

ORDINANCE NUMBER 92-001  
ESTABLISHING RULES OF PROCEDURE

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF VINCENT, ALABAMA, that the order of procedure in all instances for the meetings of the Council be as follows:

SECTION 1. That the rules or order of procedure herein contained shall govern the deliberations and meetings of the Council of Vincent, Alabama.

SECTION 2. Regular meetings of the Town Council shall be on the second and fourth Tuesdays of each month at 7:00 P.M. at the Town Hall. See  
7/24/95

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 whenever two council persons request in writing that the presiding officer shall call such meeting when requested, the two council persons making the request shall have the 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 shall convene at 7:00 P.M. at the Town Hall and all meetings, regular and special, shall be open to the public.

SECTION 6. The order of business shall be as follows:

1. Call to order
2. Roll Call
3. Reading of the minutes
4. Hearing of petitions, applications, complaints
5. Reports of Boards/committees
6. Financial reports and questions
7. Resolutions and Ordinances
8. Other Business

SECTION 7. No member shall speak more that twice on the same subject without permission from the presiding officer.

SECTION 8. Any person wishing to address the council should contact the Town Clerk on or before 3:00 P.M. on the Friday preceding the Council meeting requesting to be placed on the agenda, stating his or her reason for speaking to the council. No person, not a member of the council shall be allowed to address the same while in session without the permission of the presiding officer.

SECTION 9. All resolutions and ordinances shall be in writing. Should any council officer or member of the public wish to have a statement recorded in the minutes, they shall submit such statement to the clerk in writing. The Mayor or any council member can request that a motion be submitted in writing. If the clerk has reservations as to the wording of something said, the clerk shall be able to request that the statement be submitted in writing, so that the statement can be correctly recorded in the minutes of the meeting.

SECTION 10. Motions to reconsider must be made by a member who voted with the majority, and at the same or next succeeding meeting of the council.

SECTION 11. 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 12. The presiding officer of the council, may at his discretion, call any member to take the chair, to allow him to address the council, make a motion or discuss any other matter at issue.

SECTION 13. Whenever it shall be required by one or more members the "yes" and "no's" shall be recorded; and any member may call for a division on any question.

SECTION 14. A motion for adjournment shall always be in order.

SECTION 15. The rules of the council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present.

SECTION 16. The Chairman of each Board/committee or the person who represents him shall submit or make all reports to the council when so requested by the presiding officer.

SECTION 17. 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 town.

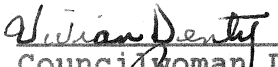
SECTION 18. The clerk, engineer, attorney and chief of police and other such officers or employees of the Town of Vincent shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.

SECTION 19. 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 20. This ordinance shall go into effect upon passage and publication as required by law.

  
Councilman, District I

  
Councilman District II

  
Councilwoman District III

  
Councilwoman District IV

  
Councilman District V

Passed and Approved the 27th Day of October, 1992

  
Mayor

  
Town Clerk