

ORDINANCE 001008
ORDER OF PROCEDURE
AMENDED 10/04/04
AMENDED 12/03/2012

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WILSONVILLE, 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 Wilsonville, Alabama.

Section 2. Regular meetings of the council shall be held on the following dates: The first Monday of each month and the next to last Monday of each month (two meetings a month).

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 making the request shall have the right to call such meeting. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meetings.

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

Section 5. The first regular meeting of the month shall convene at 6:30 o'clock p. m.; the second regular meeting of the month shall convene at 6:00 P. M. at the Town Hall. 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. Prayer
3. Roll Call
4. Approval of the minutes of the previous meeting
5. Approval of invoices/bills
6. Resolutions, ordinances, order and other business
7. Reports
8. Public comment

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

Section 8. Motions to reconsider must be by either a member who voted with a majority or did not vote and at the same or next succeeding meeting of the council.

Section 9. Whenever it shall be required by one or more members, the “yeas” and “nays” shall be recorded and any member may call for a division on any question.

Section 10. 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 11. 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 12. 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 be shall be first put.

Section 13. 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 14. The council may meet in executive session only for the 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 the 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 15. A motion for adjournment shall always be in order.

Section 16. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

Section 17. The rules of the council may be temporarily suspended by a unanimous vote of the members present.

Section 18. 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 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, or wages of employees of the town.

Section 19. The clerk, engineer, attorney, chief of police, and such other officers or employees of the Town of Wilsonville, 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 20. 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 21. 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 22. This ordinance (as amended shall go into effect upon the passage and publication as required by law.

Town of Wilsonville:

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Passed and Approved this the 3rd day of December, 2012

_____ - Clerk