

In the Village of Centertown, Missouri

Bill No. 006-002

Ordinance No. 102

AN ORDINANCE PRESCRIBING RULES OF ORDER AND BOARD PROCEDURE

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CENTERTOWN, MISSOURI, AS FOLLOWS:

Section 1: MEETINGS

- 1.01 REGULAR MEETINGS. The Board shall meet in regular session on the second Tuesday of each month at 6:30 p.m. unless otherwise specified in public notice. When a Holiday occurs on any such Tuesday, the regular meeting shall be held on Wednesday at the same hour unless otherwise provided for by motion
- 1.02 LOCATION. The place of the regular meetings shall be the Centertown City Hall building unless otherwise provided for by motion.
- 1.03 OPEN TO PUBLIC. All meetings of the Board of Trustees, and all other boards, commissions, committees and agencies of the Village of Centertown, and any subcommittee thereof, shall be deemed to be open to the public, except as otherwise provided by law.
- 1.04 SPECIAL MEETINGS. Special meetings may be called by the Chairman of the board or by 3 or more members of the board. The Chairman, or his/her designate is directed to prepare a written notice of any special meeting, setting forth the name of the board, committee or commission, the date and time of such meeting, the place such meeting is to be held, and the general subject matter to be discussed. Such written notice shall be prepared as soon as practicable after the calling of any such special meeting and shall be prominently displayed at the site where said meeting is to be held, any any such conspicuous public place deemed appropriate.
- 1.05 EXECUTIVE (CLOSED) SESSION. An executive session may be convened by call of the Chairman of the board of Trustees or by a majority vote of the members of the board. Closed meetings may be called for the following issues: legal actions or litigation involving the Village; lease, purchase or sale of real estate where public knowledge of the transaction may have adverse effects; and the hiring, firing, disciplining or promoting Village personnel. Attendance shall be limited to members of the board; provided, however, that the board may invite any such persons that may be required to provide advice or information.
- 1.06 QUORUM. Three (3) members of the board shall constitute a quorum to conduct business, but no action shall be valid unless at least three (3) shall vote in favor of such action.

SECTION 2. DUTIES AND PRIVILEGES OF MEMBERS

- 2.01 SEATING. Members shall occupy their assigned seats as determined by agreement, and shall maintain those seats for the duration of their respective terms

- 2.02 RIGHT OF FLOOR. When recognized by the Chairman, a member shall confine him/herself to the question under debate, avoid personalities and refrain from impugning the motives of any other member's argument or vote. No member shall address the chair or demand the floor while any vote is being taken.
- 2.03 PERSONAL INTEREST. No member prevented or stopped from voting by personal interest shall remain in the meeting area during the debate and vote on any such matter.
- 2.04 VOTING. When a vote is called, every member present shall vote either "aye" or "nay", unless board shall, for special reason, excuse him/her from voting. Request to be excused from voting must be made before the votes are called for. The member shall briefly state the reason for their request, and the decision thereon shall be made without debate.
- 2.05 ROLL CALL. Upon every vote, board members shall be polled by the Chairman individually as to their vote, and vote shall be expressed as either "aye" or "nay" and vote recorded before next member is polled.
- 2.06 DISSENTS AND PROTESTS. Any member shall have the right to express dissent from or protest against any ordinance or resolution of the board and have their reasons entered upon the minutes. Such dissent or protest must be filed in writing, expressed in respectful language, and presented to the board not later than the next regular meeting following the date of passage of the ordinance or resolution objected to.

SECTION 3. THE PRESIDING OFFICER

- 3.01 CHAIRMAN. At the seating of each new board term, the board shall open to nominations and elect a board Chairman. They shall also open to nominations and elect a Chairman pro tem, both to serve a period of 1 (one) year.
- 3.02 ABSENCE OF CHAIRMAN. In the absence of the Chairman, the duties of the Chairman shall be performed by the Chairman pro tem.

SECTION 4. PROCEDURES AND PARLIAMENTARY RULES

- 4.01 ORDER OF BUSINESS. The business of all regular meetings of the Board shall be transacted in the following order, unless the Board by a majority vote of members present votes to suspend the rules and change the order.

1. Roll call
2. Reading and approval of minutes
3. Public participation
4. Old business (2nd reading of ordinances, items previously tabled, etc.)
5. New business
6. Miscellaneous, open discussion
7. Payment of bills and invoices
8. Adjournment

4.02 PRECEDENCE OF MOTIONS. When a question is before the Board, no motion shall be entertained except:

1. To lay on table
2. To postpone to a specific date
3. To refer
4. To amend
5. To postpone indefinitely
6. These motions shall have precedence in the order indicated. No motion, except a motion to amend, shall be put to a vote without debate.

