TOWN OF SUMMERDALE

ORDINANCE 725-25

TO ESTABLISH THE TIME AND PLACE FOR REGULAR COUNCIL MEETINGS; THE PROCEDURE FOR CALLING SPECIAL MEETINGS; ESTABLISH A QUORUM; ESTABLISH CONDUCT AND PROCEDURES FOR COUNCIL MEETINGS OF THE TOWN OF SUMMERDALE, ALABAMA; REPEALING ORDINANCE 637-20.

BE IT ORDAINED BY THE COUNCIL OF SUMMERDALE, ALABAMA, that the order of procedure in all instances for meetings of the council shall be as follows:

SECTION 1. GENERAL PURPOSE
That the rules or order of procedure herein shall govern deliberations and meetings of the council of Summerdale Alabama.

SECTION 2. DATE, TIME AND PLACE OF REGULAR MEETING
Unless otherwise provided, regular meetings of the council shall be held on the second Monday of each month at six o'clock (6:00) PM in the Council Chambers at the Summerdale Municipal Complex. Any meeting that is scheduled to meet on a Monday that is observed by the town as a holiday shall instead meet on the Tuesday after the holiday at the regularly scheduled time.

SECTION 3. SPECIAL MEETING
Special meetings may be held at the call of the mayor by serving notice to 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, 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. PUBLIC MEETINGS
All meetings of the Town Council shall be open and public, except when the Council meets in executive session as authorized by state law.

SECTION 5. EXECUTIVE SESSION
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 majority of the council shall vote in favor of the motion, 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 6. QUORUM
A quorum shall be determined as provided by Section 11-43-48, Code of Alabama.

SECTION 7. AGENDA
Any person, firm, partnership, corporation, association or other entity with business or applications to present to the Town Council at a regular meeting must first make a request in writing with the Town Clerk by noon on Monday preceding the Town Council meeting on the following Monday. The purpose of such applications is to provide the public and members of the Town Council with advance notice of the presentation and to

afford them the opportunity to study and investigate the matter prior to the meeting. General comments from the public are invited at the end of each meeting.

SECTION 8. ORDER OF BUSINESS
The order of business shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approve Minutes of Previous Meetings
5. Public Hearings
6. Old/New Business
7. Ordinance, Resolutions and Proclamations, and Other Business
8. Departments
9. Council, Legal Counsel, Staff and Public Comments and Announcements
10. Adjourn

SECTION 9. MOTION

i. No member shall speak more than twice on the same subject without permission of the presiding officer.

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

iii. Motions shall be reduced to writing when required by the presiding officer of the council or any member of the council. All resolutions and ordinances and any amendments thereto shall be in writing at the time of introduction.

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

v. 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. QUESTIONS OF ORDER

i. 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.

ii. 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.

iii. 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.

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

v. A motion for adjournment shall always be in order.

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

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

viii. The chairman of each respective committee, or the councilmember acting for him or her, shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.

SECTION 11. ORDINANCES AND RESOLUTIONS

i. All Ordinances and Resolution shall be in writing.

ii. No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent be 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.

iii. 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 town.

SECTION 12. AMENDMENT OF RULES OF PROCEDURE

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i. The procedural rules of the Town Council may be altered, amended or temporarily suspended if a majority of the members of the Town Council present at the meeting shall vote in favor to do so.

ii. The provisions of this Ordinance are hereby declared severable. If any provision or portion of this Ordinance is for any reason held to be invalid, such provision or portion shall be deemed a separate and independent provision and such holding shall not affect the validity of the remainder thereof.

SECTION 13. ATTENDANCE OF DEPARTMENT HEADS

i. The clerk, engineer, attorney and chief of police, Fire Chief, Public Works Director, and such other officers or employees of the Town of Summerdale, 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.

ii. Any Officer, whose duty it is to report at the regular meetings of the council, who shall be in default thereof, must designate another person to represent him/her for that meeting.

SECTION 14. PUBLIC HEARING

The Town Clerk shall set public hearings on recommendations of approval in accordance with local and state law. If a public hearing is required to be called by the governing body the public hearing will be set by the Town Council.

SECTION 15. RULES OF ORDER

Robert's Rules of Order are 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 16. PASSAGE AND PUBLICATION

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

APPROVED this 3rd day of November 2025.

Mayor

ATTEST:

Clerk