a bill during voting, or to explain his/her vote which would be the same as debate at such a time, except where a Council Member abstains to explain his or her vote.

RULE IX

- a. There shall be the following standing committees.

Committee on Finance and Law, which shall have the charge of and jurisdiction over all ordinances, resolutions, bills, papers and other matters relating to:

- Bonds and Debt Issuance
- City Banking/Investment
- Creation of Offices or Positions of any kind
- Department of Finance
- Enterprise Resource System
- Equal Opportunity Review Commission (EORC)
- Ethics
- Law Department
- Multi-year Capital Improvement Program
- Office of Management and Budget (OMB) Operating & Capital Budgets
- Pension Fiscal
- Real Estate
- Taxation
- Treasurer

and such other business as may be referred to it by the Council; provided, however, that where money has been specifically appropriated by the Council for any of the purposes of the departments of the City government, that thereafter any matter relating thereto shall be referred to the committee of the proper department, and the said committee shall have complete charge and jurisdiction thereof. All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Performance and Asset Management, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, papers and other matters relating to:

- 311 Mayor's Response Center
- Cable Bureau
- Department of City Information Systems (CIS)
- Facilities Inventory and Management
- Fleet Maintenance, Repair and Alteration
- Purchasing and B Contracts
- Information Technology
- Data collection and analysis
- Operational Performance Targets
- Sustainability Initiatives

- Professional Management Systems

And such other business as may be referred to it by the council. All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Hearings (held by the President of Council), which shall have charge of the jurisdiction and scheduling of:

- Appointments and Reappointments
- Executive Sessions
- Public Hearings
- Public Meetings

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Human Resources, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, or papers affecting or pertaining to:

- Benefits
- Department of Personnel and Civil Service
- Equal Employment Opportunity Commission (EEOC)
- Human Relations Commission (HRC)
- Job Training Partnership Act (JTPA)
- Office of Municipal Investigation (OMI)
- Payroll Administration/System
- Pension Benefits Administration
- Personnel (inclusive of Salaries and Employment Numbers)

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council member serving on the authority's governing body.

Committee on Intergovernmental Affairs, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, or papers affecting or pertaining to:

- Allegheny Regional Assets District (ARAD)
- Authorities –Agreements
- County
- Federal
- Local governmental cooperation agreements
- Liquor Licenses
- Pennsylvania League of Cities and Municipalities

- Port of Pittsburgh
- School Boards
- State
- Tourism-Visit Pittsburgh

All Communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Members serving on the authority's governing body.

Committee on Land Use and Economic Development, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, or papers affecting or pertaining to

- Art Commission
- Community Development Block Grants (CDBG)
- Conditional Use Permits
- Department of Community Affairs (DCA) funding
- Department of Community and Economic Development (DCED) funding
- Department of Planning
- Mapping and GIS
- Historic Review Commission
- Market Based Revenue Opportunities (MBRO)
- Neighborhood Initiatives
- Riverfront Development
- Small Business Initiatives
- Transportation
- Zoning

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Public Safety, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, papers and other matters of every kind pertaining to:

- Bureau of Animal Control
- Bureau of Building Inspection (BBI)
- Bureau of Fire
- Bureau of Police
- Citizens Police Review Board (CPRB)
- Department of Public Safety
- Emergency Management Agency (EMA)
- Emergency Medical Services (EMS)
- Emergency Operations and Communications
- Homeland Security
- Weed and Seed

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Public Works, which shall have charge of and jurisdiction over all ordinances, resolutions, bills, or papers affecting or pertaining to:

- Bureau of Administration
- Bureau of Engineering
- Bureau of Environmental Services
- Bureau of Operations
- Construction
- Department of Public Works
- Environmental Services and Control
- Facilities Operation and Maintenance (Not Parks or Recreation related)
- Forestry
- Franchises and Rights of Way to Corporations
- Public Right-of-Way Maintenance
- Shade Tree
- Streets Lighting

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

Committee on Urban Recreation, which shall have charge of and jurisdiction over all ordinances, resolutions, bills or papers pertaining to

- Department of Parks and Recreation
- Greenways
- Libraries
- Park Programming
- Recreation Facilities Maintenance
- Senior Centers, Programming and Advisory Council
- Special Events
- Trails
- Youth Policy

All communications or matters to be brought forward to Council from any of the City authorities shall be directed to the respective Council Member serving on the authority's governing body.

b. Each standing committee shall be composed of all of the members of Council. The Chairman of each committee shall be designated by the President of Council to serve for the same term or length or term for which the President of Council is elected.

c. All reports from standing committees shall be in writing and shall be signed by the Chairman or a majority of the members thereof. All papers with which a report deals shall be returned with the report. Reports from all other committees (special or subcommittees) shall be signed by the members making said report. Nothing in this rule shall be construed to prevent the introduction of minority reports.

d. The President of Council shall be ex-officio member of all special committees.

e. The Rules of Council, as far as applicable, shall govern all committees of Council.

f. No action or vote shall be taken on an ordinance, resolution, petition or communication at the time a hearing is held on the same.