4.03 MOTIONS OUT OF ORDER. The presiding officer may at any time, by majority vote of the Board, permit a member to introduce an ordinance, resolution or motion out of order.

4.04 MOTION TO ADJOURN—WHEN NOT IN ORDER

A motion to adjourn shall be in order at any time, except: a) when made as an interruption of a member while speaking; b) when the previous question has been ordered; and c) while a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

4.05 RECONSIDERATION. After the decision of any question, any member voted with the majority may move for a reconsideration of any action taken at the same or next succeeding meeting, provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before final execution thereof. A motion to reconsider requires a simple majority for passage. After a motion for reconsideration has once been acted on, no other motion for a reconsideration shall be made without unanimous consent.

4.06 PROCEDURE IN ABSENCE OF RULE. In the absence of rule to govern a point or procedure, ROBERT'S RULES of ORDER shall apply.

SECTION 5 ORDINANCES AND RESOLUTIONS

5.01 SIGNED BY CHAIRMAN Every resolution or ordinance passed by the Board must be signed by the Chairman, or in his/her absence, by the Chairman pro tem.

5.02 READINGS Any ordinance that shall have had its first reading shall be taken up by the Board at the same or next succeeding meeting and shall be read the second time, and thereupon shall be open for debate and amendment. On the close of debate the presiding officer shall entertain a motion to place such ordinance on final passage. The motion for final passage shall not be debatable. Upon being seconded, the presiding officer shall immediately put the motion to the Board. If said motion is adopted, no further debate or amendment shall be allowed, and the clerk shall immediately call the roll for its final passage. If such motion is not

adopted, the ordinance shall remain open for debate and amendment until such time as a motion for final passage is adopted.

- 5.03 EMERGENCY ORDINANCES Emergency measures shall take effect immediately upon their passage. An emergency measure is any ordinance passed by the affirmative vote of three (3) members of the Board for the immediate preservation of the public peace, property, health, safety or morals, in which the emergency shall be set forth in a preamble thereto.
- 5.04 ORDINANCES, WHEN EFFECTIVE All ordinances including emergency ordinances shall take effect upon their passage unless a later date is specifically set out in the ordinance.

SECTION 6 ADDRESSING THE BOARD

- 6.01 In both conversations between Board members and from the public to the Board, and vice versa, an atmosphere of formality shall be maintained.
- 6.02 Members shall address one another as “Mr. _____”, or “Mrs./Ms. _____”, and refer to the Chair as “Mr./Mrs./Ms. Chairman”
- 6.03 At all times during discussion, a Board members remarks should be directed to the presiding officer. Even when answering another Board member, a member shall begin by addressing the Chair, as example; “Mr./Mrs./Ms. Chairman, if I may....” And shall wait for recognition from the Chair before proceeding.
- 6.04 At all times during discussion, except as provided for in open discussion periods reserved for in the agenda, only one member will be permitted the floor at any one time.
- 6.05 At all times during public participation members shall be attentive and listen politely without interrupting.
- 6.06 Any admonishment deemed as needed towards any member of the public while addressing the Board, or any Board member while addressing another member shall be administered by the presiding officer, without exception.
- 6.06.1 Rules and procedures regarding public participation in both the observance of board meetings and the addressing of the Board by members of the public will be administered by the presiding officer either orally, or in writing to the audience prior to the opening of the public participation session provided for in the agenda.

SECTION 7 PRECEDENCE OF STATE LAW

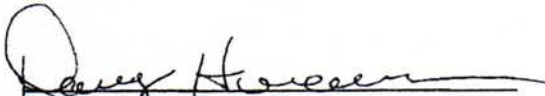
- 7.01 Any errors to, omissions of, or conflicts with the Laws of the State of Missouri shall not cause this document to be invalid.
- 7.02 In the event of any aforementioned errors, omissions, or conflicts; The revised statutes (RSMO) of the state of Missouri shall prevail in fact.

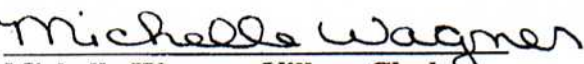
FIRST READING HELD 1/10/06

SECOND READING HELD 1/10/06

FINAL PASSAGE ENACTED 1/10/06
BY THE FOLLOWING VOTE:

	<u>AYE</u>	<u>NO</u>
CATHY COLBERT	<u>X</u>	—
JOHN DOYLE	<u>X</u>	—
GAYLE GARVIN	<u>X</u>	—
DOUG HEINEMAN	<u>X</u>	—
CURTIS B. HOLZER	—	<u>X</u>


 Chairman, Board of Trustees

Attest:

 Michelle Wagner, Village Clerk