



STATE OF ARKANSAS
City of Brookland

ORDINANCE NO. 2013-09

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 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 Tuesday 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 three (3) members of the Council by giving at least three (3) days' notice of such special meeting, by giving notice in writing which notice shall be served personally or through mail with sufficient postage to all members of the Council. Said written 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, shall allow public response at this time. The allotment of time and speakers shall be governed by the Mayor.
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.

SECTION 6. Powers of the Mayor in Council meetings.

- a. In accordance with Arkansas Code Annotated §14-44-107 the mayor 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, or 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. In the absence of the Mayor, the Recorder/Treasurer shall preside over the 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 11 day of June, 2013.

Kenneth Jones
KENNETH JONES, MAYOR

ATTEST:

Jennifer Foster
CITY CLERK



1st Reading April 9, 2013
2nd Reading May 7, 2013
3rd Reading June 11, 2013