

RESOLUTION NO. 01-2021

**A RESOLUTION ESTABLISHING THE PROCEDURAL
RULES FOR THE CITY COUNCIL OF THE
CITY OF HASKELL, ARKANSAS FOR 2021**

WHEREAS, the State of Arkansas requires each City Council to annually establish its procedural rules and, whereas, such rules are essential for the orderly conduct of council activities according to ACA 14-43-501;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HASKELL, ARKANSAS, THAT THE FOLLOWING PROCEDURAL RULES ARE ADOPTED FOR 2021:

Section 1: Rules and Order of Business

The Council of the City of Haskell will follow the procedural rules contained in the Arkansas Municipal League publication “Procedural Rules for the Municipal Official”, dated June 1987.

- (A) The City Council shall have the authority to adopt such rules governing its meetings as it may deem expedient. Except as provided by rules adopted by the City council, in all matters of parliamentary procedure Robert’s Rules of Order, newly revised, shall govern and apply.
- (B) All members of the City Council, the Mayor, and City Clerk shall attend regular and special called council meetings. In the event they will not be available to attend, they shall notify the Mayor prior to the meeting.

Patterns of Meetings

1. Call to Order
2. Pledge of Allegiance and Prayer
3. Roll Call-declaration of quorum
4. Reading and approval of minutes of the previous meeting.
5. Reports from departments and commissions
6. Old Business
7. New Business
8. Announcements
9. Public Commentary
10. Adjournment

There may be a deviation from the order of business by a motion to suspend the rules or by general consent.

Section 2: The Time and Location of Regularly Scheduled Meetings

- (A) Council Meetings: Second Monday of each month at 7:00 p.m. at the City Hall.
- (B) The date, time and locations of regularly scheduled meetings may be changed by the Mayor with consent of the majority of the council members. The media and public will be notified of any changes in accordance with appropriate state laws.

Section 3: Special Meetings

In accordance with the laws of the State of Arkansas, the Mayor or any three council members may call special meetings and set the time and place of such meetings. Voting by council members is permitted at special meetings. The media and public will be notified of all special called meetings in accordance with appropriate state laws.

Section 4: Committee Meetings

Planning Commission to meet monthly, Parks Commission to meet quarterly and Animal Control Commission to meet as needed.

Section 5: Agendas

- (A) Regular Meetings
 - (1) The Mayor shall prepare the agenda for council meetings. The Mayor shall place such matters upon the agenda as may be requested by any Council member or any Department Head.
 - (2) The City Clerk shall prepare the Agenda Packets for the regular scheduled council meetings. The packets for the meetings shall be ready for presentation to the Council by the Monday prior to the meeting.
 - (3) The department head or their representative should be present at the monthly council meetings, give a **brief** report summarizing their departmental/committee activities and make themselves available for questions from the public and council members.
 - (4) The committee reports shall be given before the business items are addressed.
 - (5) At the citizens forum section of the meeting the Mayor will announce **"Any citizen wishing to address the City about any subject is now permitted to speak."** Any individual wishing to address the Council about a subject that is not on the agenda shall be permitted to speak during

that period allotted for Citizen Communications at meetings. Each individual will be limited to three minutes. (Total 15 minutes per subject.)

- (6) Any City Council member or any Department Head requesting that a matter be placed on the agenda, will provide the Mayor's office with the title of the matter and with a short, written summary of the topic and any supporting material no later than 4:00 p.m. on the Wednesday prior to meeting.

- (7) During Council meetings, the Council will consider only those matters placed on the agenda. However, nothing in this article shall prohibit the mayor or any council member from presenting an ordinance requiring the immediate action to the full city council, by adding it to the city council agenda the day of the meeting. However, this is discouraged and may be tabled by the council until their next regular meeting or a called special meeting if they require additional time to review the ordinance or gather further information before taking action.

- (11) The City Clerk will have the agenda and supporting documents available to the public.

(B) Special Meetings

The Mayor will prepare agendas for special meetings and provide copies to all elected city officials and to the media and notify the media as required by state law. Whoever is calling the special meeting shall provide the Mayor with applicable documentation pertinent to the meeting being called.

Section 6: Conduct of Spectators

- (1) It shall be the duty of the Chief of Police to be present and on official duty at all regular and special meetings of the city council. In case of his inability to attend, the chief shall designate a certified officer to be present.

- (2) Except during such periods of time at such meetings as the city council shall set aside for public discussion, it shall be unlawful for any person present as a spectator to interrupt or disturb the proceedings in any manner by voice, actions or otherwise.

- (3) During periods set aside for public discussion of any nature, any person desiring to speak shall secure the permission of the presiding officer by first silently raising his or her hand and being recognized. This person will then state their name clearly for the record before proceeding. The Spectator will be allowed no more than three minutes to address the council. The use of profanity, obscene language, threats or any violent or abusive conduct by any person shall constitute a violation of this section.

Section 7: Conduct of Council Members

- (1) During City Council meetings, City Council Members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Mayor or the rules of the City Council.
- (2) Every member of the City Council desiring to speak shall address the chair and upon recognition by Mayor, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A City Council Member once recognized shall not be interrupted while speaking unless called to order by the Mayor, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.
- (3) If a member is called to order while he or she is speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be not in order, the member shall remain silent or shall alter his or her remark as to comply with the rules of the City Council.
- (4) All members of the City Council shall accord the utmost courtesy to each other, to city employees, and to members of the public appearing before the City Council, and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. City Council Members shall confine their questions as to the particular matters before the City Council and in debate shall confine their remarks to the issues before the City Council.
- (5) Effective management of the City can exist only through mutual understanding and complete cooperation between the City Council and the Mayor. The Mayor's performance cannot be of the best unless the Mayor is given the latitude to exercise independent judgement in executing policies of the City Council. The City Council acknowledges that obligation and gives the Mayor the latitude of judgement and discretion, and expects faithful performance in carrying out the policies of the City Council.

- (6) While open communication between the City Council and City personnel is encouraged, it shall be understood that administrative authority for the management of the City rests with the Mayor. Members of the City Council should refrain, as individuals, from giving specific direction or instruction to City personnel pertaining to the discharge of duties.

Section 8: Passing of Ordinances and Resolutions

1. All Ordinances are to be passed by three separate readings of the Ordinance unless a motion is made to suspend the rules and waive the 2nd and 3rd readings.
2. Resolutions require only one reading.

PASSED BY A MAJORITY OF THE CITY COUNCIL OF THE CITY OF
HASKELL, ARKANSAS ON THIS ____ DAY OF _____

Mayor, Roy Carman

ATTEST:

Clerk/Recorder/Treasurer Jennifer Hill