

**AN ORDINANCE TO ADOPT COUNCIL RULES OF PROCEDURES
THIS ORDINANCE SUPERSEDES ORDINANCE 761-08 ADOPTED FEBRUARY 18, 2008.**

ORDINANCE 912-2023

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. All regular meetings shall convene at 6:00 P.M. at the Helena Municipal Building. All meetings of the Council shall be open to the Public and subject to the Alabama Open Meetings Act.

Section 3.

The Council President is the presiding officer over all Council work sessions and meetings unless otherwise delegated. Special meetings may be held at the call of the presiding officer whenever in his or her opinion the public interest may require it and whenever two council members or the mayor request the presiding officer in writing including electronic communications to call a meeting. The presiding officer shall serve 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.

The order of business shall be as follows:

- 5.1 Call to Order
- 5.2 Prayer
- 5.3 Pledge of Allegiance
- 5.4 Roll Call
- 5.5 Approval of Agenda
- 5.6 Reading and/or approval of the minutes of the previous meeting(s)
- 5.7 Revenue & Bill Payment Approval
- 5.8 Municipal Operations Report from the Mayor
- 5.9 Reports of Boards/Committees/Officers as applicable
- 5.10 Resolutions, Ordinances, and other business
- 5.11 Council Comments
- 5.12 Adjournment by Presiding Officer

Section 6.

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 7.

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 no more than 3 minutes per person. The presiding officer will appoint a timekeeper prior to the start of any public comment period.

Section 8.

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 placement on the agenda. 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 the approved agenda. For special meetings, the City Clerk shall provide all related documents as soon as possible.

Section 9.

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

Section 10.

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 11.

All votes for items of a permanent nature shall be given in roll-call form or at the request of any council member and each vote shall be reflected in the minutes accordingly with the response as either "yes", "no " or "abstain".

Section 12.

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. A city attorney may serve as parliamentarian to advise the presiding officer.

Section 13.

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 14.

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 15.

The Chairman of each Board/Committee, or the person that represents the chairman, shall present a quarterly report in accordance with Ordinance 880-2021 or any subsequent ordinances thereto to the Council or when requested by the Mayor and/or two Council members.

Section 16.

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. 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 17.

The City Clerk, City Engineer, City Attorney, Chief of Police, Fire Chief or their designee of the City of Helena, shall remain in Council chambers for such length of time as the Council may direct.

Section 18.

If the City Clerk has reservations as to the wording of a 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 19.

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 20.

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 preempted by State or Federal law or regulation, such portion or provision shall be deemed severed, 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 21.

This ordinance shall go into effect upon the passage and adoption by the City Council of the City of Helena, Alabama, and posting as required by law.

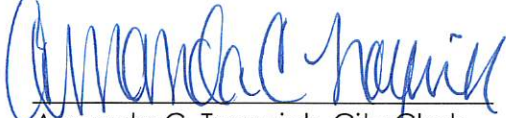
Ordinance Number 912-2023

APPROVED AND ADOPTED THIS 8th DAY OF MAY, 2023.

[SEAL]



ATTEST:

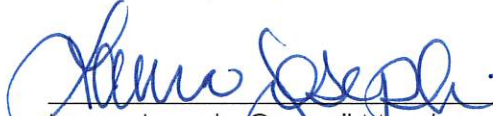

Amanda C. Traywick, City Clerk


J. Brian Puckett, Mayor


Chris Willis, Council Member


Chris VanCleave, Council Member


Alice Lobell, Council President


Laura Joseph, Council Member


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 8th day of May 2023, and as same appears of record in the ordinance records of said City, and approved by the Mayor and City Council on 8th day of May 2023.

Given under my hand and corporate seal of the City of Helena, this the 8th day of May 2023.

[SEAL]




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, and in the Helena Public Library in said City, that said Ordinance shall become a duly lawful Ordinance of said City on the 15th day of May 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 8th day of May 2023.

[SEAL]




Amanda C. Traywick, City Clerk