

RESOLUTION NO. 2009-__01__

A RESOLUTION SETTING FORTH THE MEETING RULES OF THE CITY COUNCIL FOR THE CITY OF NORFORK, ARKANSAS

WHEREAS, the City Council is charged with setting the rules for its proceedings, and the City Council finds the following rules should be followed in order to promote efficient, consistent and fair City Council Meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORFORK, ARKANSAS:

1. City Council – Members and Duties. There shall be two (2) Council Members per ward, with respective positions designated as #1 or #2. Candidates for the position of Council Members shall reside within the corporate limits of their respective wards at the time they file as candidates for Council Members, and while holding that office. The election of Council Members shall be at large. Members of the City Council shall have all powers and duties as set forth in state law.

2. Regular Meetings. All regular meetings of the City Council shall be held in the Council Chambers located at 49 City Hall Circle with the Workshop on the second Tuesday and the Council Meeting on the third Tuesdays of each month at 6:30 p.m. Should a holiday or conflicting event occur on any such Tuesday, the regular meeting shall be held the following day at the same time and place or as otherwise designated by agreement of the City Council at the City Council meeting prior to the holiday or conflicting event.

3. Special Meetings. The Mayor shall have the power, when in his judgment it shall be for the best interests of the City, to call a special meeting of the City Council. He shall fix the time of the meeting and issue, or cause to be issued, a notice to be filed with the City Recorder/Treasurer(or authorized designee) requesting that notification be made to each Council Member and the press. The objective for which such meeting shall be called shall be stated in general terms in the notice of such meeting.

Whenever three (3) Council Members agree that in their judgment it shall be for the best interests of the City request a special meeting of the Council, stating therein the objective of the meeting, such special meeting may be held at the time designated and requested of the Mayor or City Recorder/Treasurer (or authorized designee). The time of the meeting and issue, or cause to be issued, a notice to be filed with the City Recorder/Treasurer (or authorized designee) requesting that notification be made to each Council Member and the press.

The City Recorder/Treasurer's notification to Council Members of a special meeting shall be made by personal service, or by telephone, or by e-mail (provided acknowledgment of receipt is given), and shall specify the time and place of the meeting and the specific purpose for which it is being called. Only the Council Member(s) who requested the special meeting, or the Mayor, if he or she requested the special meeting, may cancel the special meeting.

At any special meeting, no other business shall be transacted beyond that for which the meeting was called. All such meetings shall be open to the public, press and media that have requested notice must be given at least two (2) hours advance notification. Outside of

this advance notification requirement, there shall be no other time constraints on how soon a special meeting may be called after due notice is given to the Council Members.

4. Executive Sessions. Executive sessions shall only be convened by the City Council when one is permitted according to state law, and specifically the state Freedom of Information Act which shall be strictly observed at all times.

5. Work Sessions and Committee Meetings. All work sessions and committee meetings of the City Council shall be open to the public, and shall be subject to notification as required by law, and as provided herein.

6. Duty of Council Members to Attend. It shall be the duty of each Council Member to attend all meetings.

7. Penalty for Absence. Any Council Member who fails to attend a Council Meeting shall forfeit any stipend or payment provided for the attendance of such meeting.

8. Quorum. A quorum of the City Council of the City of Norfolk shall be constituted in accordance with applicable state law.

9. Presiding Officer. As set forth in state law, the Mayor shall preside at a meeting of the City Council and shall have a vote as provided in state law. In the absence of the Mayor, the Recorder/Treasurer shall serve as the presiding officer of the City Council meeting.

10. Appeal from Decision of the Chair. Any member may appeal to the Council from the decision of the chair or presiding officer of the meeting, but no decision of the Mayor shall be reversed unless by a majority of all Council Members present at the meeting.

11. Meeting Journal. The Recorder/Treasurer shall, in accordance with state law, keep a journal/minutes of the proceedings of all regular and special meetings of the City Council, which shall be open for inspection and examination as set forth in state law.

12. Order of Business. Regular sessions of the City Council shall proceed under the following pattern which shall be reduced to writing in the form of an agenda distributed to Council Members prior to the meeting:

1. Call to Order;
2. Moment of Silence;
3. Pledge of Allegiance;
4. Roll Call;
5. Approval of Minutes;
6. Approval of Financial Statements/Reports
7. Public Forum;
8. Presentation of Ordinances and Resolutions;
 - a. Consent Agenda;
 - b. Old Business;
 - c. New Business;
9. Committee Reports and Setting of Committee Meetings;
10. Announcements
11. Adjournment.

13. Rules of Procedure. The Council Meeting shall be conducted with a relaxed application of *Robert's Rules of Order*.

14. Who May Address the Council. Members of the public may address the City Council at the Workshop meeting; No one but a member of the City Council shall address the Council at a regular Council meeting unless by unanimous consent of the members present, or as provided by the rules governing public comment.

15. Participation in Discussions. Participation in discussion of any question before the City Council shall be limited to members of the Council and the Mayor at the Council meetings.

16. Unwarranted Interruptions. Any member of the audience or member(s) of the City Council interrupting another who has the floor, without consent of such member, or who shall otherwise interrupt or obstruct business of the council, may be called to order by the chair and for a second offense expelled, by a two-thirds (2/3) vote of the City Council, from the meeting.

17. Failure to Obtain Leave. No Council Member shall absent himself or herself from the Council while in session without permission of the chair and any Council Member who shall violate this section shall forfeit any stipend or payment for the attendance of a Council meeting.

18. Procedure for Motions. Any and all items before the Council shall be passed only in accordance with applicable state law. The following procedure shall be used when presenting and addressing motions.

