

ORDINANCE NO. 06-2016

**AN ORDINANCE ESTABLISHING THE ORDER OF
PROCEURE IN ALL INSTANCES FOR THE CITY
COUNCIL OF THE CITY OF CORDOVA, ALABAMA;
ESTABLISHING THE SCHEDULE OF SUCH MEETINGS;
AND RELATED ITEMS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CORDOVA, ALABAMA, while in regular session on Monday, November 7, 2016, at 6:30 p.m. that the order of procedure in all instances for meetings of the City Council of the City of Cordova, Alabama (“City Council”) shall be as follows:

Section 1. The rules or order of procedure herein contained shall govern deliberations and meetings of the City Council.

Section 2. Regular meetings of the City Council shall be held on the following dates at the City Hall of the City of Cordova, Alabama: the 2nd and 4th 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 City Council not less than twenty-four hours before the time set for such special meetings; or special meetings may be held as provided by Section 11-43-50 of the *Code of Alabama* (1975) whenever two council members making the request in writing 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 twenty-four hours prior to such meeting.

Section 4. A quorum shall be determined as provided by Section 11-43-48 of the *Code of Alabama* (1975). The number of members required to make a quorum does not change when a council has vacancies. Council members who are present at a City 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 6:30 p.m. at the Cordova City Hall.

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. Pledge of Allegiance
4. Roll call
5. Reading and approval of the minutes of the previous meeting
6. Auditing accounts and payment of the bills
7. Reports of committees
8. Reports of officers
9. Reading of petitions, applications, complaints, appeals, communications, etc.
10. Resolutions, ordinances, orders, and other business

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

Section 8. No person, not a member of the City Council, shall be allowed to address the same while in session without permission of the presiding officer.

Section 9. Motions shall be reduced to writing when required by the presiding officer of the City Council. All resolutions and ordinances and any amendments shall be in writing at the time of introduction.

Section 10. Motions to reconsider must be by a member who voted with a prevailing side and at the same or next succeeding meeting of the City Council.

Section 11. 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 12. All questions of order shall be decided by the presiding officer of the City Council with the right of appeal to the City Council by any member.

Section 13. The presiding officer of the City Council may, at his or her discretion, call any member to take the chair, to call him or her to address the City Council, make a motion, or discuss any other matter at issue.

Section 14. 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 15. All meetings of the City Council shall be open to the public, except when the City Council meets in executive session as authorized by state law.

Section 16. The City 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 presiding officer shall put the motion to a vote. If the majority of the City 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 City Council shall resume its deliberations in public.

Section 17. A motion for adjournment shall always be in order.

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

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

Section 20. The chairman of each respective committee, or the City Council member acting for him or her, shall submit or make all reports to the City Council when so requested by the presiding officer.


Section 21. The City Clerk, City Attorney, and such other officers or employees of the City of Cordova, shall, when requested, attend all meetings of the City Council and shall remain in the council room for such length of time as the City Council may direct.

Section 22. 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 23. *Robert's Rules of Order* is hereby adopted as the rules of procedure for this City Council in those situations which cannot be resolved by the rules set out in this ordinance.

Section 24. This ordinance shall go into effect upon the passage and publication as required by law.

ADOPTED AND APPROVED THIS THE 7th DAY OF NOVEMBER, 2016.


DREW GILBERT, MAYOR

ATTEST:


Leanne Dawkins, City Clerk

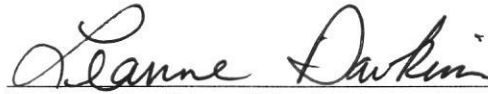
CERTIFICATION OF TOWN CLERK

STATE OF ALABAMA)
WALKER COUNTY)

I, Leanne Dawkins, City Clerk of the City of Cordova, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance duly adopted by the City Council of the City of Cordova, Alabama, on the 7th day of November, 2016.

The above and foregoing ordinance was published on the _____ day of _____, 2016, by posting copies thereof in three public places within the City of Cordova, one of which was the post office or the Mayor's office in the City of Cordova.

Witness my hand and seal of office this 7th day of November, 2016.



Leanne Dawkins, City Clerk