

Resolution No. 2020-02

**City of Brundidge, Alabama
Council Rules of Procedure
November 2, 2020 - November 4, 2024**

Section 1. That the rules of procedure herein contained shall govern deliberations and meetings of the council of Brundidge, Alabama.

Section 2. Regular meetings of the council shall be held on the following dates: The first and third Tuesday of each month.

Section 3. Special meetings may be held at the call of the Mayor by serving notice to each member of the 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 Alabama Code of 1975, and Act 2005-40; or whenever two councilmembers request in writing that the presiding officer call such meeting; upon the failure or refusal of the presiding officer to call such meeting when requested, the two councilmembers making the request shall have right to call such meeting.

Section 4. A quorum shall be determined as provided by Section 11-43-48 of the Alabama Code of 1975.

Section 5. All regular meetings of the council shall convene at 6:00 o'clock p.m. at the City Hall and all meetings, regular and special, shall be open to the public.

Section 6. All items to be placed on the agenda for consideration by the Council at its regular meetings, must be given to the Clerk no later than 12:00 noon of the Friday preceding the Tuesday meeting. All items to be placed on the agenda must contain a brief description of the subject matter to be presented. The Presiding Officer shall have the responsibility and authority to insure all items requested to be placed on the agenda are relevant to the authority of the Council, or to the operations of the City.

Section 7. The order of business shall be as follows:

1. A call to order
2. Roll Call
3. Reading of the minutes
4. Reports of standing committees
5. Reports of special committees
6. Reports of officers
7. Hearing on petitions, applications, complaints, appeals, communications, etc.

8. Resolutions, ordinances, orders, and other business

Section 8. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 9. No person, not a member of the council, shall be allowed to address the same while in session without permission of the presiding officer.

Section 10. Every officer, whose duty it is to report at the regular meetings of the council, and who defaults thereof, shall be fined at the discretion of the council.

Section 11. Motions shall be reduced to writing when required by the presiding officer of the council or any member of the council. All resolutions and ordinances shall be in writing.

Section 12. Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the council.

Section 13. Whenever it shall be required by one or more members the "yeas" and the "nays" shall be recorded; and any member may call for a division on any question.

Section 14. 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 15. The presiding officer of the council, may at his discretion, call any member to take the chair, to allow that member to address the council, make a motion or discuss any other matter at issue.

Section 16. 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 17. A motion for adjournment shall always be in order.

Section 18. The rules of the council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present.

Section 19. The chairman of each respective committee, or the councilmember acting for him in his place, shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.

Section 20. All ordinances, resolutions or propositions submitted to the council which require the expenditure of money shall lie over until the next regular 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 of, or wages of employees of the city.

Section 21. The clerk, engineer, attorney and chief of police, and such other officers or employees of the City of Brundidge shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the 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. This resolution shall go into effect upon the passage and approval, and the publication of the same.

Section 24. Any item not addressed in this resolution shall be governed by Robert's Rule of Order.

PASSED, APPROVED AND ADOPTED by the Council of Brundidge, Alabama this 2nd day of November, 2020.

I, the undersigned qualified and acting city manager/clerk of the City of Brundidge, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Council of the City of Brundidge, at a regular meeting held November 2nd of 2020, and that such Resolution is on file in the City Clerk's office.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the City of Brundidge this the 2nd day of November, 2020.




Linda Faust, City Clerk