

ORDINANCE NO. 2005-001

An ordinance to supersede and repeal the ordinances governing the order of procedures of the Town Council, dated February 26, 1991, as amended, and as enacted, November 19, 1996, entitled "ORDINANCE GOVERNING THE RULES AND PROCEDURES OF THE TOWN COUNCIL".

BE IT ORDAINED BY THE TOWN COUNCIL OF INDIAN SPRINGS VILLAGE, ALABAMA, that the order of procedure in all instances for meetings of the council shall be as follows:

SECTION 1: That the rules or order of procedure herein contained shall govern deliberations and meetings of the town council of Indian Springs Village, Alabama.

SECTION 2: Regular meetings of the council shall be held on the first and third Tuesday of each month.

SECTION 3: All regular meetings shall convene at the Indian Springs Village Town Hall at 7:00 p.m. and all meetings, regular and special, shall be open to the public, except as noted in Section 5. On special occasions, meetings may be held at the town pavilion or other locations as determined by the mayor.

SECTION 4: Special meetings may be held at the call of the mayor by serving notice on each member of the council not less than twenty-four hours before the time set for such special meetings. Special meetings may be held as provided by Section 11-43-50, Code of Alabama, 1975, which provides that two council members may request, in writing, that the mayor call a special meeting. Should the mayor refuse to call the special meeting, then the two council members shall have the right to call such meeting. Notice of all special meetings shall be posted on the Town Hall bulletin board and posted electronically on the Indian Springs Village website.

SECTION 5: All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by Section 13A-14-2, Code of Alabama. 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 majority of the council votes in favor of the motion to go into executive session, 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 an executive session. When the discussion has been completed, the council shall resume its deliberations in public.

SECTION 6: A quorum shall be determined as provided by Section 11-43-48, Code of Alabama.

SECTION 7: The order of business shall be as follows:

1. A call to order
2. Roll call by the Town Clerk
3. Review and approval of the minutes of the previous meeting
4. Financial Reports
5. Reports of officers
6. Reports of standing committees
7. Reports of special committees
8. Reading of petitions, applications, complaints, appeals, communications, etc
9. Resolutions, ordinances, orders and other business
10. New business
11. Public comments

SECTION 8: No council member or officer shall speak more than twice on the same subject without permission of the presiding officer.

SECTION 9: No person, not a member of the council, shall be allowed to address the same while the council is in session without the permission of the presiding officer.

SECTION 10: Motions shall be reduced to writing when required by the presiding officer or any member of the council. All resolutions and ordinances shall be in writing.

SECTION 11: Motions to reconsider must be by a council member who voted with the majority, and at the same or next succeeding meeting of the council.

SECTION 12: Whenever it shall be required by one or more members, the "yeas" and "nays" shall be recorded; and any member may call for a division on any question.

SECTION 13: All questions of order shall be decided by the presiding officer with the right of appeal to the council by any member.

SECTION 14: Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the oldest item, and the largest sum shall be first put.

SECTION 15: The rules of the council may be temporarily suspended by a vote of two-thirds of the members present. The rules of the council may be amended in the same manner as any other ordinance of a general or permanent nature.

SECTION 16: The chairman or each respective committee shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.

SECTION 17: All ordinances, resolutions or propositions submitted to the council, which require the expenditure of money, shall lie over until the next meeting; provided that such ordinances, resolutions or propositions may be considered earlier by unanimous consent of the council; and provided further, that this rule shall not apply to the current expenses of, or contracts previously made with, or regular salaries of officers, or wages of the employees of the city.

SECTION 18: The clerk, engineer, attorney, and such officers or employees of the City of Indian Springs Village shall, when requested, attend all meetings of the council and shall remain in the council chamber for such length of time as the council may direct.

SECTION 19: No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent be obtained for the immediate consideration of such ordinance or resolution. Such consent shall be by roll call and the vote thereon spread on the minutes.

SECTION 20: An entire reading of a proposed ordinance or resolution may be dispensed with if unanimous consent is given.

SECTION 21: *Robert's Rules of Order* is hereby adopted as the rules of procedure for this council in those situations which cannot be resolved by the rules set out in this ordinance.

Herb Robins

Herb Robins - Council Chairman Pro Tem

APPROVED: This 15 day of FEBRUARY, 2005.

Steve Zerkis

Steve Zerkis - Mayor

ATTESTED: This 15<sup>th</sup> day of February, 2005

Shirley Church

Shirley Church - Town Clerk