

ORDINANCE NUMBER 2000-003
ESTABLISHING RULES OF PROCEDURE

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF VINCENT, ALABAMA, that the order of procedure in all instances for the meetings of the Council be as follows:

SECTION 1. That the rules or order of procedure herein contained shall govern the deliberations and meetings of the Council of Vincent, Alabama.

SECTION 2. Regular meetings of the Town Council shall be on the first and third Tuesday's of each month at 7:00 P.M. at the Town Hall.

SECTION 3. All regular meetings shall convene at 7:00 P.M. at the Town Hall and all meetings, regular, adjourned, and special, shall be open to the public.

SECTION 4. Special meetings may be held at the call of the Mayor by serving notice to 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 of 1975 whenever two council persons request in writing that the presiding officer shall call such meeting, the two council persons making the request shall have the right to call such meeting. All meetings (except executive sessions) are open to the public. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meeting.

SECTION 5. 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 to 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 6. A quorum shall be determined as provided by Section 11-43-48 of the Alabama Code of 1975.

SECTION 7. The order of business shall be as follows:

1. Call to order
2. Roll Call
3. Reading of the minutes
4. Hearing of petitions, applications, complaints, appeals and communications
5. Reports of Boards/committees
6. Financial reports and questions
7. Resolutions and Ordinances
8. Other Business

SECTION 8. No member shall speak more than twice on the same subject without permission from the presiding officer.

SECTION 9. Any person wishing to address the council should contact the Town Clerk on or before 3:00 P.M. on the Friday preceding the Council meeting requesting to be placed on the agenda, stating his or her reason for speaking to the council. 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.

John P. Summers
Councilman, District I

Robert E. Kidd
Councilman District II

Alvin H. Denty
Councilwoman District III

Mark J. Brewer
Councilwoman District IV

Councilman District V

Passed and Approved the 2nd Day of October, 2000

Joe A. Thompson
Mayor

Mary Lee Reynolds
Town Clerk