

ORGANIZATIONAL ORDINANCE 103-2020

TO ESTABLISH THE TIME AND PLACE FOR REGULAR TOWN COUNCIL MEETINGS; THE PROCEDURE FOR CALLING SPECIAL MEETINGS; ESTABLISH A QUORUM; ESTABLISH CONDUCT AND PROCEDURES FOR COUNCIL MEETINGS OF THE TOWN OF MALVERN, ALABAMA; REPEALING ORDINANCE 2016-02.

BE IT ORDAINED BY THE COUNCIL OF MALVERN, 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 council of Malvern, Alabama.

Section 2. Regular meetings of the council shall be held on the following date: the first Tuesday of each month.

Section 3. Special meetings may be held at the call of the presiding officer 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 otherwise provided by Section 11-43-50, Code of Alabama 1975 or other law. 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. The number of members required to make a quorum does not change when a council has vacancies. Council members who are present at a council meeting that have a conflict of interest on a particular issue can be counted for purposes of making a quorum even though they cannot vote on a particular issue.

Section 5. All regular meetings shall convene at 6:00 p.m. at the Malvern Community/Senior Building 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. Reading and approval of the minutes of the previous meeting
3. Review of and authorization to pay bills
4. Approve Accounting Reports and/or Audit Reports
5. Reading of petitions, applications, complaints, appeals, communications, etc.
6. Resolutions, Ordinances, orders and other business
7. Reports of officers
8. Public Comments

Section 7. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 8. Motions to reconsider must be made by a member who voted with a prevailing side and at the same or next succeeding meeting of the council.

Section 9. 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 questions.

Section 10. All questions of order shall be decided by the presiding officer of the council with the right of appeal to the council by any member.

Section 11. 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 town.

Section 12. Motions, resolutions, ordinances and any amendments thereto, when required by the presiding officer of the council or any member of the council, shall be reduced to writing.

Section 13. No person, not a member of the council, shall be allowed to address the same while in session without having been placed on the official agenda. Placement on the official agenda shall require 3 working days notice to the office of the Municipal Clerk (may be by oral request or written).

Section 14. The presiding officer of the council may, at his or her discretion, call any member to take the chair, allow him or her to address the council, make a motion or discuss any other matter at issue.

Section 15. 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 16. The council may meet in executive session only for the purposes authorized by state law. When a councilmember 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 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 17. A motion for adjournment shall always be in order.

Section 18. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

Section 19. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

Section 20. 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 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.

Section 22. This ordinance shall go into effect upon the passage and publication as required by law and repeals Ordinance 2016-02.

ADOPTED AND APPROVED November 2, 2020.



Mayor

Council:







ATTEST:



Municipal Clerk