



CITY OF CLAY, ALABAMA ORDINANCE 2016-07

AN ORGANIZATIONAL ORDINANCE FOR THE TERM NOVEMBER 2016 THROUGH OCTOBER 2020

BE IT ORDAINED BY THE CITY COUNCIL OF CLAY, 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 Clay, Alabama.

Section 2. Regular meetings of the Council shall be held on the following dates: the second and fourth Tuesdays of each month beginning in January 2017.

Section 3. Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than 24 hours before the time set for such special meetings; or special meetings may be held as provided by Section 11-43-50, Code of Alabama, 1975, as amended, whenever two council members making the request shall have the right to call such meeting. 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 4. A quorum shall be determined as provided by Section 11-43-48, Code of Alabama, as amended.

Section 5. All regular meetings shall convene at 6:30 P.M. in the Council Chambers at Clay City Hall and all meetings, regular and special, shall be open to the public. Pre-Council meetings shall convene at 6:00 P.M in the Council Chambers at Clay City Hall and all meetings, regular and special, shall be open to the public.

Section 6. The order of business shall be as follows:

1. A call to order
2. Prayer
3. Pledge to the Flag
4. Roll call
5. Reading and approval of the minutes of the previous meeting
6. Approve Agenda / Consent Agenda
7. Mayor and Council Comments
8. Reading of Petitions, Applications, Complaints, Appeals, Communications, etc.
9. City Manager's Reports / Auditing Accounts
10. Public Hearings
11. Resolutions, Ordinances, Orders, and Other Business.
12. Public Comments
13. Adjourn



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Section 7. The time allotted for Scheduled Public Comments shall be three (3) minutes per speaker, totaling fifteen (15) minutes for the entire segment of the agenda, to be extended at the discretion of the council. Scheduled Public Comments should be in reference to an item on the agenda, unless otherwise approved by the Mayor.

Section 8. No person, not a member of the council, shall be allowed to address the same while in session without permission of the presiding officer.

Section 9. Whenever it shall be required by one or more members, the "yeas" and "nays" shall be recorded and any member may call for a division on any question.

Section 10. 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 11. The presiding officer of the council may, at his or her discretion, call any member to take the chair, to allow him or her to address the council, make a motion, or discuss any other matter at issue.

Section 12. 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 13. All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by state law.

Section 14. The council may meet in executive session only for those purposes authorized by state law. When a councilmember 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 into 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 15. A motion for adjournment shall always be in order.

Section 16. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

Section 17. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

Section 18. The councilmember acting for the committee 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 19. All ordinances, resolutions or propositions submitted to the council which require the expenditure of money shall lie over until the next 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, or wages of employees of the city.

Section 20. The clerk, engineer, attorney, chief of police, and such other officers or employees of the City of Clay, 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 21. No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent is 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 22. *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 23. Any and all Ordinances or Resolutions in conflict with this Ordinance are hereby repealed.

Section 24. The parts of this Ordinance are severable and should any part or parts be declared invalid by a court of competent jurisdiction, such ruling shall not affect the remaining parts.

Section 25. This ordinance shall go into effect upon the passage and publication as required by law.

ADOPTED THIS THE 7th DAY OF November, 2016.

Charles Webster
Mayor

ATTEST: _____
Ronnie Dixon
City Manager



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I, the undersigned City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true copy of one Ordinance lawfully passed and adopted by the City Council named therein, at a special meeting of such Council, and that such resolution is on file in the City Clerk's Office.

I further certify that said Ordinance was posted as required by State Law at the following locations: Clay City Hall; Clay Post Office; Clay Seniors Center; and the Clay Public Library all being in the City of Clay.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this 8th day of November, 2016.

Ronnie Dixon
City Manager