

# AN ORDINANCE TO ADOPT COUNCIL RULES OF PROCEDURES

## ORDINANCE 912-2023

**WHEREAS**, this ordinance supersedes Ordinance 761-08 adopted February 18,2008;

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HELENA, ALABAMA**, which the order of procedure in all instances for the 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 Helena, Alabama.

### **Section 2.**

Regular meetings of the Council shall be held on the second and fourth Monday of each month. The Council President is the presiding officer over all Council work sessions and meetings unless otherwise delegated.

### **Section 3.**

Special meetings may be held at the call of the Council President by serving notice on each Councilmember not less than twenty-four (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.

### **Section 4.**

A quorum shall be determined as provided by Section 11-43-48, Code of Alabama.

### **Section 5.**

All regular meetings shall convene at 6:00 P.M. at the Helena Municipal Building and all meetings, regular and special shall be open to the public.

### **Section 6.**

The order of business shall be as follows:

- 6.1. Call to Order
- 6.2. Prayer
- 6.3. Pledge of Allegiance
- 6.4. Roll Call
- 6.5. Reading and/or approval of the minutes of the previous meeting(s)
- 6.6. Reports of Boards/Committees/Officers
- 6.7. Financial reports and questions
- 6.8. Resolutions, Ordinances, and other business

### **Section 7.**

Any person wishing to speak on any item not on the Council agenda should contact the City Clerk, in writing, seven days prior to the Council meeting requesting to be placed on the agenda with his/her reason for speaking to the Council. No person, other than a

Councilmember, shall be allowed to address the same while in session without permission of the presiding Officer.

**Section 8.**

No person shall speak more than twice on the same subject without permission of the presiding Officer. Any member of the public wishing to address an item on the Council agenda during a public hearing shall be limited to 3 minutes per person. The presiding officer will appoint a timekeeper prior to the start of any public comment period.

**Section 9.**

The Council President is responsible for adding items to any proposed agenda. All requests for agenda items should be sent to the Council President for approval. Once approved, the City Clerk shall make available a copy of the proposed agenda to all Council members no later than 12:00 noon on the Friday preceding the Council meeting. All supporting documents to items placed on an approved agenda shall be provided by the City Clerk prior to meeting with approved agenda.

**Section 10.**

All resolutions, ordinances and amendments thereto shall be in writing at the time of introduction.

**Section 11.**

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

**Section 12.**

All votes shall be given in roll-call form and each vote shall be reflected in the minutes accordingly with the response as either "yea", "nay" or "abstain".

**Section 13.**

All questions of order shall be decided by the presiding Officer in accordance with Robert's Rules of Order with right of appeal to the Council at large by any Councilmember.

**Section 14.**

The Presiding Officer may at his/her discretion, call any Councilmember to take the chair, to allow him/her to address the Council, make a motion, or discuss any other matter at issue.

**Section 15.**

The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds (2/3) of the Councilmembers present, given the establishment of a quorum.

**Section 16.**

When a council vote is taken, all members of the council will accept the outcome of that vote as a decision being made by the council as a whole.

**Section 17.**

The Chairman of each Board/Committee, or the person that represents the chairman, shall submit a report of the activities of the board/committee to the Council when so requested by the Mayor or any Council member.

**Section 18.**

All ordinances require a first reading. No ordinance or resolution of 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 vote and the vote reflected in the minutes.

**Section 19.**

The City Clerk, City Engineer, City Attorney, Chief of Police, Fire Chief and other such officers and employees of the City of Helena, shall remain in Council chambers for such length of time as the Council may direct.

**Section 20.**

If the City Clerk has reservations as to the wording of statement, he/she shall be able to request that the statement be submitted in writing so that the statement can be correctly recorded in the minutes of the meeting.

**Section 21.**

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 forth in this ordinance.

**Section 22.**

If any portion or provision of this Ordinance, or its application to any person or circumstance, shall be declared unconstitutional or otherwise declared void, or invalid for any reason, or should any portion be pre-empted by State or Federal law or regulation, such portion or provision shall be deemed severed, and any such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 23.**

This Ordinance shall become effective five days after its adoption and publication as required by law.

**Ordinance Number 912-2023**

**APPROVED AND ADOPTED THIS XX DAY OF MARCH, 2023.**

[SEAL]

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J. Brian Puckett, Mayor

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Chris Willis, Council Member

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Chris VanCleave, Council Member

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Alice Lobell, Council President

ATTEST:

\_\_\_\_\_  
Laura Joseph, Council Member

\_\_\_\_\_  
Amanda C. Traywick, City Clerk

\_\_\_\_\_  
Harold Woodman, Council Member

**STATE OF ALABAMA  
SHELBY COUNTY**

I, Amanda C. Traywick, City Clerk of the City of Helena, do hereby certify that the above is a true correct copy of Ordinance Number 912-2023 duly adopted by the Council of the City of Helena at its meeting held XX day of March 2023, and as same appears of record in the ordinance records of said City, and approved by the Mayor and City Council on XX day of March 2023.

Given under my hand and corporate seal of the City of Helena, this the XX day of March 2023.

[SEAL]

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Amanda C. Traywick, City Clerk

**CERTIFICATION**

I, Amanda C. Traywick, the duly appointed and acting Clerk of the City of Helena, Alabama, do hereby certify that the within Ordinance Number 912-2023 is a true copy as recited in the said City Clerk's Minute Book and posted by me as provided by law in three public places in said City, being on the bulletin board of the City Hall, on our website [www.cityofhelena.org](http://www.cityofhelena.org), and in the Helena Public Library in said City, that said Ordinance shall become a duly lawful Ordinance of said City on the XX day of March 2023, five or more days after the posting of the same as provided by law.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this the XX day of March 2023.

[SEAL]

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Amanda C. Traywick, City Clerk