

## ORDINANCE NUMBER 2025-006

TO ESTABLISH THE TIME AND PLACE FOR REGULAR CITY COUNCIL MEETINGS; THE PROCEDURE FOR CALLING SPECIAL MEETINGS; ESTABLISH A QUORUM; ESTABLISH CONDUCT AND PROCEDURES FOR COUNCIL MEETINGS OF THE CITY OF ASHFORD, ALABAMA.

BE IT ORDAINED by the City Council of the City of Ashford, Alabama, in session duly assembled and by authority thereof as follows:

### GENERAL PURPOSE

SECTION 1. That the rules or order of procedure herein contained shall govern deliberations and meetings of the City Council of the City of Ashford, Alabama.

### DATE TIME AND PLACE OF REGULAR MEETINGS

SECTION 2. Regular meetings of the City Council shall be held on the first and third Monday of each month at six o'clock (6:00) PM at the Ashford Senior Citizens Center. In the event that a regular meeting falls on a holiday, the Council shall vote at the preceding meeting to set a new time and date for said meeting.

### SPECIAL MEETINGS

SECTION 3. Special meetings may be held at the call of the Mayor 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 I I -43-50, of the Alabama Code 1975, whenever two Council members, or the Mayor request, in writing, that the Mayor call such meeting. Upon the failure or refusal of the Mayor to call such meeting when requested, the two Council members making the request shall have the right to call such meeting. Only those items of business for which the special meeting is convened shall be voted upon at said special meeting. All written notice shall state the specific purpose or purposes for such special meetings.

## PUBLIC MEETINGS

SECTION 4. All meetings of the City Council shall be open and public, except when the Council meets in executive session as authorized by state law.

## EXECUTIVE SESSION

SECTION 5. The Council may meet in executive session only for those purposes authorized by state law. When a Council member makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the Council shall unanimously 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.

## QUORUM

SECTION 6. The attendance of four members of the City Council, at any regular or special meeting, is necessary to constitute a quorum.

SECTION 7. Every officer, whose duty it is to report at the regular meetings of the Council, who shall be in default thereof, may be fined at the discretion of the Council.

## AGENDA

SECTION 8. Any person, firm, partnership, corporation, association or other entity with business or applications to present to the City Council at a regular meeting must first make application with the City Clerk by 2:00 p.m. on the Thursday preceding the City Council meeting on the following Monday. The purpose of such applications is to provide the public and members of the City 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 during the Public Comment portion of each meeting.

The City Council may waive the requirement of such applications in cases of emergency or when the public interest may require it; provided, however, that such waiver shall be approved by a majority vote of those City Council members present at the meeting.

## ORDER OF BUSINESS

SECTION 9. The order of business shall be as follows:

A. First Monday of Each Month

1. Call to order
2. Roll call
3. Invocation
4. Pledge of Allegiance
5. Consent Agenda
  - Approval of minutes from prior meeting(s)
  - Accounts Payable Approval
6. New Business
7. Old Business
8. Reports from Department Heads
  - Police Chief - Court Magistrate - Fire Chief
  - Senior Center Director - Recreation Director
  - Utilities Superintendent
  - WWTP
  - Engineer
9. Public Announcements
10. Council Announcements
11. Public Comments
12. Motion to Adjourn

A. Third Monday of Each Month

1. Call to order
2. Roll call
3. Invocation

4. Pledge of Allegiance
5. Consent Agenda
  - Approval of minutes from prior meeting(s)
  - Accounts Payable Approval
  - Monthly Budget Update
6. New Business
7. Old Business
8. Public Announcements
9. Council Announcements
10. Public Comment
11. Motion to adjourn

## MOTIONS

### SECTION 10.

- A. All motions will be in accordance with Robert's Rules of Order

## RULES OF ORDER

### SECTION 11.

- A. All questions of order shall be decided by the presiding officer of the City Council with the right to appeal to the City Council by any members.
- B. The presiding officer of the City Council may, at his discretion, call any member to take the chair, to allow him to address the City Council, make a motion to discuss any other matter of issue.
- C. Unless otherwise stated, the latest edition of "Robert's Rules of Order" shall govern the conduct of the meetings of the City Council.

## ORDINANCES AND RESOLUTIONS

### SECTION 12.

- A. All ordinances and resolutions shall be in writing.
- B. No ordinance intended to be of permanent operation shall be adopted by the City Council at the same meeting which it is introduced, unless unanimous consent of those present is given by resolution for the immediate consideration of such ordinance, such consent to be shown by a voice vote taken by yeas and nays, and the names of the members voting shall be entered upon the minutes, and no ordinance intended to be of permanent operation shall become a law, unless on its final passage of a majority of the members elected to said City Council of the City of Ashford, Alabama, shall vote in its favor.
- C. All ordinances intended to be of permanent operation shall be subject to the laws of the State of Alabama regarding veto of ordinances and passage over veto as specifically set forth in Titles 11-45-3 and 11-45-4, et. seq., Code of Alabama, 1975.

## AMENDMENT OF RULES OF PROCEDURE

SECTION 13. The procedural rules of the City Council may be altered, amended or temporarily suspended if a majority of the members of the City Council present at the meeting shall vote in favor to do so.

SECTION 14. 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.

## ATTENDANCE OF DEPARTMENT HEADS

SECTION 15. The following Department Heads and such other officers, employees and representatives of the City of Ashford, Alabama, shall attend all meetings of the City Council:

- A. City Clerk/Treasurer
- B. Police Chief (or his designated officer)
- c. City Attorney

All other Department Heads, officers, employees and representatives of the City of Ashford shall attend at the request of the Mayor and/or City Council or when said Department Head has business or a request to be presented to the City Council.

### WORKSHOP

SECTION 16. A workshop will be held the third Monday of each month following the regular scheduled Council meeting at the Ashford Senior Citizen's Center beginning November 2025.

### EFFECTIVE DATE

SECTION 17. This Ordinance shall become effective immediately upon its approval and adoption. Any and all resolutions and ordinances, which are contrary to or in conflict with the terms and provisions of the Ordinance Number 2020-011, are hereby rescinded and repealed.

APPROVED and ADOPTED this the 1st day of December, 2025.

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Mayor Blake Rosenkoetter

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Councilmember Gary Gibson

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Councilmember Joel Waller

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Councilmember Josh Johnson

Attest:

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Janet Rumley, City Clerk

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Councilmember Brian McCraney

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Councilmember James Smith