

# TOWN OF COUNTYLINE

P.O. Box 130 Trafford, Alabama 35172

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Mayor Larry Calvert  
Councilman Michael Calvert  
Councilman Dennis Finch  
Councilman Pam Sitton  
Councilman Shannon Blackwell  
Councilman Ralph D. Calvert

Organizational Meeting: November 3, 2008

1. A call to order.

The meeting was called to order by Mayor Larry Calvert

2. Mayor Calvert introduced Mr. Bill Ivey to give the invocation.

Mayor Calvert introduced Jennifer Grooms to administer the oath of office.

3. Jennifer Grooms to administer the oath of office to Mayor Larry Calvert, Councilman Michael Calvert, Councilman Dennis Finch, Councilman Pam Sitton, Councilman Shannon Blackwell, and Councilman Ralph D. Calvert.

4. Mayor Calvert asked the council if they wanted Pam Sitton to remain Chairman pro tempore. All agreed.

5. Mayor Calvert asked the council if they wanted the second Tuesday of the month at 7:00 to remain the date and time of the regular monthly meetings. All agreed.

6. Mayor Calvert asked the council if they wanted the rules and procedures for deliberations to remain the same. All agreed.

7. Mayor Calvert asked the council if they wanted table the establishment and appointment of council committees. All agreed.

8. Councilman Pam Sitton motioned to temporarily ratify the use of present depositories pending subsequent permanent designation. Councilman Dennis Finch seconded and the vote was carried unanimously.

9. Councilman Dennis Finch motioned that all administrative personnel of the municipality continue their respective duties pending permanent appointments.

Councilman Dennis Finch motioned to adjourn the meeting. Councilman Ralph D. Calvert seconded and the motion was carried unanimously.

Minutes taken and prepared by Jennifer Grooms, Town Clerk.

Town of County Line  
Organizational Meeting Agenda  
November 3rd, 2008

1. Meeting called to order by presiding officer of new council.
2. Introduction of officer who will administer the oath of office and the person who will give the invocation.
3. Oath of office given.
4. First order of business ( Election of Chairman pro tempore).
5. Establish the time and place for regular meetings to be held each month.
6. Adopt rules of procedure which council will follow in it's deliberations for the coming term.
7. Establishment and appointment of council committees.
8. Adoption of a motion temporarily ratifying the use of present depositories pending subsequent permanent designation.
9. Adoption of a motion which states that all administrative personnel of the municipality shall continue in their respective duties pending permanent appointments at later meetings of the council. ( It is generally understood that the council will make it's final administrative appointments at the first regular meeting following the organizational meeting).
10. Motion to adjourn.

AN ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COUNTY LINE, ALABAMA that the order or 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 County Line, Alabama.

Section 2. Regular meetings of the council shall be held on the following date: the 2<sup>nd</sup> Monday of each month.

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 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 (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 7:00 o'clock p.m. at the City Hall 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. a) Reading and approval of the minutes of the previous meeting  
b) Reading and approval of the financial report
4. Reports of committees
5. Reports of officers
6. Reading of petitions, applications, complaints, appeals, communications, etc.

7. Resolutions, ordinances, orders, and other business

8. Public comments

- 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.
- 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 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.
- Section 11. Motions to reconsider must be by a member who voted with a majority and at the same or next succeeding meeting of the council.
- Section 12. 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 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, and 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 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 majority of the council shall vote in favor of the motion to go into executive session, the body shall then move into executive session as 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 ordinance of general and permanent operation.
- Section 20. The rules of the council may be temporarily suspended by a vote of two-thirds 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 requested by the presiding officer or any member of the council.
- Section 22. 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 city.
- Section 23. The clerk, engineer, attorney and chief of policy, and such other officers or employees of the City of County Line, 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 24. 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 in the minutes.
- Section 25. 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 this ordinance.
- Section 26. All public comments shall be introduced to council in written form not less than 30 days of upcoming meeting. Council shall review

content of all requests and if deemed appropriate, request will be discussed at monthly meeting. If submitted by group only one appointed spokesperson for the group shall be allowed to address council on said issue.

Section 27. This ordinance shall go into effect upon the passage and publication as required by law.