

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

the regularly scheduled monthly Council meeting, stating subject to be discussed. Participant will not be allowed to address other subject matters without permission of the council.

12. Public comments. (Persons on agenda)

SECTION 7. No member shall speak more than twice on the same subject without permission of the Mayor.

SECTION 8. No person, not a member of the Council, shall be allowed to address the same while in session without permission of the Mayor.

SECTION 9. Every officer, whose duty it is to report at the regular meetings of the Council, who shall be in default thereof, may be fined at the discretion of the Council.

SECTION 10. Motions shall be reduced to writing when required by the Mayor or any members of the Council. All resolutions and ordinances shall be in writing at the time of introduction.

SECTION 11. Motions to reconsider must be by a 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 Mayor with the right of appeal to the Council by any member.

SECTION 14. The Mayor, at his discretion, may call any member to take the chair, to allow him to address the Council, make a motion or discuss any other matter at issue.

SECTION 15. Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day, and the largest sum shall be first put.

SECTION 16. All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by state law.

SECTION 17. The council may meet in executive session only for those purposes authorized by state law. When a councilmember makes a motion to go into executive session for an enumerated purpose, the Mayor shall put the motion to a vote. If the majority of the council shall vote 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 18. A motion for adjournment shall always be in order.

SECTION 19. The rules of the council may be amended in the same manner as any other ordinance of general permanent operation.

SECTION 20. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

SECTION 21. The chairman of each respective committee, or the councilmember acting for him or her shall submit or make all reports to the council when so requested by the Mayor or any member of the council.

SECTION 22. 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 employees of the city.

SECTION 23. The clerk, engineer, attorney, chief of police, and such other officers or employees of the Town of Highland Lake shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.

SECTION 24. 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 25. 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.

THE REPEAL OF ORDINANCE 93-5 IS EFFECTIVE AFTER PROPER POSTING OF THIS ORDINANCE. THIS ORDINANCE WILL TAKE EFFECT UPON THE PASSAGE AND PUBLICATION AS REQUIRED BY LAW.

Edna Henry
B. J. Dodner

Al V. P.

Signatures of Councilmembers

Approved this the 20 day of November 2000.

Roger Hunter
Mayor

ATTEST:

Regina Glasscock
TOWN CLERK