RULE X

a. All Standing Committees of Council shall meet on the day appointed therefore by Ordinance.

b. Committees will meet in the following order, except as otherwise provided by order of Council or any Committee thereof;

1. Committee on Finance and Law
2. Committee on Public Safety Services
3. Committee on Public Works
4. Committee on Human Resources
5. Committee on Land Use and Economic Development
6. Committee on Urban Recreation
7. Committee on Performance and Asset Management
8. Committee on Intergovernmental Affairs
9. Committee on Hearings

c. The Clerk of Council shall prepare for each Committee meeting at least five days before such meeting, a calendar list of all matters that have been submitted to Council and that are un-disposed of, giving a statement of the present condition of each resolution or ordinance, and of any action that has been taken thereon; and shall furnish the same to each member of Council at the meeting of the Committee.

RULE XI

When a motion has been made and carried that further action on any matter pending be indefinitely postponed, a motion to reconsider said action must be made at the same or at the next subsequent meeting, and if said motion is not then made, the matter cannot be taken up or revived during the life of said Council.

RULE XII

No rule of the Council shall be amended or changed, except by a majority vote of the members elected thereto, and after one week's previous notice to the members of Council in writing of such change desired to be effected.

RULE XIII

a. Any motion duly passed at any meeting of any standing committee of Council shall have the same effect as if the motion had been passed at a regular or special meeting of Council.

b. Roberts Rules of Order shall be adopted as parliamentary authority for all procedure not expressly set forth in these rules.

c. The Clerk of Council shall keep a journal whereon shall be bulletined all bills, ordinances or resolutions as received by the Clerk, as well as the course of procedure, and final disposition of such, which journal shall be open to all.

RULE XIV

When the roll is called, either in Council or in committee, the name of the presiding officer shall be called last.

RULE XV

a. Public hearings may be granted to petitioners and remonstrates and in any other matters affecting public business which are within the jurisdiction of the Council. Such hearings shall be held on the day and at such time as may be fixed by the President of Council. The President of Council shall preside at all such hearings and shall arrange the calendar for same. No action or vote shall be taken on an ordinance, resolution, petition, remonstrance or communications at the time a hearing is held on the same.

b. The President of Council shall schedule all public hearings for a date that is no more than 30 calendar days after a request is made by a majority of the Members of Council or a valid Petition for a Public Hearing is received by the City Clerk. In the exceptional circumstances when a public hearing within 30 days does not reasonably permit residents access and the right to be heard, the President shall schedule the Public Hearing as quickly thereafter as possible.

RULE XVI

The President of Council may, from time to time, as conditions require, appoint special committees to investigate any matters pertaining to the city business, which committees shall submit their reports in writing.

RULE XVII

An individual Councilperson may expend funds from their own Councilperson budget account, only for the purpose intended and designated for staffing and consultants through the following procedure:

- A. When a temporary employee's total annual payment amount will exceed \$10,000, the employing Councilperson shall assure that the temporary employee enters into a contract with the Clerk's Office, and the contract shall include a detailed list of duties, the nature of work to be performed and a specific rate of pay (hourly wage) commensurate with the work to be performed. Time cards must be submitted to the City Clerk on a bi-weekly basis and the individual employing Councilmember must sign off on all requests for payment.
- B. When any Professional Services matter will result in expenditures in excess of \$1,000 annually, the employing Councilperson shall assure that the individual or entity providing such professional services shall enter into a contract that will include a scope of services detailing the nature of the work to be performed, the duties to be performed and a specific rate of pay, including a "not to exceed" amount. Professional services shall also include a verifiable description of qualifications of the individual or firm chosen to perform the service. Members are encouraged to utilize existing resources such as universities or firms which specialize in the desired product.
- C. All reimbursable travel or education and training of staff and members shall first be approved by the President of Council.
- D. Before any miscellaneous service expenditure or professional service contracts by Council are introduced they must first be approved by the President of Council. The President of Council's expenditures shall be approved by the President Pro Tempore.

