

TOWN OF PINETOP-LAKESIDE

ORDINANCE 25-487

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AMENDING TOWN CODE CHAPTER 2.04, SECTIONS 2.04.060 (EMERGENCY MEETINGS) AND 2.04.100(H) (MAYOR-ELECTION AND DUTIES); PROVIDING FOR SEVERABILITY; AND DESIGNATING AN EFFECTIVE DATE; AND RELATING TO PROCEDURES FOR EMERGENCY MEETINGS AND COUNCIL AGENDA REQUESTS.

WHEREAS, the Mayor and Council of the Town of Pinetop-Lakeisde find that amendments to the Town Code are necessary to promote efficient and responsive local government, and

WHEREAS, the existing provisions regarding emergency meetings and the process for placing items on Council agenda's require clarification and modernization.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, NAVAJO COUNTY, ARIZONA, as follows:

Section 1. **Adoption by Reference.** Pursuant to A.R.S. §9-802, the Town hereby adopts text amendments to Town Code Chapter 2.04, Sections 2.04.060 (Emergency Meetings) and 2.04.100(H) (Mayor- Election and Duties), as set forth in Exhibit A, a copy of which is on file with the Town Clerk of the Town of Pinetop-Lakeside, Arizona, at 325 W. White Mountain Blvd. Lakeside, AZ 85929.

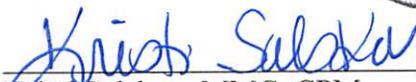
Section 2. **Effective Date.** This Ordinance is to be effective when publication and posting pursuant to A.R.S. §§ 9-812 and 9-813 is accomplished.

Section 3. **Severability.** All ordinances, or parts of ordinances adopted by the Town of Pinetop-Lakeside in conflict with the provisions of this ordinance or any part of the Town Code adopted herein by reference are hereby repealed, effective as of the day this ordinance is effective.

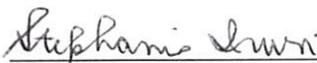
PASSED AND ADOPTED by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 4th day of September, 2025.



ATTEST:


Kristi Salskov, MMC, CPM
Town Clerk

TOWN OF PINETOP-LAKESIDE


Stephanie Irwin
Mayor

APPROVED AS TO FORM:

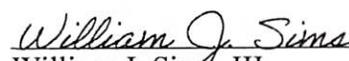

William J. Sims, III
Town Attorney

EXHIBIT A

Town Code Title 2, Chapter 2.04, Sections 2.04.060 (Emergency Meetings)
and 2.04.100 (Mayor- Election and Duties)

Chapter 2.04
TOWN COUNCIL ORGANIZATION AND PROCEDURE

Sections:

- 2.04.010 Authority.
- 2.04.020 Regular meetings.
- 2.04.030 Special meetings.
- 2.04.040 Work sessions.
- 2.04.050 Executive sessions.
- 2.04.060 Emergency meetings.**
- 2.04.070 Council packet preparation.
- 2.04.080 Public notice – Posting agendas.
- 2.04.090 Minutes.
- 2.04.100 Mayor – Election and duties.**
- 2.04.110 Call to order.
- 2.04.120 Attendance by teleconference.
- 2.04.130 Quorum.
- 2.04.140 Order of business.
- 2.04.150 Agenda.
- 2.04.160 Public hearings.
- 2.04.170 Rules of debate.
- 2.04.180 Addressing the Council.
- 2.04.190 Manner of addressing the Council – Time limit.
- 2.04.200 Silence constitutes affirmative vote.
- 2.04.210 Decorum.
- 2.04.220 Enforcement of decorum.
- 2.04.230 Council members may explain a "no" vote.
- 2.04.240 Ordinances, resolutions, motions and contracts.
- 2.04.250 Reports and resolutions to be filed with clerk.
- 2.04.260 Adjournment.
- 2.04.280 Creation of committees, boards and commissions.
- 2.04.290 Suspension and amendment of these rules.

2.04.060 Emergency meetings.

As provided in Arizona Revised Statutes, the Mayor or ~~three (3)~~ **two (2)** Council members may call a special emergency meeting to discuss or take action on an unforeseen issue where time is of the essence and sufficient time does not provide for the posting of a meeting notice twenty-four (24) hours or more before the meeting. Notice of an emergency meeting of the Mayor and Council will be posted within

twenty-four (24) hours following the holding of an emergency meeting. The notice will include the agenda and a brief but complete description of the nature of the emergency. Emergency meetings shall not provide for a call to the public. (Ord. 07-305 § 2 (part))

2.04.100 Mayor – Election and duties.

A. The presiding officer of the Council shall be the Mayor. The Mayor of the Town of Pinetop-Lakeside shall be directly elected by the qualified electors of the Town beginning with the general election of the Town in November 2022. Any candidate for Mayor receiving a majority of all votes cast at the primary election in 2022 will be declared elected as of the date of the general election without running at the general election. The term of the office of the Mayor shall be four (4) years. The Vice Mayor shall be elected every two (2) years at the first Town Council meeting after newly elected officials are sworn in and seated on even numbered years by the Council Members from their memberships.

B. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council and confine Council members and others in debates to the question under discussion.

C. The Mayor shall announce each agenda item to be considered and shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order.

D. The Mayor may make motions and seconds to motions and shall vote on all questions.

E. The Mayor shall sign all ordinances and resolutions adopted by the Council during his/her presence. In the event of the absence of the Mayor, the Vice Mayor shall sign ordinances or resolutions as then adopted. The Town Clerk shall attest all such signatures on ordinances and resolutions, and the Town Attorney shall approve them as to form.

F. The Vice Mayor shall preside in the absence of the Mayor.

G. In the absence of the Mayor and Vice Mayor, the Council may call any other member to temporarily chair the meeting in order to take part in debate, to make a motion, or to cover a temporary absence. Such substitution shall not continue if the Mayor or Vice Mayor returns to preside over the meeting nor beyond adjournment.

H. ~~The Mayor, in consultation with the Town Manager, will set the agendas.~~ **The Mayor, in consultation with the Town Manager, shall establish the agendas for all meetings of the Town Council. In addition, any two (2) members of the Town Council may request that an item be placed on an agenda by submitting the request in writing to the Town Clerk no later than eight (8) calendar days prior to the scheduled meeting.**

The Town Clerk shall include such items on the agenda in accordance with applicable law and standard agenda preparation procedures.

(Ord. 24-477 § 1 (Exh. A); Ord. 20-426 § 1; Ord. 16-400 § 2; Ord. 07-305 § 2 (part))