

STATE OF ALABAMA
COUNTY OF BLOUNT
TOWN OF SNEAD

ORDINANCE #2025-1124-010

AN ORGANIZATIONAL ORDINANCE ESTABLISHING THE TIME AND PLACE FOR REGULAR TOWN COUNCIL MEETINGS; THE PROCEDURE FOR CALLING SPECIAL MEETINGS; ESTABLISHING A QUORUM; AND ESTABLISHING CONDUCT AND PROCEDURES FOR TOWN COUNCIL MEETINGS OF THE TOWN OF SNEAD, ALA

BE IT ORDAINED by the Town Council of Snead, Alabama, in session duly assembled and by authority thereof, as follows:

GENERAL PURPOSE

SECTION 1. The rules or order of procedure herein contained shall govern deliberations and meetings of the Town Council of the Town of Snead, Alabama.

DATE, TIME, AND PLACE OF REGULAR MEETINGS

SECTION 2. Regular Meetings of the Snead Town Council shall be held on the second and fourth Monday of each month, and will convene at 7:00PM in the Council Chambers at the Snead Community Center located at 235 Park Circle, Snead, Alabama. In the event that a Regular Meeting falls on a holiday that is observed by the Town of Snead, the Regular Meeting will be held the following Tuesday.

All meetings, regular or special, shall be open and public, except when Council meets in executive session as authorized by 36-25A-7 of the Code of Alabama, 1975.

SPECIAL CALLED MEETINGS

SECTION 3. Special meetings may be held at the call of the Mayor by serving notice to each Council Member not less than twenty-four (24) hours prior to the time for such meetings; or special meetings may be held as provided by 11-43-50, Code of Alabama, 1975, whenever two Council Members or the Mayor request, in writing, that the Mayor call such meeting. Upon the failure or refusal of the Mayor to call such meeting when requested, the two Council Members making the request shall have the right to call such meeting. Only those items of business for which the special meeting is called may be discussed, transacted, or voted upon at said special meeting.

Not less than twenty-four (24) hours prior to all special meetings, public notice of said meetings shall be posted on the Town of Snead's Facebook page, and on the exterior bulletin board that is accessible by the public.

A special meeting may also be called or scheduled by vote of the Council in open session during another duly-called meeting. The motion or resolution calling for or scheduling the special meeting shall specify its time, place, and purpose.

EXECUTIVE SESSION: PURPOSE AND CONDUCT

SECTION 4. 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 unanimously vote in favor of the motion, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the Council shall resume its deliberations in public.

Discussions in executive session are considered confidential. Any member who violates this confidentiality shall be subject to censure by 2/3 majority of the Council.

QUORUM; LOSS OR FAILURE TO OBTAIN

SECTION 5.

(a) **Quorum.** Four Councilmembers shall constitute a quorum when the Council consists of (5) Council Members and a Mayor.

(b) **Remaining in Council Chambers.** During a meeting, Council Members should remain in the chambers at all times unless an emergency or illness should occur. A member of the Council who leaves the meeting chamber shall not be included in the determination of the quorum.

(c) **Abstaining from voting.** Any member of the Council who is present in the meeting chamber may, when he or she determines it to be necessary, abstain from voting or otherwise participating in the proceedings related to a particular matter. Such Council Member who abstains but remains in the chamber shall be deemed to be present for the purpose of constituting a quorum, but he or she shall not be deemed to be "present and voting" for the purpose of determining whether a motion has received an adequate number of affirmative votes for passage.

(d) **Loss of Quorum.** In the event that a Council Member departs from a Council Meeting prior to adjournment, and the departure causes a loss of a quorum, no

further official action may be taken until or unless a quorum is restored, except to vote on a motion to adjourn. If, after a reasonable time not to exceed twenty (20) minutes, the Council still lacks a quorum of its members, the meeting shall be automatically adjourned.

- (e) **Failure to obtain a Quorum.** Should no quorum be present within twenty (20) minutes after the time the meeting is to begin, the Mayor, or Mayor Pro Tempore in his absence, or in the absence of both Mayor and Mayor Pro Tempore, another Council Member and in order of seniority, shall announce that no quorum was present and the meeting is cancelled. The names of the members present for the meeting shall be recorded in the minutes of the next Council Meeting.

ADJOURNMENT IF QUORUM NOT PRESENT

SECTION 6. No meeting shall be permitted to continue if a quorum is not present. The members may adjourn by majority vote.

