

STATE OF ALABAMA )

COUNTY OF BLOUNT )

TOWN OF HIGHLAND LAKE  
ORDINANCE NO. HL-00-11

AN ORDINANCE TO ESTABLISH RULES OF PROCEDURE  
FOR COUNCIL MEETINGS.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF HIGHLAND LAKE, ALABAMA, that the order of Procedure in all instances for meetings of the Council shall be as follows:

SECTION 1: The rules or Order of Procedure herein contained shall govern deliberations and meetings of the Council of the Town of Highland Lake, Alabama.

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

SECTION 3: Special meetings may be held at the call of the Mayor by serving notice on each member of the council not less than 24 hours before the time set for such special meetings; or special meetings may be held as provided by Section 11-43-50, Code of Alabama, 1975, whenever two councilmembers or the Mayor making the request shall have the right to call such meeting. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meeting.

SECTION 4. A quorum shall be determined as provided by Section 11-43-48, Code of Alabama.

SECTION 5. All regular meetings shall convene at 7 o'clock P.M. at the Anchor and all meetings, regular and special, shall be open to the public.

SECTION 6. The order of business shall be as follows:

1. A call to order
2. Invocation
3. Roll call
4. Reading and approval of the minutes of the previous meeting.
5. Monthly financial or Audit report.
6. Reports of standing committees.
7. Reports of special committees.
8. Reports of officers.
9. Reading of petitions, applications, complaints, appeals, communications, etc.
10. Resolutions, ordinances, orders, and other business.
11. To be on the agenda at a Council meeting, the participant must submit a request in writing to the Town Clerk no later than noon, six (6) days prior to

