



# *City Of Warrensburg*

## ***CITY CLERK***

### ***ESSENTAIL FUNCTIONS***

***Maintains Accurate and Efficient City Documents.***

***The City Clerk is responsible for the Preservation and Destruction of Current and Historical Records.***



# *City Of Warrensburg*

***City Council meetings and meetings  
of the City Boards and Commissions  
Must Comply with Missouri's  
Sunshine Law.***

***This Office Coordinates Responses  
of Requests for Public Information  
With the Guidance of the Mayor and***



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***City Council, the City Clerk writes proclamations to recognize individuals.***

***An Up-to-date Listing of the City's Boards and Commissions Is Available. This past year over 40 Ordinances and 10 Resolutions were passed by the City Council. These numbers are lower than normal due to COVID-19.***

***All Ordinances are Codified Annually.***



*City Of Warrensburg*

***The Clerk is responsible for the efficient  
management of City elections.***



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## ***PROCESS FOR PASSING ORDINANCES***

***Before passage, the title must be read two (2) times. Both readings may occur at a single meeting. There are two votes on an ordinance.***

***A Council member will make a motion as follows: “I move that said bill be passed to second reading by title”. Roll is then called and if there is one or more “no” votes, no further action will take place at that meeting.***



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***The bill will be placed on the agenda of a future City Council meeting. If there is a unanimous “yes” vote to read the bill for a second time, the title of the bill is then read again. A second roll call is then taken and Council members vote for passage or rejection of the proposed bill. If three or more vote for passage of the bill, it becomes an ordinance and goes into effect immediately.***



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## ***PROCESS FOR APPROVING RESOLUTIONS***

***A Resolution is read only once. After the title is read and discussion, all that is required is a motion by a Council member for passage which is stated as follows: “I move that the resolution be adopted.”***

***Roll is then called and the resolution passes if three or more members vote for adoption.***