

ORDINANCE NO. 09-18

AN ORDINANCE ESTABLISHING THE RULES OF PROCEDURE FOR MEETINGS OF THE TOWN COUNCIL FOR THE TOWN OF BERGMAN, ARKANSAS, AND FOR OTHER PURPOSES.

WHEREAS, the Town of Bergman has an obligation to provide the citizens with services in the most effective and efficient manner possible; and

WHEREAS, Arkansas Code Annotated §14-43-501 provides for the elected Town Council members to assemble and organize the Town Council; and

WHEREAS, the elected Town Council of the Town of Bergman, Arkansas believe that it is in the best interest of the Town to establish the following rules and regulations regarding the proceedings of the monthly Town Council meetings of the Town of Bergman, any committee or commission meetings;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BERGMAN, ARKANSAS:

Section 1. Meetings:

Regular: Town Council meetings shall commence at 6:30 p.m. commencing with the November, 2018, meeting and continue to meet at that time henceforth. Regular Council meetings shall be the first Tuesday of each month. All Town Council meetings, except as otherwise provided, shall be held in Town Hall.

When a regular meeting of the Council falls on a recognized holiday, the meeting shall be held the same time and place on the next day for which Town government offices are open for business or as announced.

If, at the beginning of a meeting and before the meeting is called to order there is a lack of a quorum the Mayor will cancel the meeting and reschedule the meeting at a later time again allowing for the proper announcement and posting of the meeting by the recorder.

Special: Special meetings may be called by three or more Aldermen or by the Mayor. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.

Section 2. Voting procedure:

The Town Clerk shall call roll in a random order on all votes which require roll call voting of the Council. The Town Council shall vote by way of roll call vote on all written Resolutions and all Ordinances.

Section 3. Public attendance: Citizens and other visitors are welcome to attend all public meetings of the Town Council and will be admitted to Town Council meetings or any other room in which the Town Council is meeting up to the fire safety capacity of the Town Council meeting room. Everyone attending the meeting shall refrain from private conversation while the Town Council is in session.

Section 4. Meeting decorum:

A. Citizens and other visitors attending Town Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Town Council. Any person making personal, impertinent, profane or slanderous remarks or who become boisterous while addressing the Town Council or while attending the Town Council meeting shall be removed from the room at the request of the Mayor and that person shall be barred from further attendance before the Town Council during that session of the Town Council. If the

Mayor or presiding officer fails to act, any member of the Town Council may move to require enforcement of the rules and an affirmative vote or majority of Town Council shall require the Mayor or Chair to act.

B. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Mayor/Chair who will direct the removal of the offenders from the room.

Section 5. Public comment:

A. Public comments addressed to the Town Council or Mayor during Town Council meetings shall be made at the beginning of the meeting immediately after the reading and approval of the minutes from prior meetings. The Town Clerk shall make available a sign-in sheet to include name and address of person(s) addressing Council. Speakers shall be limited to five (5) minutes each in their address to the Council and it shall be the discretion of the Mayor or Town Council that if speakers are repeating the same information or otherwise providing redundant information, that public comment on the issue will cease.

B. A group of individuals or an organization shall not circumvent this five (5) minute rule by requesting that multiple speakers be allowed to comment if they all intend to speak on the same subject. The Mayor, in his discretion, may require that only one individual speak at a meeting on a particular subject.

All citizens comments to the Town Council shall be comments to the Council by citizens and will not be a discussion between Town Council members and the citizens speaking.

C. Notwithstanding the foregoing, any individual invited to speak at a meeting by any member of the Town Council, the Town Attorney or the Town Clerk/Treasurer for the

Section 6. Order of Meeting.

The following format shall be the order of business at all Town Council meetings unless the Town Council, by a majority vote, shall order otherwise.

- A. Call ^{to} or order
- B. Roll call, establishment of a quorum
- C. Approval of prior Town Council meeting minutes
- D. Public comments to Town Council and Mayor
- E. Unfinished business
- F. New business
- G. Commission, committee and authority reports
- H. Department head comments
- I. Town Council comments
- J. Mayor's comments
- K. Announcements
- L. Adjournment

Section 7. Additional Rules:

In the absence of specific rules of procedure, as set out in this procedural ordinance, the rules of procedure for transacting business at regular and special sessions of the Town Council shall be the "Procedural Rules for Municipal Officials" published by the Arkansas Municipal League.

Section 8. Effective Time:

This ordinance shall take effect immediately upon its passage.

Section 9. Conflicts of Law:

Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.

Section 10. Severability:

The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

Section 11. EMERGENCY CLAUSE:

It is determined by the Town Council that the adoption of this Ordinance is immediately necessary to protect the interests of Bergman citizens, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

PASSED AND ADOPTED this the 2nd day of October, 2018.

TOWN OF BERGMAN, ARKANSAS

BY: *Danny Farmer*
DANNY FARMER, MAYOR

ATTEST:

Donia Cook
DONIA COOK, CLERK AND RECORDER

William Lovelace	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Brenda Roberts	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Loretta Rogers	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Connie Sych	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Billy Willis	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Mayor Danny Farmer	<i>Aye</i> <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>