

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.

*Amendment  
2/5/08  
to Wed.  
@4pm*

SECTION 10. All resolutions and ordinances shall be in writing. Should any council officer or member of the public wish to have a statement recorded in the minutes, they shall submit such statement to the clerk in writing. The Mayor or any council member can request that a motion be submitted in writing. If the clerk has reservations as to the wording of something said, the clerk shall be able to request that the statement be submitted in writing, so that the statement can be correctly recorded in the minutes of the meeting.

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

SECTION 12. 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 13. 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 14. Whenever it shall be required by one or more members the "yes" and "no's" shall be recorded; and any member may call for a division on any question.

SECTION 15. 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 sum shall be first put.

SECTION 16. A motion for adjournment shall always be in order.

SECTION 17. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

SECTION 18. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

SECTION 19. The Chairman of each Board/Committee or the person who represents him/her 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 regular 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 of, or wages of employees of the town.

SECTION 21. The Clerk, Engineer, Attorney and Chief of Police and other such officers or employees of the Town of Vincent 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 22. 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 23. 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 24. This ordinance shall go into effect upon passage and publication as required by law.

*Amended 12/7/04  
Adding # 25  
26  
27*

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Councilman, District I

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Councilman District II

\_\_\_\_\_  
Councilwoman District III

\_\_\_\_\_  
Councilwoman District IV

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Councilman District V

Passed and Approved the 2nd Day of October, 2000

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Mayor

*Mary Lee Reynolds*  
\_\_\_\_\_  
Town Clerk

*Posted October  
3, 2000*

TOWN OF VINCENT-CLERKS CERTIFICATE OF PUBLICATION

I hereby certify that the above and foregoing Ordinance was published by me by posting copies thereof on the 3 day of October, 19 2000, in three public places within the limits of the Town of Vincent, to wit, the Mayor's office, the Post Office and the Town of Vincent Water Department, in said Town, and that said copies remained so posted for a period of five days.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official corporate seal of the Town of Vincent, Alabama this day 10 of October 19 2000.

Mary Lee Reynolds  
Town Clerk

SEAL