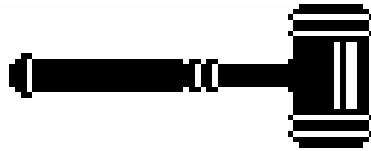


*Rules of Order  
and  
Procedure Manual*



*for the Board of Directors  
of the  
City of Texarkana, Arkansas*

# **RULES OF ORDER AND PROCEDURE FOR THE BOARD OF DIRECTORS OF THE CITY OF TEXARKANA, ARKANSAS**

## **A. Title**

*The following rules and procedures shall be known as the "Rules of Order and Procedure for the Texarkana, Arkansas Board of Directors" and shall govern the conduct of all meetings of said Board unless suspended by proper vote of the members of that Board; and it is specifically understood that these rules and procedures shall be subject to and subordinate to those procedural requirements as established by the laws and the Constitution of the State of Arkansas.*

## **B. Board Meeting**

### **Public Notification**

*The City will, if necessary, go further than legally required in order to inform citizens of the items to be considered by the Board. The means used will include advertisements in a local newspaper, special notice to citizens who have shown a direct interest in matters to be considered and agenda copies available at Board meetings.*

### **Formulation of Agenda**

*Each item of business for consideration by the Board of Directors at any regular, special or executive meeting of the board shall first be placed on a written agenda, which shall be formulated and decimated as follows:*

- 1) The preparation of the agenda for each regular, special or executive meeting of the Board of Directors shall be the duty of the City Clerk under the supervision of the City Manager.*
- 2) Items for the agenda are to be provided to the City Clerk's office as soon as possible prior to the meeting in which they are to be considered, but not later than the close of business on second Wednesday preceding the scheduled board meeting. The City Manager shall have an agenda staff meeting at a time convenient to the City Manager and the staff, but normally on Thursday at 10:00 p.m. two weeks prior to the board meeting. All items of business that are to be considered at the next scheduled board meeting shall be available for discussion by the City Manager and staff at that time. With the concurrence of the City Manager and City Clerk items may be added to the regular agenda not later than the close of business on the second Wednesday prior to the board meeting.*

*Any board member may place any item on the agenda if it is presented to the City Manager and the City Clerk in time for the necessary ordinance or resolution to be provided by the agenda deadline. Items of a controversial nature, which are recommended by a board member shall be listed on the agenda and shall be identified on the agenda as recommended by the board member or members.*

- 3) *The agenda shall be completed by the City Clerk and distributed to the board members and news media prior to the close of business on Thursday preceding the regular board meeting.*
- 4) *Additions to the agenda:*
  - a) *Items may be added to the agenda after the agenda has been closed with the approval of the City Manager and the City Clerk. In those cases where the City Manager determines that there is a necessity for the benefit of the City, the City Manager shall have an addendum to the agenda prepared by the City Clerk and transmitted to the Board of Directors and the News Media not later than close of business on Friday prior to the board meeting.*
  - b) *Additions may be made to the agenda at the regular board meeting but only after a motion by a board member to amend the agenda, to add the item in question, and the concurrence of a majority of the board members. Items to be added to the agenda at a meeting shall be made available to the Board of Directors as soon as possible, preferably prior to the meeting. Items to be considered by the board should be in normal form and should have the supporting documentation necessary to understand fully the issue under consideration.*
- 5) *Agenda for special or called meetings:*

*The agenda for special or called meetings shall be available to the Board of Directors and news media as far ahead of the meeting as is practical. By law, a minimum of two hours notice must be given of a special called meeting and the agenda shall be set at least that far ahead of time. Every effort should be made to provide at least two days advance notice of a special or called meeting or the maximum time as is practical.*

### Quorum

*A majority of the Board shall be necessary to constitute a quorum to do business. The concurring vote of a majority of those attending a meeting, provided a quorum is present, shall represent the acts of the Board except where otherwise provided by law or by these rules.*

### Location

*The location of the Regular Board of Directors' Meetings shall be the Texarkana, Arkansas City Hall Board Room unless another place has been previously set by the Directors.*

### Agenda Procedures

*Sections 2-16 through 2-20 of the Code of Ordinances of the City of Texarkana, Arkansas, apply to placing an item on a regularly scheduled meeting agenda. However, members of the public will be offered an opportunity to speak on all questions presented to the Board on that particular meeting's agenda. Any member of the public desiring to speak in regard to a particular agenda item will be recognized by the Mayor and given an opportunity to speak prior to action by the Board of Directors. Also, after the consent and regular agenda items any member of the public desiring to speak to the Board on non-agenda items will have an opportunity to speak during Citizen Communication Time. Each presentation shall be limited to five minutes.*

### Regular Meetings

*The Board shall meet in regular session on the first and third Monday of each month at 7:00 p.m. When a holiday occurs on any such Monday the regular meeting shall be held on the following Tuesday at the same hour unless otherwise provided for by motion. The regular meeting time may be rescheduled by the Board in special circumstances. Any change must be made far enough in advance to allow normal public notification.*

### Special Meetings

*Special meetings may be called by three or more members of the Board or by the Mayor. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.*

