



STATE OF ARKANSAS
City of Brookland

ORDINANCE NO. 2016-02

AN ORDINANCE ESTABLISHING CITY COUNCIL MEETING RULES AND PROCEDURES.

WHEREAS, the Brookland City Council is given the authority in accordance with Arkansas Code Annotated §14-43-501 to determine the rules of their proceedings;

WHEREAS, the City of Brookland, Arkansas was previously categorized as a city of the second class;

WHEREAS, the City of Brookland, Arkansas is now categorized as a city of the first class, thus requiring an update to its city council meeting rules and procedures;

WHEREAS, the Brookland City Council finds it necessary to establish rules and procedures for the proper and efficient operation of its meetings;

NOW, THEREFORE, the City Council of the City of Brookland does hereby ordain as follows:

SECTION 1. Regular City Council meetings. All regular meetings of the Brookland City Council shall be held at City Hall on the 2nd Monday of each month at 7:00 p.m.

SECTION 2. Special Council meetings. Special meetings of the Brookland City Council may be held upon the call of the Mayor, whenever in his/her opinion it shall be necessary, or by any three (3) members of the Council by giving at least two (2) hours notice of such special meeting. Notice of such special meeting shall be conveyed by giving notice personally, via telephone, or in writing via U.S. Mail, facsimile, text, or electronic mail (e-mail), to all members of the Council. Said notice shall state the time and purpose of the special meeting.

SECTION 3. Freedom of Information procedure. All meetings of the Brookland City Council shall be public meetings. Notice of the time, place and date of all special meetings shall be given to representatives of the newspapers and news organizations located in Craighead County, Arkansas, which have requested to be notified at least two (2) hours before the special meeting takes place.

SECTION 4. Order of business. At all meetings of the Brookland City Council, the following shall be the order of business unless the Council by a majority vote shall order otherwise:

1. Call to Order
2. Roll Call
3. Approval of previous month's meeting minutes
4. Planning commission meeting update
5. Reports of boards and standing committees
6. Reports from special committees

7. New business. The Mayor, as the President over the meeting, may allow public response at this time, if approved by the council. The allotment of time, speakers and procedure shall be governed by the council as set out herein.
8. Unfinished business
9. Previous Months Financial Report
10. Mayors notes
11. Announcements
12. Adjournment

SECTION 5. Procedural rules.

a. All proposed ordinances or resolutions may be offered to the City Council by one of its members or the Mayor.

b. The Brookland City Council may, by a two-thirds (2/3) vote of the Council, waive the reading of a proposed ordinance in its entirety, provided, however, that the proposed ordinance be fully and distinctly explained.

c. The Brookland City Council shall not pass or consider at the next regular meeting any resolution, ordinance, petition, contract, lease, appointment or any other matter, filed with the City Clerk after 12:00 noon on the Tuesday preceding the meeting. This provision may be waived by a two-thirds (2/3) vote of the entire Council.

d. Items placed on an agenda shall be considered in the order in which they are placed on the agenda unless two-thirds (2/3) of the Council present shall vote to consider an item elsewhere.

e. Parliamentary procedure provides for a more efficient and effective procedure for council meetings and shall be used by the Council.

f. The following shall be the steps in handling motions unless modified by a two-thirds (2/3) vote of the Council:

1. Council member addresses the mayor (any member of the council may propose a motion);
2. Mayor recognizes the council member (the council member is entitled to the council's undivided attention);
3. Council member states his or her motion;
4. Another council member seconds the motion (if a motion is not seconded, it is defeated);
5. Mayor re-states the motion (confirmation)(discussion or debate is not usually permissible until a motion has been re-stated);
6. If debatable, council members discuss the motion (debate is restricted to the motion under consideration);
7. City clerk takes the vote;
8. Mayor announces the result.

SECTION 6. Rules for Public Comment.

a. At the time set for public comment, the procedure shall be followed unless modified by a two-thirds (2/3) vote of the Council:

1. The citizen shall state his or her name, address, and a concise statement of his or her position or concern.
2. Remarks should be addressed to the Mayor or the Council as a whole, and not to any individual members of the Council.
3. Only the Mayor, the Council and the person with the floor should speak during this time.
4. The citizen shall be allowed a maximum of two (2) minutes to address the council.

b. At the time set for public comment, the City Council may by a majority vote allow or not allow any citizen comment.

c. At the time set for public comment, issues not on the agenda may be addressed along with items on the agenda.

d. At the time set for public comment, there is no content restriction, but the citizens comment may be revoked in instances of inappropriate language or subject matter.

SECTION 7. Powers of the Mayor in Council meetings.

a. In accordance with Arkansas Code Annotated §14-43-501 and §14-43-504 the mayor shall be the City of Brookland's chief executive officer and conservator of its peace and shall be ex officio president of the city council, shall preside at its meetings, and shall have a vote to establish a quorum of the council, and when the mayor's vote is needed to pass any ordinance, bylaw, resolution, order, or motion.

b. The mayor shall have the power to veto, within five (5) days, Sundays excepted, after the action of the council thereon, any ordinance, resolution, or order adopted or made by the council, or any party thereof, which in his/her judgment is contrary to the public interest.

c. In case of a veto, before the next regular meeting of the council, the mayor shall file in the office of the city recorder, to be laid before the meeting, a written statement of his/her reasons for so doing.

d. No ordinance, resolution, or order, or part thereof, vetoed by the mayor shall have any force or validity unless, after the written statement is laid before it, the council shall, by a vote of two-thirds (2/3) of all the alderman elected thereto, pass it over the veto.

e. If the mayor is unable to perform the duties of office or cannot be located, one (1) of the following may perform all functions of a mayor during the disability or absence of the mayor:

- (A) The city clerk;
- (B) Another elected official of the city if designated by the mayor; or

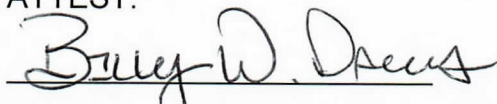
(C) An unelected employee or resident of the city if designated by the mayor and approved by the city council.

READING REQUIRMENT. In accordance with Arkansas Code Annotated Section §14-55-202, all ordinances of a general or permanent nature shall be fully and distinctly read on three (3) different days unless two-thirds (2/3) of the members composing the municipal council shall dispense with the rule. It is hereby found and declared by the City Council of the City of Brookland, Arkansas, that two-thirds (2/3) of the members composing the municipal council dispose of the three readings and this ordinance is effective immediately.

PASSED AND ADOPTED this 25th day of January, 2016.


Kenneth D. Jones, MAYOR

ATTEST:


Billy W. Dacus, CITY CLERK

