

**CHAPTER 31: COUNCIL MEETINGS**

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**§ 31.01 MEETINGS.**

Regular meetings of the Greenfield City Council shall be held on the first and third Tuesday evenings of each calendar month at the hour of 7:00 p.m. Any regular meeting falling upon a legal holiday shall be rescheduled by the Council at a convenient date and time. All meetings of the Council shall be held in the city hall, including special and adjourned meetings except if any of the Council deems otherwise. If another place of meeting is chosen there shall be 1-week's published notice.  
(Prior Code, § 200.01)

**§ 31.02 SPECIAL AND EMERGENCY MEETINGS.**

(A) Special meetings of the City Council may be called by the Mayor or any 2 members in writing and filed with the Administrator-Clerk at least 72 hours prior to the time specified for the meeting.

(B) The Administrator-Clerk shall immediately notify each member of the time and purpose of the meeting by causing a written notice to be delivered to each member personally, if he or she can be found, an adult member of the family if he or she cannot be found. The Administrator-Clerk shall cause an affidavit showing service of the notice as provided in this section to be filed in his or her office prior to the time fixed for the special meetings.

(C) Special meetings may be held without notice when all members of the City Council are present in person or consent in writing to the holding of the meeting.

(D) Any special meeting attended by all members shall be a regular meeting for the transaction of any business that may come up before a meeting.

(E) Emergency meetings may be called on at least 24-hours' notice when authorized by state law.  
(Prior Code, § 200.02)

**§ 31.03 ADJOURNMENT.**

The Council may, by a majority vote of those present, adjourn from time to time to a special date and hour.  
(Prior Code, § 200.03)

**§ 31.04 PROCEDURE.** The business of the Council shall be conducted in an order established from time to time by the City Council and/or City Administrator/Clerk to provide for efficient and timely disposal of city business and matters relating thereto.

(Prior Code, § 200.04; Ord. 11-001, 2/15/11)