

# *City of Chelsea*

P.O. Box 111  
Chelsea, Alabama

## *Certification Of Ordinance*

**Ordinance Number: 08-11-03-436**

I, Becky C. Landers, City Clerk of the City of Chelsea, Alabama, hereby certify the attached to be a true and correct copy of an Ordinance adopted by the City Council of Chelsea, at the regular meeting held on November 3rd, 2008 as same appears in minutes of record of said meeting, and published by posting copies thereof on November 4th, 2008, at the public places listed below, which copies remained posted for five business days (through November 9th, 2008).

Chelsea City Hall, 11611 Chelsea Road, Chelsea, Alabama 35043  
Chelsea Sports Complex, Highway 39, Chelsea, Alabama 35043  
U.S. Post Office, Highway 280, Chelsea, Alabama 35043  
Chelsea Senior Lodge, 706 County Rd 36, Chelsea, AL 35043  
City of Chelsea Website-[www.cityofchelsea.com](http://www.cityofchelsea.com)

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Becky C. Landers, City Clerk

**THE CITY OF CHELSEA, ALABAMA**  
**ORDINANCE NO. 08-11-03-436**

*REVISION OF ORDINANCES*  
*2000-10-01-127, 02-05-07-18, 04-08-17-256, 05-09-06-286*  
*(This ordinance supersedes all previous ordinances)*

**ORDINANCE GOVERNING THE RULES AND PROCEDURES**  
**OF THE CHELSEA CITY COUNCIL**

***BE IT ORDAINED BY THE CITY COUNCIL OF CHELSEA, 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 Chelsea, Alabama. When situations arise which are not covered by the following sections, then the latest edition of Robert's Rules of Order shall govern the conduct of the meetings of the City Council.

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

Section 3. Special meetings may be held at the call of the mayor by serving notice on 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 whenever two council members making the request shall have the right to call such meeting. Only those items for business for which the special meeting is convened shall be voted on at said special meeting. All written notice and waivers shall state the specific purpose or purposes for such special meetings.

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

Section 5. All regular and special meetings shall convene at the City Hall Council Chambers, located at 11611 Chelsea Road, Chelsea, Alabama, 35043, at 7:00 P.M. and all meetings, regular or 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. Presentation of the minutes
4. Reports of standing committees
5. Reports of special committees
6. Reports of officers
7. Reading of petitions, applications, complaints, appeals, communications, etc.
8. Auditing accounts
9. Resolutions, ordinances, orders, and other business

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

Section 8. No person, not a member of the council, shall be allowed to address the assembly while in session without the permission of the presiding officer.

Section 9. Every officer, whose duty it is to report at the regular meetings of the council, who shall be in default thereof, may be fined at the discretion of the council.

Section 10. 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 11. Motions to reconsider must be by a member who voted with a majority, and at the same time or next succeeding meeting of the council.

Section 12. Whenever it shall be required by one or more members the “ayes” and “nays” shall be recorded; and any member may call for a division on any question.

Section 13. 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 14. 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 15. Motions to lay any motion 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 placed first.

Section 16. All meetings of the council shall be public.

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 Chair member of each respective committee or the council member 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 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.

Section 21. The City Clerk shall attend all meetings of the council and 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 is obtained for the immediate consideration of

such ordinances or resolution, such consent shall be by roll call vote and the vote thereon posted in the minutes.

Section 23. Any item of business is to be placed on the agenda for a regular city council meeting must be submitted, in the proper written form, to the City Clerk, no later than 12:00 P.M., on the Thursday before the council meeting scheduled for the following Tuesday.

Section 24. 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, the body shall then move into executive session to discuss the matter for which it was called. No action may be taken in executive session. When the discussion has been completed, the Council shall resume its deliberations in public.

Section 25. In compliance with Act No. 2005-40, the "New Open Meeting Law", this municipal governing body has exercised its option of "direct notification" of municipal meetings by electronic mail, along with the normal and reasonable places. The notifications will give the general description of the nature and purpose of the meeting, the time, date, and place of the meeting. Chelsea City Council will require any persons or news media requesting direct notification by email, to register in person, at the office of the City Clerk. Registration will be free of charge and will require the person's name, home address, telephone number, and email address. Everyone registering will get notices of all meetings. Registrants may not pick and choose the meetings of which they wish to be notified. Additional notices will be provided in the normal places, the City Hall, the U.S. Post Office in Chelsea, the Chelsea Senior Lodge, the Chelsea Recreational Park, and the City of Chelsea Web Site. ([www.cityofchelsea.com](http://www.cityofchelsea.com))

Section 26. This ordinance shall go in effect upon the passage and publication as required by law.

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S. Earl Niven, Mayor

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Ricky King, Councilmember

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Tony Picklesimer, Councilmember

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Robert Barnes, Councilmember

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Jeffrey M. Denton, Councilmember

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Juanita J. Champion, Councilmember

*Approved and adopted this the 3rd day of November, 2008.*

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**Becky C. Landers, City Clerk**