

ORDINANCE NO. 2021-01

An Ordinance to Adopt the Rules of Order of Procedures for the Meetings of the Alexander City, City Council

BE IT ORDAINED by the City Council of the City of Alexander City, Alabama, that the order of procedure in all instances for meetings of the Council shall be as follows:

GENERAL PURPOSE

SECTION 1. That the rules of order of procedures herein contained shall govern deliberations and meetings of the City Council of the City of Alexander City, Alabama.

DATE, TIME AND PLACE OF MEETINGS

SECTION 2. Regular meetings of the Council shall be held on the first and third Mondays of each month at 5:30 PM in the Council Chambers.

MEETINGS

SECTION 3:

- A. A quorum shall be determined as provided by Section 11-43-48, Code of Alabama, 1975 as amended.
- B. All regular meetings shall convene in the Council Chambers immediately following the pre council / work session. All meetings, regular and special, shall be open to the public except when the Council meeting is in executive session.
- C. Special meetings may be at the call of the presiding officer by serving notice to each member of the Council not less than twenty-four (24) hours before the time set for such special meetings. Special meetings may also be held as provided by Section 11-43-50, Code of Alabama, 1975, whenever two (2) Council members or the mayor making the request shall have the right to call such meeting. Notice of all special meetings shall be posted on the bulletin board accessible to the public at least twenty-four (24) hours prior to such meeting. If it is determined that an emergency situation exists and immediate action is required, the Council will provide whatever notice is feasible.
- D. The Council may meet in executive session only for those purposes authorized by Section 36-25-A-7, Code of Alabama 1975. When a Council member makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the Council shall unanimously vote in favor of the motion, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in executive session. When the discussion has been completed and closed the Council shall resume its deliberations in public.
- E. The City Clerk, City Attorney, Finance Director, Police Chief, Fire Chief, City Engineer, and such other officers or employees of the City of Alexander City, Alabama, shall when requested attend all meetings of the Council and shall remain at the meeting for such length of time as the Council may direct.
- F. A motion for adjournment shall always be in order.

ORDER OF BUSINESS

SECTION 4: The order of business shall be as follows:

- 1. A Call to Order
- 2. Opening Prayer
- 3. Pledge of Allegiance
- 4. Roll Call
- 5. Approval of the Minutes
- 6. Approval of the Agenda
- 7. Reports from Standing Committees
- 8. Reports from Special Committees
- 9. Public Hearing
- 10. Financial Reports – (first meeting of each month)
- 11. Unfinished Business: Ordinances, Resolutions and Orders

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12. New Business: Ordinances, Resolution and Orders
13. Public Comments
14. Comments from Mayor, Finance Director, City Clerk and Council
15. Adjournment

RULES OF ORDER

SECTION 5:

- A. The latest edition of "Robert's Rules of Order" shall govern the conduct of the meetings of the City Council.
- B. All questions of order shall be decided by the presiding officer of the City Council with the right to appeal to the City Council by any members
- C. The presiding officer of the City Council may, at his/her discretion, call any member to take the chair, to allow him to address the City Council, make a motion to discuss any other matter of issue.
- D. No member shall speak more than twice on the same subject without permission of the presiding officer.
- E. No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer. Comments from the public are invited at the end of each meeting.

AGENDA

SECTION 6:

- A. Any person, firm, partnership, corporation, association or other entity with business or applications to present to the City Council at a regular meeting must first make application with the City Clerk no later than 5:00 P.M. fourteen (14) days prior to the meeting.
- B. All contracts, agreements, and or internal requests must be submitted to the Mayor and City Clerk with a memo fourteen days (14) prior to the meeting for review. All supporting documents and other information must be submitted with the memo. Any and all budget amendments must be submitted to and reviewed by the Finance Director.
- C. Agendas shall be ready for submission to the Council by close of business on the Wednesday (5 days) before the meeting. Any changes to the agenda after it is published and available to any council members prior to the meeting may only be amended by unanimous consent of the Council during the meeting for which the agenda applies.
- D. The purpose of the above-mentioned procedure is to provide the members of the Council and Mayor with advance notice and to have an opportunity to study and investigate the matter prior to the meeting.

MOTIONS

SECTION 7:

- A. Motions shall be reduced to writing when required by the presiding officer or any other member of the City Council.
- B. No member shall speak on the same motion or subject without permission of the presiding officer.
- C. No person, not a member of the City Council, shall be allowed to address the same while in session without permission of the presiding officer.
- D. Motions to reconsider must be made by a member of the City Council who voted with the majority, and at the same or next scheduled meeting of the City Council.
- E. A roll call vote shall be taken for each vote by the City Council and the vote of each member shall be recorded; and any member may call for a division of questions.

ORDINANCES AND RESOLUTIONS

SECTION 8:

- A. All ordinances and resolutions shall be in writing.
- B. No ordinance or resolution intended to be of permanent operation shall be adopted by the City Council at the same meeting which it is introduced, unless unanimous consent of those present is given for the immediate consideration of such ordinance or resolution, such consent to be shown by a vote taken by yeas and nays, and the names of the members voting shall be entered upon the minutes, and no ordinance or resolution intended to be of permanent operation shall become a law, unless on its final passage of a

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majority of the members elected to said City Council of the City of Alexander City, Alabama, shall vote in its favor.

- C. It is hereby required that the "yeas" and "nays" be recorded on all ordinances and resolutions.
- D. All ordinances and resolution intended to be of permanent nature shall be subject to the laws of the State of Alabama regarding veto of ordinances and resolutions and passage over veto as specifically set forth in Titles 11-45-3 and 11-45-4, et. Seq., Code of Alabama, 1975.

AMENDMENT OF RULES OF PROCEDURE

SECTION 9: The procedural rules of the City Council may be altered, amended or temporarily suspended if a majority of the members of the City Council present at the meeting shall vote in favor to do so.


SECTION 10: The provisions of this Ordinance are hereby declared severable. If any provision of portion of this Ordinance is for any reason held to be invalid, such provision or portion shall be deemed a separate and independent provision and such holding shall not affect the validity of the remainder thereof.

SECTION 10: Any ordinance or provisions of ordinances in conflict with the provisions of this ordinance are hereby repealed and rescinded insofar as they conflict with the provisions of this ordinance.

SECTION 11: This ordinance shall become effective immediately.

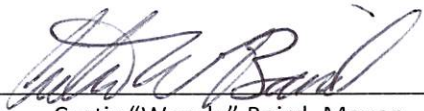
ADOPTED AND APPROVED this 2nd day of November 2020.

ATTEST:


Amanda F. Thomas, City Clerk



Council President



Curtis "Woody" Baird, Mayor

CERTIFICATION OF CITY CLERK

The undersigned, as City Clerk of the City of Alexander City, Alabama, hereby certifies that the foregoing is a true, correct and complete copy of **Ordinance No. 2021-01** which was adopted by the City Council on this 2nd day of November 2020.

WITNESS MY SIGNATURE, as City Clerk of the City Alexander City, Alabama, under the seal thereof, this 2nd day of November 2020.



SEAL

Amanda F. Thomas

City Clerk of the
City of Alexander City, Alabama

Yeas: Tapley, Colvin, Hardy, E. Brown, C. Brown, & Keel

Nays: None

Publication Date: 11/7/2020