

**RESOLUTION 2011 - 4**

**A RESOLUTION ESTABLISHING THE TIME OF COUNCIL MEETINGS,  
RULES FOR CONDUCTING COUNCIL MEETINGS,  
SETTING MEETING AGENDAS, AND FOR OTHER PURPOSES**

WHEREAS, Ark. Code Ann. § 14-43-501 *et. seq* provides for organization of the City Council meetings and;

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council shall meet in regular session at 7:00 p.m. on the last Thursday, unless by a two-thirds (2/3) vote (comprised of six [6] members of an eight [8] member council) of a whole number of members elected to the Council said meeting is rescheduled. Regularly-scheduled meetings may also include a "Workshop" during the meeting (if required) in order to provide for informal discussions, fact-finding or pending legislation before the Council.

**Section 2.** Special meetings may be called by the Mayor or any three (3) members of the City Council according to the provisions of State law, if notice is given 48 hours prior to the meeting, unless an emergency exists.

**Section 3.** The agenda for any business to be transacted at any regularly scheduled meeting shall be prepared by the Mayor and be made available to all members of the City Council and any citizen no later that 12:00 noon within two (2) business days preceding any regularly scheduled council meeting. The agenda shall include any item sponsored by the Mayor, by any member of the City Council, or by any member of the general public, provided that such item or items have been submitted to the Mayor's office for inclusion no later that 12:00 noon within four (4) business days preceding said regularly scheduled meeting. No item may be added to the agenda unless, at said meeting, the City Council suspends said rules by at least a two-thirds (2/3) vote of all members of the City Council to add any item or items to its agenda.

**Section 4.** The agenda for any business to be transacted at any special meeting shall be limited to the purpose for which said meeting was called.

**Section 5.** The Mayor shall be the ex-officio President of the Council and shall preside at its meetings. In the absence of the Mayor, the City Council shall elect a president pro-tempore to preside at the meetings. All proceedings of the Council shall be according to Procedural Rules for Municipal Officials. The order of business for all regularly scheduled meetings shall be as follows: (1) Call to order; (2) a moment of silent prayer; (3) the Pledge of Allegiance; (4) approval of previous meeting minutes (any special meeting minutes well be approved at the next regularly scheduled meeting); (5) approval of the financial report from the previous month; (6) announcements; (7) reports of all standing committee chairman; (8) reports of any special and ad hoc committees; (9)

public comments; (10) unfinished business (or "old business") (11) new business; (12) items of introduction or inquiry from City Council members; and (13) adjournment.

**Section 6.** All bylaws and ordinances of general or permanent nature shall be fully and distinctly read on three (3) different days unless two-thirds (2/3) of the members comprising the City Council shall dispense with the rule (Ark. Code Ann. § 14-55-202 *et. seq.*).

**Section 7.** Any and all discussions, comments, and/or debates by any member of the City Council, Mayor and other interested persons shall be limited to no more than five (5) minutes, unless the Mayor imposes a different time standard. Extensions to the time limit may be granted by the City Council by a majority vote, and responses by interested persons shall not be included in the City Council's five (5) minute time limit.

**Section 8.** The City Council has the authority to limit discussion (time and/or number of speakers.)

**Section 9.** No one shall berate, harass, or use disparaging language or gestures during any meetings conducted by the City Council.

**Section 10. Severability**

Should any title, section, paragraph, item, sentence, clause, or phrase of this resolution be declared or adjudged invalid or unlawful by a court of competent jurisdiction, such declaration or adjudication shall not affect the remaining portions of the resolution which shall remain in full force and effect as if the portion so declared or adjudged or unconstitutional was not originally a part of the resolution.

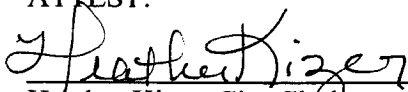
**Section 11. General Repealer**

All laws, ordinances, resolutions, or parts of the same, that are inconsistent with the provisions of this resolution, are hereby repealed to the extent of such inconsistency.

PASSED AND APPROVED this 27<sup>th</sup> day of January, 2011.

  
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Mayor Jill Dabbs

ATTEST:

  
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Heather Kizer, City Clerk