

ORDINANCE NO. 16-17-05

TOWN COUNCIL RULES OF PROCEDURES

An ordinance relative to the Rules of Procedure for the
Town Council of the Town of Pearl River, LA.

CHAPTER 1. - COUNCIL CHAMBERS

1.1 - Use of the Council Chambers

The Council Chambers shall be used by the Town Council and may be used by other groups, organizations, and committees upon scheduling with and permission of the Town Hall. The Mayor and his staff may utilize the Council Chambers at the Mayor's discretion when said Chamber is not being utilized by the Town Council for a meeting.

CHAPTER 2. - QUORUM

2.1- Quorum.

A quorum of the Town Council is hereby defined as a majority of the elected members of the Council.

2.2- Quorum necessary to transact business.

The presence of a quorum of the Council is required for the Council to transact business.

CHAPTER 3. - DECORUM

3.1 - Decorous language.

Each person shall confine himself/herself to decorous language in addressing the Council. Each Council member shall confine himself/herself to decorous language in addressing each other.

CHAPTER 4. - RULES

4.1- Robert's Rules of Order.

On any question of Council procedure, when these rules are silent or inexplicit, custom, usage, and practice shall be followed. If custom, usage, and practice are inexplicit, then Robert's Rules of Order, Newly Revised, shall be considered as authority.

4.2- Polling.

No member of the staff of the Town Council shall engage in the polling of Council members unless authorized formally by a majority vote of the Council. This section does not mean to control the actions of any elected or appointed (interim) Town Council member.

CHAPTER 5. - AGENDA

5.1- Preparation.

The agenda for all regular meetings will be closed at 4:00 p.m. on the Wednesday before the Council meeting on the following Tuesday. Barring unusual circumstances, agenda packets shall be available by 4:00 p.m. on the Thursday before the next Council meeting. Each agenda item will be followed by the name of the council member placing the item on the agenda. The original of all proposed ordinances, resolutions or correspondence for the Council's consideration must be presented to the Town Clerk by agenda cut-off time.

5.2- Distribution.

Copies of the agenda will be furnished to the members of the Council, the Mayor, Town Attorney, Police Chief and be made available to the general public.

5.3- Additions.

After the agenda is finalized all additions must be approved by unanimous vote of the Council members present at the meeting before an item can be discussed.

5.4- Order of business.

The regular order of business for meetings of the Pearl River Town Council shall be as follows:

- (1) Meeting called to order
- (2) Roll call
- (3) Prayer
- (4) Pledge of Allegiance
- (5) Regular agenda
 - A. Approval of minutes
 - B. Receiving and accepting of bids
 - C. Tabled items
 - D. Public hearing
 - E. Old business
 - F. New business
- (6) Comments and reports
 - A. Legislative comments and reports
 - B. Administrative comments and reports
 1. Mayor
 2. Chief of police
 - C. Parish council
 - D. Recreation District #5
 - E. Fire District #11
 - F. Planning & Zoning Commission
 - G. School Board
- (7) Executive Session
- (8) Adjournment

5.5 - Audience participation.

Audience participation in discussions of items on the agenda for any business before the Town Council is desirable and encouraged so that the members of the Council may be informed of ideas and opinions of the public. Upon request by a member of the Council, the Mayor shall recognize a member of the audience who desires to participate in the discussion, and the member of the public shall be allowed to address the Council.

Audience participation in discussions of agenda items requires recognition by the Mayor. Such discussions may be limited to five minutes per person and to avoid repetition, groups interested in an agenda item should select a spokesperson to represent the views of the group.

5.6 - Executive session.

The Town Council may hold an executive session upon an affirmative vote of two-thirds of its members present, taken at an open meeting for which a public notice has been given. The executive session shall be limited to matters allowed by law. In no case shall any binding action be taken in an executive session. A request for an executive session must be made by a Council member or the Mayor. A written and signed statement shall be submitted to the Council through the Town Clerk in the format attached hereto and made a part thereof by reference, and shall serve as the agenda for the executive session.

CHAPTER 6. - TOWN MEETINGS

6.1- Purpose.

The Town Council shall conduct town meetings to provide convenient means for all branches of the town government and all interested citizens to become informed and have an opportunity to be heard on any subject matter pertinent to the Town of Pearl River.

6.2- Call.

Town meetings may be held on the call of the mayor, or three or more Council members.

6.3- Announcement.

Town meetings shall be announced by written public notice at least three days in advance of the meeting. Said notice will include the time and place of the meeting, and a brief synopsis of the subject to be discussed.

6.4- Procedures.

- (a) The Town Clerk shall coordinate the town meeting calendar.
- (b) The Town Clerk shall keep a journal of the speakers and a synopsis of each town meeting.

6.5- Presentation format.

Town meetings shall be conducted in a format to include at least the following outline and rules:

- (a) A presentation not to exceed 45 minutes in length;
- (b) Or, if in the nature of a debate, each side will be allowed a presentation not to exceed 20 minutes in length, with ten minutes for rebuttal by each side. Arguments pro will precede arguments con.
- (c) Formal presentations will be followed by a period of questions and answers, not to exceed 45 minutes in length. Each question and answer will be limited to three minutes.
- (d) The final 45 minutes of each town meeting will be open to comments, not to exceed three minutes each, from interested citizens.
- (e) Time limitations as imposed above may be extended for finite periods of time only by a two-thirds favorable vote of the Council members present.

CHAPTER 7. - VOTING BOARD RULES AND PROCEDURES

- (a) Council members in legal session convened shall vote by voice.
- (b) When a question item has been discussed and the Council, by at least a majority, has indicated (according to Robert's Rules of Order, Newly Revised) they are ready to vote, the Mayor shall announce: "Roll call vote". The Mayor shall allow adequate time for the members to vote.
- (c) The Mayor shall then instruct the Town Clerk to record the vote in the minutes of the meeting.

BE IT THEREFORE ORDAINED by the Town Council of the Town of Pearl River that on May 17, 2016, this ordinance was adopted by a motion from Alderman Lora Cutrer and seconded by Alderman Kathryn Walsh and will go into effect immediately upon its passage.

VOTING:

Yeas:	4
Nays:	0
Absent:	1
Abstain:	0

Clarence D. McQueen, Mayor

Carla Benelli, Town Clerk

ADOPTED this 17th day of May, 2016