

ORDINANCE NO. 2004- 180

**ORDINANCE ESTABLISHING THE RULES OF ORDER AND
PROCEDURE FOR THE TOWN OF BROOKWOOD TOWN COUNCIL**

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

SECTION I

That the rules or order of procedure herein contained shall govern deliberations and meetings of the Council of the Town of Brookwood, Alabama.

SECTION II

Regular meetings of the council shall be held on the following dates: the first and third Tuesday of each month. Said meetings shall begin promptly at 6:00 p.m. and continue until adjourned.

SECTION III

Special meetings may be held at the call of the mayor by serving notice to each member of the council, either verbally or in writing, not less than twenty-four (24) hours before the time set for such special meetings; or a special meeting may be held as provided by Section 11-43-50, Code of Alabama, 1975, whenever two council members request in writing that the presiding officer call such meeting; upon the failure or refusal of the presiding officer to call such meeting when requested, the two council members making the request shall have the right to call such meeting by providing notice of the meeting to each council member in writing at least twenty-four (24) hours prior to such meeting.

SECTION IV

A quorum shall be determined as provided by Section 11-43-48, Code of Alabama, 1975. Thus, a majority of the whole number of members of the council, including the mayor, shall be necessary to constitute a quorum.

SECTION V

All regular meetings shall convene at 6:00 at the Town of Brookwood Town Hall and all meetings, regular or special, shall be open to the public.

SECTION VI

The order of business shall be as follows:

1. A call to order.
2. Role call.
3. Reading of the minutes.
4. Old business.
5. New business.
6. Recognize the public.
7. Hearing on petitions, applications, complaints, appeals, and other communications to the council.
8. Auditing of accounts and/or amending the budget.
9. The adoption of resolutions, ordinances, orders and other business.
10. Adjourn.

SECTION VII

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

SECTION VIII

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

SECTION IX

Every officer, whose duty it is to report at the regular meetings of the council, who shall fail to appear, shall be fined at the discretion of the council.

SECTION X

A motion shall be reduced to writing whenever possible, or at the request of the presiding officer or any member of the council. All resolutions and ordinances of a permanent nature shall be in writing.

SECTION XI

A motion to reconsider must be made by a member who voted with the majority, and at the same or next succeeding meeting of the council.

SECTION XII

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

SECTION XIII

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. An affirmative vote of the majority of the council shall be required to overrule the decision of the presiding officer.

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SECTION XIV

The presiding officer of the council may, at his or her discretion, call any member to take the chair, allow him or her to address the council, to make a motion, or discuss any other matter at issue.

SECTION XV

A motion for adjournment shall always be in order.

SECTION XVI

The rules of the council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present.

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SECTION XVII

The chairman of each respective committee, or the council member acting for him in his or her place, shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.

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SECTION XVIII

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 members present; and provided further, that this rule shall not apply to the current expenses of, or contracts previously made with, or regular salaries of the officers of, or wages of employees of the city.

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SECTION XIX

The clerk, engineer, attorney and chief of police and such other officers or employees of the Town of Brookwood shall, when requested, attend all meetings of the council and shall remain in the council chamber for such length of time that the council may direct.

SECTION XX

No ordinance or resolution of a permanent nature shall be adopted at the meeting in which it is first introduced unless unanimous consent is obtained for the immediate consideration of such ordinance or resolution, such consent shall be by role call and the vote thereupon shall be recorded in the minutes.

SECTION XXI

In case of the absence or disability of the mayor, the functions of the mayor as the presiding officer over council meetings shall be conducted by the chairman pro tempore of the council. Said chairman pro tem shall be appointed by the council, and said appointment must be entered upon the minutes of the council.

SECTION XXII

The council shall have the authority to compel the attendance of council members at any meeting of the council.

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SECTION XXIII

This ordinance shall be in effect immediately upon its passage and approval by the council.

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BROOKWOOD TOWN COUNCIL MEMBERS

Allen Abston

Charles Brackner

Charles Brackner

Bill Squires

Mark Stanley

Mark Stanley

Duane Garner

PASSED AND APPROVED this 4th day of October 2004.

BROOKWOOD TOWN COUNCIL

By: *Anton C. Nyche*

Mayor

ATTEST:

Linda Barger

Town Clerk

CERTIFICATE OF POSTING

I hereby certify that the above and foregoing Ordinance was posted on the 5th day of October 2004 at the following locations:

1. Brookwood Town Hall
2. Jerry (C) Store
3. Brookwood Shell
4. Hometown Grocery

Linda Barger

Linda Barger, Town Clerk