In order to allow time for review, all invoices must be submitted by end of business Friday to be included on the following week's agenda. Any submission after Friday will be held until the following week. All invoices must be filled out completely, signed by the Council Member, and include all backup documentation including but not limited to:

1. Receipts of expenditures for reimbursement.

2. Time cards for employees, including rate of compensation.
 3. Duties performed and nature of work completed.
 4. Social Security Number of employee.
 5. Tax I.D. Number for non-profit entities.
 6. Description of qualifications of individuals or organizations performing tasks.
- E. As a general rule, the budgeted salary account is only permitted to be used for payment of staff salaries. If at any time a budget transfer between miscellaneous services and salaries is necessary, upon an explanation of the basis for each transfer, such transfers must be approved through the formal legislative process.

RULE XVIII

A. Applications

The following procedures shall govern the process by which applications are submitted to Council by organizations seeking grants of federal or local taxpayer funds for services rendered to residents of the City of Pittsburgh.

1. (a) All organizations seeking grants of local taxpayer funds shall submit an application to the Budget Office of Council by October 31 of each year. All organizations seeking grants of federal taxpayer funds shall submit an application to the Planning Department of the City of Pittsburgh by September 30 of each year. The Planning Department shall provide the Budget Office of Council with copies of such applications.

(b) Any organization that submits an application after the stated deadline must attach an explanation regarding the delay. The Planning Department must approve the application and City Council must formally waive the deadline for the application to be considered.

2. The applications submitted by all organizations seeking funding shall be completed on forms prepared by the Budget Office of Council and shall include, but not be limited to:

- (a) The legal name of the organization.
- (b) The mailing address of the organization.
- (c) The address of operation of the organization.
- (d) The telephone number of the organization.
- (e) The mission statement of the organization.

- (f) The names, residences and occupations of all Board Members and Officers of the organization.
- (g) The non-profit status of the organization.
- (h) The proof of tax exempt status of the organization pursuant to 26 U.S.C.A. Section 501(c) (3), or in the alternative, proof of such designation and signed consent from a conduit organization.
- (i) The tax identification number of the organization.
- (j) The insurance status of the organization.
- (k) The length of time the organization has been in existence.
- (l) The current and historical sources of funding of the organization.
- (m) The financial statement of the organization for the previous year.
- (n) The current year operating budget and the following year's proposed budget of the organization.
- (o) The amount of funding requested from the City.
- (p) The full description of the project for which funding is sought.
- (q) The total project cost.
- (r) The specific geographic service areas of operation of the organization and the number of people served by the proposed project.
- (s) The percentage of people served by the project who are residents of the City of Pittsburgh.

B. Allocations

The following procedures shall govern the process by which Council allocates grants of federal and local taxpayer funds to non-profit organizations serving residents of the City of Pittsburgh.

1. Public Hearing

Prior to Council's vote to allocate grants to organizations, Council shall hold a public hearing in which all organizations which have submitted timely and completed applications shall be given the opportunity to address Council. The public hearing shall be limited to one day and shall be part of the Citizens Participation section of Council's Budget hearings. Participation in the public hearing is not a requirement to receive funding.

2. Criteria for Allocating Grants

- a. All organizations for which Council grants are allocated must provide services that directly benefit residents of the City of Pittsburgh.

- b. all organizations for which Council grants are allocated must engage in activities which improve the health, safety, welfare, education, or quality of life of residents of the City of Pittsburgh.
- c. All organizations for which Council grants are allocated must have a Board of Directors which meets regularly and oversees the activities of the organization.
- d. All organizations for which Council grants are allocated must have proof of tax exempt status pursuant to 26 USCA, Section 501(c)(3) or, in the alternative, proof of such designation and signed consent from a conduit organization.
- e. All organizations for which Council grants are allocated must have a tax identification number.

3. Accountability

Council's Budget Office shall examine each and every grant application submitted to Council for funding for the purpose of reviewing the grant applications and assessing their merit. The Council Budget Office shall determine whether each application satisfies the Criteria described in Section 2. above. The Council Budget Office shall submit a report to Council which states the results of its findings.

4. Council Allocations

- a. After receiving the report from the Council's Budget Office, each Council member shall file nominees for funding publicly with the City Clerk.
- b. City Council shall vote on the allocation of funds, taking into consideration all recommendations provided by Council's Budget Office.

