

ORDINANCES # 2025 05

ORDINANCE ESTABLISHING RULES OF PROCEDURE AND TIME AND PLACE
FOR REGULAR MEETINGS OF THE TOWN COUNCIL

BE IT ORDAINED by the Town Council of the Town of Triana, Alabama, in accordance with the provisions of 11-43A-23, Code of Alabama, as follows:

1. That the following rules of procedure and order of business for regular meetings be, and the same hereby are established to govern the deliberations and meetings of the Town of the Town of Triana, Alabama.

a. The regular meeting of the Town Council shall be held on the 2nd and 4th Monday of each month at 6:30pm. The time and place for regular meetings may be changed by Resolution of the Town Council if the action is taken at least one week prior to the regular meeting that is subject to postponement or cancellation.

b. All meetings of the Town Council shall be open to the public, except when the Town Council meets in executive session. The Town Council may meet in executive session only for those purposes authorized by state law when a member of the Town Council makes a motion to go into executive session for an enumerated purpose. The presiding officer shall put the motion to a vote. If a majority of the Town Council vote in favor of the motion to go into executive session, the Town Council shall then move into executive session to discuss only the matter for which the executive session was called. No action may be taken in an executive session. When the discussion is completed, the Town Council shall resume its deliberation in public.

c. Special meetings may be held at the call of the Mayor by serving notice to each member of the Town Council, not less than twenty-four hours before the time set for such special meetings, or special meetings may be held whenever two council persons request in writing that the Mayor call such meeting.

d. A majority of the whole qualified membership of the Council shall constitute a quorum, as provided for by Section 11-43A-24, Code of Alabama.

e. The Town Council Work Session shall meet at a time established by the Mayor, for a staff briefing for review and discussion special items of the agenda.

f. All regular meetings shall convene in the Town's Municipal Building meeting room, 640 6th Street, Triana, Alabama, and all meetings, regular or special, shall be open to the public.

g. The order of business at regular Town Council meetings shall be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Minutes
- (4) Mayor's Reports/Communications
- (5) Council (s) Reports
- (6) Ordinances
- (7) Resolutions
- (8) Town Attorney's Report
- (9) New/Other Business
- (10) Citizens' Communications
- (11) Adjournment

h. Motions shall be reduced to writing when requested by the presiding officer of the Town Council or any member of the Town Council.

i. Motions to reconsider may be made only by a member who voted with the majority, and at the same or next succeeding meeting of the Town Council.

j. Whenever it shall be requested by one or more of the members of the Council, and whenever required by law, the "yeas" (yes) and "nays" (No) shall be recorded.

k. All questions of order shall be decided by the presiding officer of the Council, with the right to appeal to the entire Town Council by any member thereof.

l. 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.

m. A motion for adjournment shall always be in order.

n. No Ordinance of permanent operation shall be passed at the meeting at which it was introduced except by unanimous consent of all members of the Council present. If all members of the Council present vote for the passage of the ordinance and their names are entered on the record as voting in favor thereof, it shall be construed as giving unanimous consent to the action taken upon such ordinance at the meeting at which it is introduced.

o. Every Ordinance introduced shall be in writing and the title read by the Mayor prior to a vote of the Town Council.

p. That members of the Town Council shall submit all items for inclusion on the agenda to the Mayor or Town Clerk no later than 12:00 PM on the day prior to the regular Council meeting.

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

r. Any member of the Town Council or any other person addressing the Town Council, who desires that his or her remarks be recorded verbatim in the minutes of the meeting, shall submit a written copy of his or her remarks to the Town Clerk no later than the adjournment of the meeting.

s. For any procedure not otherwise specified in this Resolution, Roberts' Rules of Order shall govern.

2. That the rules of procedure of the Town Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present, except as otherwise prohibited by law.

3. That any rules of Town Council procedure, time and place, which has been previously adopted, and in effect is hereby repealed.

4. That this Ordinance shall become effective upon its adoption by the Town Council

ADOPTED AND APPROVED by the Town Council of the Town of Triana, Alabama, this 3rd day of November 2025.

TOWN OF TRIANA, ALABAMA

Mary Caudle
Mary Caudle, Mayor

ATTEST:

Sharon Humphrey
Sharon Humphrey, Town Clerk