

CHAPTER 1
MUNICIPAL ORGANIZATION

Revised Chapter 1, Ordinance #2011-11, 11/08/2011; Amended 1-101 #2021-16, 12/29/2021

1-101 ALDERMANIC WARDS

The City shall be divided into three wards, which shall be combined and consolidated into one election precinct, and shall be designated respectively as Wards One, Two and Three. The wards shall be described by setting for the certain street or avenue designations or other landmarks that divide and border the wards. Any reference to street or avenue below shall mean an imaginary line running down the approximate middle of each street or avenue. The wards of the City of Philip are as set forth below and the map thereof. Any discrepancies shall be resolved by reference to the map rather than the physical descriptions set forth herein.

- a) **WARD ONE:** All of that portion of the City of Philip, South Dakota lying east and north of the line running due south from the north limits of the City following US Highway 73, a.k.a. North Larimer Avenue to its intersection with Pine Street; then running east along East Pine Street to its intersection with North Stewart Avenue; then north along North Stewart Avenue to its intersection with East Elm Street; then west along East Elm Street to its intersection with North Wood Avenue; then following North Wood Avenue to its intersection with East Hone Street; then following East Hone Street in an easterly direction to the eastern limits of the City.
- b) **WARD TWO:** All that portion of the City of Philip, South Dakota lying south and east of the line following Bridge Street to the southern limits of the City, then following Bridge Street east to its intersection with Philip Avenue; then running north along Philip Avenue to its intersection with West Oak Street; then east following West Oak Street to its intersection with South West Avenue; then north following South West Avenue to its intersection with West Pine Street; then east following West Pine Street and then East Pine Street to its intersection with South Stewart Avenue; then north following North Stewart Avenue to its intersection with East Elm Street; then west following East Elm Street to its intersection with North Wood Avenue; then north following North Wood Avenue to its intersection with East Hone Street; then following East Hone Street in an easterly direction to the eastern limits of the City.
- c) **WARD THREE:** All that portion of the City of Philip, South Dakota lying west and north of a line running due south from the north limits of the City following US Highway 73, a.k.a. North Larimer Avenue, to its intersection with West Pine Street; then running west along West Pine Street to its intersection with South West Avenue; then south following South West Avenue to its intersection with West Oak Street; then following West Oak Street to its intersection with Philip Avenue; then south following Philip Avenue to its intersection with Bridge Street; then following Bridge Street in a south western direction to the western limits of the City.

1-102 VOTING PRECINCTS

- a) **VOTING PRECINCTS FOR MUNICIPAL ELECTIONS** – All three wards within the City of Philip are hereby combined and consolidated to one election precinct for the purpose of holding all municipal elections and the polling place for such consolidated precincts shall be determined annually by the City Council.
- b) **VOTING PRECINCTS FOR GENERAL AND PRIMARY ELECTIONS** – Each ward in the City of Philip shall constitute an election precinct for all General and Primary elections. The precincts shall be set forth by Haakon County in accordance with SDCL.

1-103**MAYOR-COUNCIL FORM** (*Amended section 1-103.a on 09/3/19-effective 2020 election)

The City shall be governed by a mayor and a common council, consisting of six aldermen also known as Council Members; two of whom shall be elected from each ward.

- a) **Terms of Office:**
Mayor – Two (02) year term.
Council Members – Two (02) year terms. Terms will alternate within the wards so that each year one of the Council Member’s terms will expire.
- b) **Qualifying for Office:** Pursuant to SDCL, qualifying for office shall include taking an oath of office within thirty (30) of being duly elected or appointed and before entering upon their respective duties.
- c) **Salary and Compensation:** The compensation of the Mayor and Council Members shall be determined from time to time by resolution of the Council and a roll call vote; said resolution shall require a two-thirds (2/3) majority of the votes of all Council present and voting.

1-104**MAYOR – DUTIES**

The Mayor shall preside at all meetings of the Council but shall have no vote except in the case of a tie. He shall perform such other duties as may be prescribed by laws and ordinances, and take care that such laws and ordinances are faithfully executed. He shall annually and from time to time give the Council information relative to the affairs of the City, and shall recommend for their consideration such measures as he may deem expedient. He shall have the power to sign or veto any ordinance or resolution passed by the Council, and the power to veto any part or item of an ordinance or resolution appropriating money.

1-105**PRESIDENT OF COUNCIL – VICE PRESIDENT**

At the first regular meeting after the annual election in each year and after the qualification of the newly elected Council Members, the Council shall elect from among its own members a president and vice president, who shall hold their respective offices for the municipal year.

The President of the Council, in the absence of the Mayor, shall be the presiding officer of the Council and during the absence of the Mayor from the City or his temporary disability, shall be the acting Mayor and possess all the powers of the Mayor.

In the absence or disability of the Mayor and the President of the Council, the Vice-President shall perform the duties of the Mayor and President of the Council.

1-106**SUPERVISION OF DEPARTMENTS**

The Mayor, with approval of the Council, at the first regular meeting after the annual election in each year and after the qualification of the newly elected council members, shall appoint one member of the Council to act in a supervisory capacity in the departments of water, street, police, fire and any other departments of the city. The Council Member so appointed shall have supervision over the department to which he is named as supervisor, and shall from time to time and as requested by the Council, report as to the condition and matters in said department.

1-107**MEETINGS**

- a) **QUORUM REQUIRED:** A majority of the Council elected or appointed shall constitute a quorum, but a lesser number may adjourn. A quorum must be present for the transaction of any business.

- b) **ORDER OF BUSINESS:** The Mayor will call to order all council meetings and the City Finance Officer shall call the roll, noting if quorum is present so as to conduct business in the prescribed manner. Unfinished business from preceding meetings shall be taken up in order, unless some other business is made the special order of the meeting.
- c) **REGULAR MEETINGS:** The City Council shall meet at 7:00 o'clock P.M. in the council chambers on the first Monday of each month. In the event that a meeting day falls on a legal holiday, the council shall meet on the next succeeding day.
- d) **SPECIAL MEETINGS:** Upon request by the Mayor or three Council Members, the City Finance Officer shall call a special meeting. Written notice stating time and purpose for the meeting shall be delivered to the Council and Mayor at least one (1) hour prior to the meeting.

1-108

RULES

Robert's Rules of Order, revised, shall be followed except when in conflict with a city ordinance. In addition the following rules and ordinances are adopted for the conduct of council business.

- a) If a quorum is not present at the opening of the meeting, a police officer may be sent to compel absent members to attend.
- b) All motions, except adjournment, tabling or referral to committee shall be reduced to writing upon request of the Mayor or any alderman.
- c) All resolutions presented to the council shall be in writing and acted upon at once, unless postponed or referred to committee. Voting on any motion shall be by a yea or nay vote, which will be recorded by the Finance Officer.
- d) Reports made to the Council, when deemed necessary by the Mayor, shall be in writing.
- e) Standing committees shall be appointed by the Mayor and consist of 3 members. Such committees shall be:

1. Building	6. Budget and Finance
2. Police	7. Garbage
3. Street	8. Health/Recreation
4. Water and Sewer	9. Nuisance
5. Airport	10. Safety
- f) The presiding officer shall return without motion all papers, petitions and any other documents unless otherwise ordered.
- g) These rules may be suspended or amended by a vote of the majority of aldermen elected.