RULE XIX

**CITY COUNCIL HEARING PROCEDURES
FOR INTERMUNICIPAL TRANSFERS OF LIQUOR LICENSES**

- a. To request a transfer of a liquor license from within Allegheny County pursuant to 40 PA.C.S.A. §4-461, the applicant shall file a completed application with the City Clerk, which the City Clerk shall immediately distribute to all City Council members. The City Clerk will attempt to verify the accuracy of all information in the application, particularly liquor law violations and misdemeanor or felony convictions of owners.
- b. Within 45 days of submission of the completed application, City Council shall schedule a public hearing and vote to approve or deny the application.

c. Notice:

1. Notice of the date, time, and place of the hearing shall promptly be mailed to the applicant.
2. Notice of the application and date, time, and place of the hearing shall promptly be mailed by the City Clerk to abutting property owners, including property owners across the street from the subject property and to registered community development organizations serving the subject neighborhood.
3. Public notice of the application and date, time, and place of the hearing shall be posted on weatherproof signs provided by the City Clerk on the property to which the applicant has requested transfer of the license. At least one sign shall be posted for each one hundred (100) feet of street frontage up to a maximum of ten (10) signs. Required signs shall be placed along the perimeter of the subject property in locations that are clearly legible from adjacent public streets. The applicant shall submit a photograph of the sign posted on the property to evidence compliance with the posting requirement. The required sign(s) shall be posted at least seven (7) days before the hearing.
4. In addition, City Council shall invite to such hearings a Liquor Control Enforcement official and a Liquor control Board Licensing official.

d. The public hearing shall be conducted as follows:

1. Any Council member who has previously expressed a bias regarding the transfer at issue shall recuse him/herself from the hearing as well as the votes for preliminary and final approval.
2. The applicant may appear in person or by counsel.
3. Procedure:
 - i. The applicant or the applicant's counsel shall make an opening statement in support of their request for the transfer.
 - ii. Council members shall have the opportunity to examine the applicant or the applicant's counsel.
 - iii. The applicant may present witnesses to speak in favor of the requested transfer.

- iv. Council members shall have the opportunity to examine the applicant's witnesses.
 - v. Abutting property owners opposing the transfer shall have the opportunity to present their reasons for opposition.
 - vi. The applicant or the applicant's counsel shall have the opportunity to cross-examine such opposing witnesses.
 - vii. The opposing witnesses shall have the opportunity to rebut testimony from the applicant or the applicant's witnesses and to make a closing statement.
 - viii. The applicant or the applicant's counsel shall then have the opportunity to rebut the opposing witnesses' testimony and to make a closing statement.
- e. Decision:
- 1. City Council must approve the application unless it finds that doing so would adversely affect the welfare, health, peace and morals of the City of Pittsburgh or its residents.
 - 2. Notice of City Council's approval or denial of the application shall be mailed to the applicant at the address given in the application. (*Resolution 304 of 2002*)

RULE XX

Departmental invoices Two Thousand Dollars (\$2,000.00) or below with a purpose that is not covered under a contract with the City of Pittsburgh may be paid by the City Controller after the invoices have been placed on City Council's supplemental agenda and approved. A standard form detailing the use must accompany the request for it to be considered for approval.

REFERENCE TO THE PITTSBURGH CODE
ARTICLE V - Legislative

CHAPTER 151 - Council
151.01 Regular and Special Meetings

151.01 REGULAR AND SPECIAL MEETINGS.

(a) The **regular meetings** of Council shall be held on Tuesday at 10:00 a.m. at least fifty weeks during the calendar year.

(b) All **standing committees** of Council shall meet on Wednesday of each of the weeks during which regular meetings of Council are held and on such succeeding days as the committee may determine. All standing committee meetings shall begin at 10:00 a.m. each day. Committees shall meet in such order as Council may provide in its rules.

(c) **Special meetings** of Council shall be called by the Clerk at the order of the President, or of any standing committees of Council, or of one-third of all Council members, or of the Mayor. However, such call shall be in writing, shall specify the purposes for which the call was made, shall be signed by the parties ordering the call and shall be entered by the Clerk in his minute books. The Clerk shall give written notice to the members of any special meeting not less than twenty-four hours previous to such meeting.

(Ordinance No. 183, approved April 22, 1968 and Ordinance No. 22, approved November 10, 1988)