- (a) Presentation of an item;
- (b) Questions raised from Council Members/points of information;
- (c) Public forum with time limitations;
- (d) Mayor will entertain a motion and second;
- (e) discussion/debate by City Council Members with no time limitations;
- (f) Vote (any Council Member may "call for the question" and bring debate to a close).

19. Ordinances and Resolutions to be Reduced to Writing. No ordinance or resolution, before the City Council, shall be acted upon until it shall have been reduced to writing.

20. Procedure for Filing Ordinances and Resolutions.

- (a) An original ordinance or resolution must be filed with the Recorder/Treasurer (or her authorized designee) for consideration by the City Council;
- (b) Each ordinance or resolution must be sponsored by the Mayor or a Council Member;
- (c) The City Council shall not pass or consider at a regular meeting any resolution, ordinance, petition, contract, lease, appointment or any other matter, other than communications affecting the general public, that is not filed with the City Clerk (or her authorized designee) on or before noon on the Thursday preceding the meeting. Should the regular

Thursday filing date fall on a holiday, the filing date will then be twenty-four (24) hours prior to that date;

- (d) Notwithstanding the requirements set forth in subsection (c) above, the City Council may consider any ordinance, resolution, petition, contract, lease, appointment or other matter, at any regular or special session of the City Council; provided, the requirements set forth in said subsection (c) are waived by a two-thirds (2/3) vote of the Council Members present; and

21. Agenda. The City Council meeting agenda, with consent agenda, shall be prepared by the Recorder/Treasurer (or her authorized designee), and shall be placed in the Council folders at the City Hall that they are available to Council Members no later than noon on the Monday before the meeting.

22. Public Comments; Procedure for Workshops only.

- (a) There shall be a period of public comment as prescribed in the Order of Business. The Mayor will be responsible for noting concerns and questions and responding to the citizen as appropriate. The person desiring to speak during this comment period shall limit their comments to two (2) minutes as determined by the Mayor;
- (b) Persons desiring to address a particular agenda item shall do so immediately before that item is considered by the Council, as indicated by the Mayor. Each person addressing an agenda item shall limit their comments to two (2) minutes and may speak one (1) time only to an individual item which shall be monitored by the Mayor. Persons wishing to address an agenda item shall designate whether they are “for” or “against” the item so that the speakers and positions may be alternated;
- (c) The Mayor shall administer the public comment period and comments pertaining to agenda items, and shall be responsible for monitoring the time taken by each speaker and will instruct the speaker as to when their time is exhausted or their comments have become repetitive. Any Council Member may move for additional time to be allowed, which will require a 2/3 vote of the council;
- (d) This section shall not be applied to conflict with any law or regulation pertaining to public hearings required by state law.

PASSED AND APPROVED THIS _____ day of _____, 2009.

APPROVE

James Reeves, Mayor

ATTEST:

Donna Hinton, Recorder/Treasurer

SEAL:

RESOLUTION NO. 08-_____

A RESOLUTION SETTING FORTH THE MEETING RULES OF THE CITY COUNCIL FOR THE CITY OF NORFORK, ARKANSAS

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- (d) Notwithstanding the requirements set forth in subsection (c) above, the City Council may consider any ordinance, resolution, petition, contract, lease, appointment or other matter, at any regular or special session of the City Council; provided, the requirements set forth in said subsection (c) are waived by a two-thirds (2/3) vote of the Council Members present; and

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shall limit their comments to two (2) minutes and may speak one (1) time only to an individual item which shall be monitored by the Mayor. Persons wishing to address an agenda item shall designate whether they are “for” or “against” the item so that the speakers and positions may be alternated;

- (c) The Mayor shall administer the public comment period and comments pertaining to agenda items, and shall be responsible for monitoring the time taken by each speaker and will instruct the speaker as to when their time is exhausted or their comments have become repetitive. Any Council Member may move for additional time to be allowed, which will require a 2/3 vote of the council;
- (d) This section shall not be applied to conflict with any law or regulation pertaining to public hearings required by state law.

PASSED AND APPROVED THIS _____ day of _____, 2009.

APPROVED:

James Reeves, Mayor

ATTEST:

Donna Hinton, Recorder/Treasurer

RESOLUTION NO. 09-_____

A RESOLUTION SETTING FORTH THE MILEAGE RATE FOR THE PURPOSE OF REIMBURSEMENT OF EMPLOYEES, ELECTED OFFICIALS AND COMMISSION MEMBERS FOR THE USE OF THEIR PERSONAL VEHICLES IN THE COURSE OF CITY BUSINESS FOR THE CITY OF NORFORK, ARKANSAS.

WHEREAS, the City Council is charged with setting the mileage rate to be paid to employees, elected officials and Commission members for the use of their personal vehicles in the course of city business; and

WHEREAS, the reimbursement is calculated by using the actual number of miles times the rate of mileage; and

WHEREAS, car pooling is encouraged whenever possible in which case riders would not be eligible for reimbursement; and

WHEREAS, reimbursement of fuel is not allowed except in City vehicles in which case travelers would not be eligible for reimbursement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORFORK, ARKANSAS:

Will reimburse employees, elected officials and commission members that have been authorized to use their personal vehicle for travel in the course of city business at the rate of \$_____ per mile/or at the current standard mileage rate as published by the IRS.

Reimbursement will be made for actual miles reported on the City Travel expense form for authorized travelers only.

This resolution will remain in effect until replaced or amended by the City Council.

PASSED AND APPROVED THIS _____ day of _____, 2009.

APPROVED:

ATTEST:

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

SEAL