

ORDINANCE NO. 4466

AN ORDINANCE AMENDING SECTION 2.04.070 OF THE GREAT BEND CODE AND ESTABLISHING A CODE OF PROCEDURE GOVERNING CITY COUNCIL MEETINGS OF THE CITY OF GREAT BEND KANSAS.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREAT BEND,
KANSAS THAT:**

SECTION 1. Section 2.04.070 of the Great Bend Code is hereby amended to read as follows:

“Sec. 2.04.070. – Meeting Procedure.

- (a) *Order of business.* At the hour appointed for the meeting, the mayor shall call the meeting to order. The president of the council shall chair the meeting in the absence of the mayor. Upon having a quorum present, the governing body shall proceed to business.
- (b) *Quorum.* A quorum shall consist of a majority of the full membership of the council, regardless of vacancies. The quorum shall not include the mayor. A quorum is required at all meetings during which binding action will be taken by the city.
- (c) *Public comment.* If public comment is allowed during the meeting, the citizen desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting and shall provide his or her name and address for the purpose of putting both in the minutes of the meeting. Any public comment taken on specific agenda items shall require the citizen to state his or her name and address for the minutes. The mayor or meeting chair may limit the time of each citizen based upon the number of people wishing to speak and the amount of time available for the public comment portion of the meeting.
- (d) *Agenda.*
 - (1) *Distribution.* Prior to each regular and special meeting, the city will distribute an agenda to each governing body member and it will be made available to the public at that time. No agenda is required for a work session and no binding action may be taken during the work session.
 - (2) *Setting agenda.* The mayor, in consultation with the city administrator and city clerk shall prepare the agenda. Any governing body member or staff member of the city may request to have an item placed on the agenda. Members of the public may not place an item on the agenda, but may have a governing body member sponsor such an item.
 - (3) *Amendments to or suspension of agenda.* By a majority vote of the governing body, the agenda may be amended to add or delete sections as appropriate, or may be suspended in its entirety to consider other matters. Executive sessions may be held at any time. No items may be added to the agenda of a special meeting.
 - (4) *Consent agenda.* By majority vote of the governing body, any item may be removed from the consent agenda and considered separately.

(e) *Motions.*

- (1) *Second.* All motions require a second before such motion may be considered.
- (2) *Debate.* All motions are debatable unless otherwise noted in the sub-section governing that motion.
- (3) *Substantive motions, limitations.* Only one main substantive motion may be pending on the floor at any one time. It must be withdrawn or advanced to a vote before another substantive motion is introduced.
- (4) *Substitute motions prohibited.* Substitute motions are prohibited. Substantive motions must be withdrawn or advanced before another substantive motion is introduced.
- (5) *Motion to amend a motion.* A motion to amend is in order when the proposal is to change, add, or delete words from the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce the change to writing, but it is not required if all members of the governing body understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. To pass the underlying substantive motion requires a vote.
- (6) *Motion to pass an ordinance.* All ordinances of the city shall be considered at a public meeting of the governing body. No ordinance shall contain more than one subject, which shall be clearly expressed in its title, and no section or sections of an ordinance shall be amended unless the amending ordinance contains the entire section or sections as amended and the section or sections amended shall be repealed.
- (7) *Motion to refer.* The governing body may refer an ordinance, resolution, contract, or other matter back to staff, committee, board, or other appropriate location for further review and consideration. Such motion may or may not contain a time certain for the item to be returned to the governing body.
- (8) *Motions to reconsider prohibited.* Motions to reconsider are prohibited. Any governing body member may make a new substantive motion on a matter previously considered by the city.
- (9) *Motion to call the previous question.* A motion to call the question is not debatable and, if passed by a majority of the governing body, calls for an immediate vote on the substantive motion. A motion to call the question requires a vote.
- (10) *Motion to go into executive session.* A motion to go into executive session shall be made in substantially the following form: "I move that the governing body recess into executive session to discuss _____ (general description of the subject to be discussed) pursuant to _____ (statutory justification listed in K.S.A. 75-4319(b)). The open will resume in _____ (location of meeting) at _____ (time)." While not required, the motion may also state who is to be present in the executive session. This motion must be made, seconded, and carried. The complete motion must be recorded in the minutes of the meeting. The open meeting may not reconvene until the time stated in the

motion.

- (11) *Motion to adjourn to a later date and time.* If the governing body is unable to complete its agenda during the time allotted for the meeting, the meeting may be adjourned to a time and date certain to continue the regular or special meeting. The motion shall state the time, place, and date for the meeting to reconvene. If the motion is adopted, the meeting is adjourned to the specified time, place, and date.
- (12) *Motion to adjourn.* At the conclusion of the agenda, a motion to adjourn is in order and requires a majority vote.

(f) *Voting.*

- (1) *Duty to vote.* Members of the governing body have a duty to vote unless a member has a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for the abstention.
- (2) *Form of vote.* All votes shall be by voice or by “show of hands.” No vote shall be by secret ballot.
- (3) *Division.* The mayor or any member may request a formal division of vote. At the discretion of the mayor, division may be by either a poll of each member or a show of hands.
- (4) *Recording.* Upon final passage of a matter, the vote shall be recorded in the minutes.
- (5) *Non-ordinance matters.* Unless otherwise specifically required by law, the adoption or rejection of resolutions and other motions shall be by a majority of council members present. An abstention shall be counted with the prevailing side.
- (6) *Mayor; non-ordinance matters.* The mayor may cast a tie breaking vote when the council is equally divided on a vote in a non-ordinance matter.
- (7) *Ordinary ordinance.* The adoption of an ordinary ordinance requires 5 affirmative votes. The mayor may cast the deciding vote in favor of an ordinance at any time that the number of favorable votes is one less than required.
- (8) *Mayor’s veto.* The mayor may veto any ordinary ordinance passed by the council on or before the next regularly scheduled meeting with the exception of ordinances on which the mayor casts the deciding vote or appropriation ordinances. Ordinances not signed or vetoed by the mayor take effect without the mayor’s signature. Any ordinance vetoed by the mayor may be passed over the veto by a vote of 6 councilmembers. The president of the council, acting in the absence of the mayor, shall have no power to sign or veto ordinances.
- (9) *Charter ordinance.* The adoption of a charter ordinance requires 6 affirmative votes of the governing body. The mayor is considered a member of the governing body for purposes of voting on a charter ordinance.

(10) *Confirmation of Mayoral appointment to non-elected position.* The mayor may cast the deciding vote when the council is equally divided on a vote for a mayoral appointment to a non-elected position.

(11) *Confirmation of Mayoral appointment to elected position.* The mayor participates and votes with the council in the appointment to fill a vacancy in an elected position.

(g) *Application.* The rules set forth in this section may not be suspended by the governing body during any meeting. For those matters not covered by the rules set forth in this Section, the procedure shall be as decided by a majority vote of the governing body.”

SECTION 2. Existing Section 2.04.070 of the Great Bend Code is hereby repealed.

SECTION 3. The City Clerk is directed to publish this ordinance once in the official city newspaper.

SECTION 4. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

ADOPTED AND PASSED by the Governing Body of the City of Great Bend, Kansas, this 19th day of January 2026.





Alan Moeder, Mayor