



## City of Foley, AL

407 E. Laurel Avenue  
Foley, AL 36535

### Signature Copy

Resolution: 20-1302-RES

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File Number: 20-0493

Enactment Number: 20-1302-RES

ESTABLISHING ORDER AND RULES OF PROCEDURE FOR FOUR YEAR TERM BEGINNING  
NOVEMBER 2, 2020

**BE IT RESOLVED BY THE COUNCIL OF FOLEY, ALABAMA**, that the order and rules of procedure in all instances for 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 Foley, Alabama.

Section 2. Regular meetings of the council shall be held on the following dates: The first and third Monday of each month except on holidays as recognized and/or designated by the Council of Foley, Alabama beginning at 5:30 p.m. Work Sessions shall be held the same days as the Council meetings beginning at 4:00 p.m. except on holidays as recognized and/or designated by the Council of Foley, Alabama and unless modified as needed by the Council.

Section 3. Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than twenty-four 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 (or the mayor) 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. A quorum shall be determined as provided by Section 11-43-48, Code of Alabama.

Section 5. All regular meetings shall convene at 5:30 o'clock p.m. at the City Hall unless modifies as needed by the Council and all meetings, regular and special, shall be open to the public.

Section 6. The order of business shall be as follows:

1. A call to order
2. Roll Call
3. Pledge of Allegiance
4. Additions/Removals/Carry Overs
5. Consent Agenda
6. Ordinances
7. Resolutions and Other Business
8. Visitor Comments

## 9. Adjourn

Section 7. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 8. No person, not a member of the Council, shall be allowed to address the same while in session without permission of the presiding officer.

Section 9. 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.

Section 10. Motions may 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 may be in writing at the time of introduction.

Section 11. Motions to reconsider must be by a member who voted with the prevailing side and at the same or next succeeding meeting of the council.

Section 12. Whenever it shall be requested by one or more members, the "yeas" and "nays" shall be recorded and any member may call for a division on any question.

Section 13. 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.

Section 14. 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.

Section 15. Motions to lay any matter on the table shall be first in order. On all questions, the last amendment, the most distant day and the largest sum shall be first put.

Section 16. All meetings of the council shall be open to the public except when the council meets in executive session as authorized by state law.

Section 17. 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 vote. If the majority of the council shall vote in favor of the motion to go into executive session, 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 18. A motion for adjournment shall always be in order.

Section 19. The rules of the Council may be amended in the same manner as any other resolution of general and permanent operations.

Section 20. The rules of the council may be temporarily suspended by a two-thirds vote of the members present.

Section 21. 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, two members of the council, or the mayor.

Section 22. The clerk, engineer, attorney and chief of police, and such other officers or employees of the city of Foley, 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.

Section 23. No ordinance 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, such consent shall be by roll call and the vote thereon spread on the minutes.

Section 24. 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 out in the ordinance.

Section 25. This resolution is effective upon adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of November, 2020.



President's Signature

*JW Trach*

Date

11-4-2020

Attest By City Clerk

*Kathryn Taylor*

Date

11-4-2020

Mayor's Signature

*Joe Bee*

Date

11/4/2020