

**RESOLUTION NO. \_\_\_\_\_**

## **Parliamentary Procedures for Town of Mason, TN**

The purpose of these Parliamentary procedures is to govern the conduct of the Mayor and Aldermen. To ensure that everyone is heard, observe the rules of the majority. These procedures will ensure fairness, maintain order, promote professionalism and cooperation, and focus on expediting the business.

### **The parliamentary procedures are as follows.**

- Each official has the right to information, the right to discussion, and the right to vote.
- Each item presented for consideration is entitled to a full and fair debate.
- Each topic is proposed by a motion, and the officials can debate the motion.
- "Negative" motions are not permitted.
- Raise your hand to be recognized by the chair before speaking.
- Recognize and respect the official who has the floor.
- Only one speaker, one subject at a time.
- Respect the rights of others. Exercise professionalism, always show consideration and respect for others.
- All elected officials have equal rights.
- The rights of the minority must be respected, but the will of the majority must prevail.
- Stay focused, attentive, show respect to your colleagues, and add value. (refrain from using the phone during meetings).
- Refrain from harassing and vulgar speech, outbursts, and other derogatory behavior.

Additionally, if the mayor, Aldermen or citizen violates any of these procedures. They will be asked to stop the disruptive behavior if the individual refuses. The Board of Mayor and Aldermen may ask the offender to leave the room or ask the Chief or Lieutenant to escort the person from the room or building.

**PASSED, APPROVED, and ADOPTED** by Board of Mayor and Aldermen of Mason, Tennessee, at a special call meeting held this \_\_\_\_\_day of \_\_\_\_\_, 2025.

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Mayor

ATTEST:

\_\_\_\_\_

City Recorder