

ORDINANCE 03- 411

ORDINANCE

WHEREAS, the Town Council of the Town of Battle Ground desires to establish general provisions for the purpose of the administration of Town Council meetings; and

WHEREAS, it is appropriate to have said meeting rules.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BATTLE GROUND, INDIANA, THAT THE FOLLOWING GENERAL PROVISIONS ARE HEREBY ADOPTED:

ADMINISTRATION

Chapter 1: GENERAL PROVISIONS

§1.01 Rules Established.

The rules prescribed in this chapter are hereby established for the government of the Town Council.

§1.02 Presiding Officer - Generally.

The Town Council, at its first meeting of the year, shall choose from its members a presiding officer, who shall serve until the second Monday in January of the next succeeding year, when his successor shall be chosen to serve for one year in like manner. The President shall appoint a temporary presiding officer with the Council's approval.

§1.03 Election of President

The method of electing the President shall be by voice nomination by council members present. If not all members are present, a motion may be presented to continue for one month, in which case the presiding President would continue in their official capacity. The city attorney will have the honor of conducting the election.

§1.04 To Call Meetings to Order

The presiding officer of the Town Council shall call the Council to order precisely at the regular hour of meeting.

§1.05 To Preserve Order; Right to Speak..

The presiding officer shall preserve order and decorum in the Council Chambers. He may speak to points of order in preference to any member. He shall promptly decide all points of order, which shall be subject to appeal by any two members, upon the question of which appeal no member shall speak more than once without the unanimous consent of the Council.

§1.06 To Decide Who Is Entitled to Floor.

When two or more members of the Council arise to address the presiding officer at the same time, he shall

decide who is entitled to the floor.

§1.07 Time of Regular Meetings.

The regular meeting of the Town Council shall be held on the second Monday of every month at 7:00 P.M. If the second Monday of the month falls on a holiday, then the meeting date will be on the following day at the same time and place.

§1.08 Special Meetings.

Special meetings of the Town Council may be called upon written notice of not less than forty-eight hours by the presiding officer or by not fewer than three members thereof, which notice shall be directed as follows:

"To the Town Council of the Town of Battle Ground," specifying therein the time and object of the meeting. Such notice shall be delivered by the Clerk-Treasurer, or agent, and served on each member of the Council by reading the same in his hearing, or by leaving a copy thereof at the last place of residence of each such members. It shall not be necessary to serve such notice upon such of the members as have signed such call.

§1.09. Meetings may be called to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of the governmental activity under the jurisdiction of the Town by any event. Notice of said meeting shall be provided as by statute.

§1.10 Quorum.

A majority of all the members elect of the Town Council shall constitute a quorum for the transaction of business.

§1.11 Adjournments Generally.

The Town Council may adjourn from any regular or special meeting to a day certain and a less number that a majority may meet and adjourn to the next regular meeting or to a day certain.

§1.12 Procedures in Absence of Quorum.

If, upon roll call, it appears that a quorum is not present at a meeting of the Town Council, the presiding officer shall not declare the Council adjourned until fifteen minutes after calling the roll, at which time, if no quorum shall appear, he shall declare the Council adjourned for want of a quorum.

§1.13 Order of Business - Agenda Guidelines

1. Call to Order. Call for Request changes or order of the agenda
2. Roll call of members present.
3. Call for Request changes or order of the agenda
4. Request to adopt the agenda.
5. Acceptance of minutes.
6. Employee reports.
 1. Police report.

2. Wastewater Superintendent report
3. Street Commissioner report
4. Area Plan Report
7. Clerk Treasurers report
8. Old Business
9. New Business
10. Announcement
11. Citizens comment
12. Adjournment

§1.14 Voting.

Questions to the Council shall be distinctly put in this or like form: "As many as are of the opinion that" (as the question may be), "Say aye," and, after the affirmative vote is expressed, "as many as are of the contrary opinion, say no." A vote shall be taken on all ordinances and resolutions, the results of which shall be entered on the record.

§1.15 Voting by the President.

The President shall refrain from making motions, but shall have the right to vote as any council member.

§1.16 Motions when Question Is under Debate.

When a question is under debate, no motion shall be received except to lay on the table, for the previous question, to postpone indefinitely, to postpone to a time certain or to commit or to amend, which several motions shall have precedence in the order above named and none of them except the motion to postpone to a time certain and the motion to amend, shall be debatable. No motion or proposition on a subject different from the one under consideration shall be admitted under color of amendment.

§1.17 Previous Question.

The previous question shall be put in this form: "Shall the main question be now put." It shall only be admitted when demanded by a majority of the members and, until it is decided, shall preclude all amendments and further debate of the main question. The effect of the previous question shall be to bring the Council to a vote, first on the amendments, if any, and then on the main question. The previous question itself shall be decided without debate.

§1.18 Motions to Reconsider.

When a motion has been passed or defeated, it shall be in order for any member of the Council who voted with the majority to move to reconsider. Motions to reconsider shall be decided without debate.

§1.19 Motions to Adjourn.

A motion to adjourn is always in order at Council meetings. Motions to adjourn shall be decided without debate.

§1.20 Applicability of Robert's Rule of Order.

All points of order not provided for in this chapter shall be decided according to the rules laid down in Robert's Rules of Order, so far as the same may be applicable.

§1.21 Rescission, Change or Suspension of Standing Rule.

No standing rule of the Town Council shall be rescinded or changed unless two weeks' notice of motion to that effect shall have been given. No such standing rule of the Council shall be suspended except by unanimous consent of the members present.

ADOPTED AND PASSED BY THE TOWN COUNCIL OF THE TOWN OF BATTLE GROUND, INDIANA, this 19th day of March , 2003.

Carolyn Roth
Presiding Officer

ATTEST:
Phyllis Hall
Phyllis Hall, Clerk-Treasurer