

ORDINANCE NO. 60-2015

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONTGOMERY, 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 the City of Montgomery, Alabama.

Section 2. All regular meetings shall convene at City Hall at 5:00 p.m. on the 1st and 3rd Tuesday of each month. All meetings, regular and special, shall be open to the public and news media, except where the good name and character of City employees in personnel matters are to be discussed.

Section 3. Special meetings may be called:

- 3.1. The Mayor may request the President of the Council to call a special meeting. Upon such request, the President of the Council shall call a special meeting at the time requested by the Mayor.**
- 3.2. By notice in writing signed by at least three (3) Council members. The written notice shall be filed with the City Clerk and shall specify the time, place and purpose of the meeting. In case of meetings called by three (3) Council members, the notice in writing shall be filed at least 24 hours prior to the time of the meeting. The City Clerk or other designated official shall immediately upon receipt of notice notify each member of the Council of the time, place and purpose of the meeting in the most expeditious manner.**

Section 4. A quorum shall be five (5) Council members.

Section 5. The order of business shall be as follows:

- 5.1 A call to order – President**
- 5.2 Invocation**
- 5.3 Pledge of Allegiance**
- 5.4 Roll call – establish quorum – Clerk**
- 5.5 Approval of minutes**
- 5.6 Message from Mayor, if any**
- 5.7 Reports of special committees**
- 5.8 Reports of Department Heads, if requested**
- 5.9 Public Communications on Agenda Items. Individuals who wish to address the Council regarding items already on the agenda (excluding items advertised for public hearings) must sign up prior to the Tuesday meeting, indicating their name and the number of the agenda item they wish to discuss. Each person will have three minutes to address the Council.**

1. When addressing the Council, the speaker must state his/her name and address.
2. To maintain decorum, there will be no undue applause and/or public outcry allowed.
3. When addressing the Council there is to be no personal address to any individual council member. All statements are to be made to the chairman who will recognize any council member who wishes to respond.
4. Any person wishing to speak on a non-agenda item will not be allowed to address the Council during this time.
5. Those persons desiring to speak on agenda items must indicate the resolution, ordinance, appeal, or item on arrival when signing in for the meeting. Individuals wishing to address items advertised for public hearing must do so at that designated time and are precluded from addressing the Council regarding that item during the public forum.

5.10 Hearing on petitions, applications, complaints, appeals, communications, etc. Such items must be in the City Clerk's Office by 12:00 noon, Friday, preceding the next Council meeting, and distributed to Council members prior to the Tuesday meeting. During discussions on petitions, applications, complaints, appeals, communications, etc., opponents and proponents shall be limited to ten (10) minutes per side.

5.11 Auditing accounts

5.12 Resolutions, ordinances, orders, and other businesses

5.13 Public Communications on Non-Agenda Items. Persons wishing to address the Council shall be limited to three minutes.

1. Any person desiring to speak to the Council on a non-agenda item must contact the City Clerk's Office (334-241-2096) no later than 12 Noon on the Monday prior to the Council Meeting. The subject he/she wishes to address must be identified in order for the subject to be addressed by the Mayor, City Council, and/or City staff. Any person attending the meeting who has not given proper notice to the Clerk's office and wishes to speak on a non-agenda item will not be allowed to address the Council.
2. When addressing the Council, the speaker must state his/her name and address.
3. To maintain decorum, there will be no undue applause and/or public outcry allowed.
4. When addressing the Council there is to be no personal address to any individual council member. All statements are to be made to the chairman who will recognize any council member who wishes to respond.
5. Individuals wishing to address items advertised for public hearing must do so at that designated time and are precluded from addressing the Council regarding that item during this public forum.

Section 6. No member shall speak more than twice on the same subject until all other members have had the opportunity to speak.

Section 7. No person, not a member of the Council, except the Mayor, shall be allowed to address the same while in session without permission of the presiding officer. Such permission shall be granted upon request submitted to the President prior to the Council meeting.

Section 8. Motions shall be reduced to writing when required by the presiding officer of the Council or any member of the Council. All resolutions and ordinance shall be presented to the Council in writing.

Section 9. Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

Section 10. Whenever it shall be required or requested by one or more members, the "yeas" and "nays" shall be recorded. Any member may call for a division of any questions, which shall then be voted on by the Council. Absences and abstentions shall be recorded on each vote.

Section 11. 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 12. The presiding officer of the Council may, at his or her discretion, call the President Pro Tem if present or, if not present, any member to take the chair to allow him/her to address the Council, make a motion, or discuss any other matter at issue.

Section 13. A motion for adjournment shall always be in order.

Section 14. The chairman of each respective ad hoc committee, or the councilman acting for him or her 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.

Section 15. All ordinances and resolutions submitted to the Council shall lie over until the next regular meeting; provided that such ordinances, or resolutions 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 City.

Section 16. The Mayor, Clerk, Chief of Technical Services, Attorney, Chief of Police, Fire Chief, Finance Director, and such other department heads or employees of the City of Montgomery shall, when requested, attend all meetings of the Council and shall remain available for such length of time as the Council is in session or they are excused by the Council.

Section 17. Council members must be present in order to vote.

Section 18. Order of priority of motions:

18.1. Adjourn

18.2. Recess

18.3. Question of privilege (Subsidiary Motion)

18.4. Postpone temporarily

18.5. Vote immediately

18.6. Limit debate

18.7. Postpone definitely

18.8. Refer to committee

