

**STATE OF ALABAMA
MARENGO COUNTY
TOWN OF SWEET WATER**

ORDINANCE 2020-2021 - 01

**AN ORDINANCE TO ESTABLISH RULES OF PROCEDURE FOR 2020 – 2024 TERM
OF OFFICE**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF SWEET WATER, SWEET WATER, ALABAMA, that the order of procedure in all instances for meetings of the council shall be as follows;

Section 1. That the rules or order of procedure herein contained shall govern deliberations and meetings of the council of Sweet Water, Alabama.

Section 2. Regular meetings of the council shall be held on the following dates: the second Monday of each month at 5:30 p.m.

Section 3. Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than 24 hours before the time set for such special meetings; or special meetings may be held as provided by Section 11-43-50, Code of Alabama, 1975, whenever two council members (or the mayor) making the request shall have the right to call such meeting. Notice of all special meetings shall be posted at least 24 hours prior to such meeting.

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

Section 5. All regular meetings shall convene at the Sweet Water Town Hall, 31380 AL Hwy 10, until further notice is given and 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. Roll call
3. Reading and approval of the minutes of the previous meeting
4. Reports
5. Auditing accounts and approval of payments
6. Reading of petitions, applications, complaints, appeals, communications, etc.
7. Resolutions, Ordinances, orders and other business.
8. Public comments

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 council, shall be allowed to address the same while in session without the permission of the presiding officer.

Section 9. 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 and any amendments thereto shall be in writing at the time of introduction.

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

Section 11. Whenever it shall be required by one of 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 council with the right of appeal to the council by any member.

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

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

Section 15. The council may meet in executive session only for those purposes authorized by state law. When a council member 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 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 council shall resume its deliberations in public.

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

Section 17. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

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

Section 19. The chairman of each respective committee, or the council member acting for him or her, 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 meeting; provided, that such ordinance, 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, or wages of employees of the town.

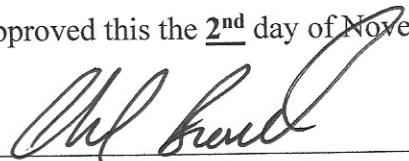
Section 21. The clerk and chief of police, and such other officers or employees of the Town of Sweet Water, shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.

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. *Robert's Rules of Order* is hereby adopted as the rules of procedure for this 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 publications required by law.

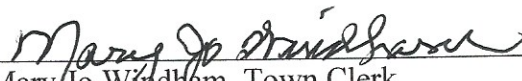
Approved this the 2nd day of November 2020



Chad Broussard, Mayor

Attest




Mary Jo Windham, Town Clerk