*No business shall be transacted at any special meeting of the Board unless the same has been stated in the notice of such meeting. However, any additional business, which may lawfully come before a regular meeting, may be transacted at a special meeting if all the members of the Board present consent thereto and all the absent members file their written consent.*

### Executive Session

*An executive session may be convened on the request of any member of the Board or the City Manager.*

*Executive sessions will be permitted only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee.*

*All executive sessions shall be conducted strictly within the letter and the spirit of the Arkansas Freedom of Information Act.*

### Consent Agenda

*Items placed in this section are matter of routine business, which are expected to involve little or no discussion by the Board or the public. The Consent Agenda is usually voted on in mass. However, if any Director so desires, individual items may be discussed and/or voted on as a separate matter of business.*

### Citizen Participation / Citizen Communication Time

*The Board of Directors allows a time on the agenda for citizens to communicate their concerns on non-agenda items to the Board. The Mayor chairs the meeting and will recognize members of the audience who wish to be heard. Persons recognized by the Mayor are requested to approach the lectern, provide their name and address for the record, and comment about any item they wish to speak about. Each presentation shall be limited to five (5) minutes.*

### Policy Statement

*Items not on the regularly scheduled agenda are usually scheduled for a future agenda to give the Board of Directors an opportunity to review the matter.*

### Smoking Prohibited

*There will be no smoking allowed in the Board Room during Board meetings.*

## **C. Duties And Privileges Of Board Members At Board**

### **Meetings**

#### Conduct

*During Board meetings Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Presiding Officer or the rules of the Board.*

*Every member of the Board desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A Board member once recognized shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.*

#### Personal Interest

*No member of the Board with a direct or indirect financial interest in any item before the Board shall participate in the voting on such matter.*

#### Voting

*Every member present when a question is put to a vote shall vote either "yes or no", except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member briefly states the reason for the abstention. The Directors will vote at Board meetings in the order of their position number, but with a progressively different position voting first at each month.*

#### Roll Call

*Upon every vote the affirmative and negative votes shall be called and shall be recorded on every motion, resolution, and ordinance.*

## **D. The Presiding Officer**

#### Mayor and Assistant Mayor

*The Mayor shall preside at all meetings of the Board; in the absence of the Mayor, the duties shall be performed by the Assistant Mayor.*

#### Privileges of the Presiding Officer

*The Presiding Officer may move, second, and debate from the chair and shall not be deprived of the rights and privileges of a member of the Board of Directors by reason of her or his acting as the Presiding Officer.*

## **E. Procedures and Parliamentary Rules**

#### Order of Business

*The order of the Board's agenda shall be set by the City Manager. The Mayor, with the consent of the Board, may rearrange the order of the agenda. In addition, at the Presiding officer's discretion or by a majority vote of the Board, certain agenda items may be classified as a part of a "Consent Agenda" and may be approved and adopted as a whole by a single voting action of the Board of Directors.*

## Principle Rules Governing Motions (Chart)

<b>Order of Precedence</b>	<b>Can interrupt speaker?</b>	<b>Requires a second?</b>	<b>Debatable?</b>	<b>Amendable?</b>	<b>Vote required?</b>
<b>I. Privileged Motions</b>					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	No	Yes	Majority
3. Question of Privilege	Yes	No	No	No	No vote
<b>II. Subsidiary Motions</b>					
4. Postpone Temporarily	No	Yes	No	No	Majority
5. Vote Immediately	No	Yes	No	No	Majority
6. Limit Debate	No	Yes	No	Yes	Majority
7. Postpone Definitely	No	Yes	Yes	Yes	Majority
8. Refer to Committee	No	Yes	Yes	Yes	Majority
9. Amend	No	Yes	Yes	Yes	Majority
10. Postpone indefinitely	No	Yes	Yes	No	Majority
<b>Main Motions</b>					
11. General Main Motion	No	Yes	Yes	No	Majority
<b>Incidental Motion</b>					
12. Appeal	Yes	Yes	Yes	No	Tie or Majority
13. Point of Order	Yes	No	No	No	No vote
14. Withdraw a Motion	No	No	No	No	No vote
15. Suspend Rules	No	Yes	No	No	Two-thirds
16. Division of a Question	No	No	No	No	No vote
17. Division of Assembly	Yes	No	No	No	No vote

### Motion to be stated by the Chair/Withdrawal

*When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it and approval of the Board.*

### Reconsideration

*After the decision of any question, any member of the Board may move for a reconsideration of any action at the same meeting or within thirty days of the date of that meeting; provided however, that a resolution authorizing or relating to any contract may be reconsidered at any time before final execution thereof. A motion to reconsider requires a simple majority vote for passage. After thirty days or after a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made unless new evidence is presented to the Board and there is a majority vote of the Board to reconsider.*

### Readings

*All ordinances shall be read aloud at three different meetings unless the Board of Directors votes to suspend this rule in accordance with Arkansas Statute 19-2402. The reading of an ordinance's title shall constitute a complete reading of the ordinance unless objected to by any member of the Board of Directors in which case the ordinance shall be read in its entirety.*

### Addendum to Agenda

*Any item to be added to the agenda its submission to the Board of Directors shall require a waiver executed by a majority of the members of the Board of Directors before it may be considered as a part of the agenda.*