AGENDA

SECTION 7. Any person, firm, partnership, corporation, association or other entity with business or applications to present to the Town Council at a Regular Meeting must first make application with the Town Clerk by 12:00 noon on the Friday preceding the Town Council Meeting being held on the following Monday. The purpose of such applications is to provide the public and members of the Town Council with advance notice of the presentation and to afford them the opportunity to study and investigate the matter prior to the meeting.

All items of a general or permanent nature, or that include the expenditure of unbudgeted funds, shall be announced at a first reading and heard at the next regularly scheduled meeting of the Council, or the immediate consideration of such shall be approved by a unanimous consent vote of the Town Council Members present prior to the commencement of said item of business. The agenda shall be available as soon as practicable after completion but before the meeting.

Matters regarding the following subjects shall not appear on an agenda or be discussed during a public meeting of the Town Council:

- a) Personnel matters
- b) Matters regarding the general reputation and character of an individual
- c) Pending criminal investigations
- d) Matters of which the disclosure would be determined to the best interest of the public

SECTION 7.1 Public Comment From Citizens and Other Elected Official

Citizens and other elected officials who wish to be heard by the Council shall be afforded such opportunity during the portion of the meeting so designated. The comment shall conform to the requirements of decorum and order that apply to the members of the Council, and the Mayor shall take whatever steps are necessary (including the removal of any citizen or elected official) to preserve such decorum and order. Comments shall be addressed to the Town Council or employee(s) of the Town. There shall be no debate and no action by the Town Council during this portion of the agenda.

SECTION 7.2 Scheduled Public Hearings

The Town Council may schedule public hearings as is deemed necessary. Any notice required by law prior to the conduct of the public hearing shall be given by the Town Council.

SECTION 7.3 Departure from the Order of Business

Any departure from the Order of Business set forth in the official agenda shall be made only upon affirmative vote of all the members of the Council who are present at the meeting.

ORDER OF BUSINESS

SECTION 8.

The order of business shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of the Agenda
6. Approval of Minutes (from prior meeting)
7. Approval of Bills
8. Special or Mayor's Recognitions
9. Public Comments
10. Old Business
11. New Business
12. Adjournment

RULES OF DEBATE

SECTION 9. Decorum

- (1) Every Council Member desiring to speak should address the Mayor or presiding officer, and upon said recognition by the Mayor or presiding officer, should confine discussion to the question under debate, avoiding all personalities and unprofessional language.
- (2) Council members shall refrain from: attacking a member's motives; speaking on a prior motion not pending; speaking while the Mayor, presiding officer or other Council Member is speaking; speaking against their own motions; and disturbing the Council.
- (3) Once recognized, a member should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Mayor or presiding officer. If in order, said member shall be at liberty to proceed.
- (4) A member shall be deemed to have yielded the floor when he or she has finished speaking. A member may claim the floor only when recognized by the Mayor or presiding officer.

SECTION 10. Motions

- (1) A motion and a second to the motion is to precede any action or debate on an agenda matter unless there are speakers (who are not members of the Council) to be heard on the agenda matter.
- (2) All motions shall be made and seconded before debate may proceed.
- (3) When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except motions to adjourn, to lay on the table, to postpone, to carry over, to substitute, or to amend which shall have preference in the order in which they are listed.
- (4) Motions to "lay on the table" are made to end a debate on a matter and to "remove" it from consideration by the body. The adoption of a motion to "lay on the table" has the effect of defeating the original motion, and that item shall not be considered again during the same meeting unless a motion to "reconsider" is adopted as provided herein.
- (5) Motions to "postpone" or "carry over" must be made by stating the date or time for which the item shall be postponed or carried over. Should such a motion be adopted, the matter will be back before the council under "old business" at the first regular meeting of the Council following the expiration of the time for which it was postponed or carried over.
- (6) Motions to "substitute" or "amend" a motion are used to make changes or revisions in the original motion. Such motions are made only after the original motion has received a second but prior to the adoption of the original motion. If the motion to

“substitute” or “amend” is approved, the Council then must take a second vote to approve the motion ‘as substituted” or “as amended”, as the case may be.

- (7) Motions shall be reduced to writing when required by the presiding officer or any other member of the Town Council.
- (8) No member shall speak on the same motion or subject without permission from the presiding officer.
- (9) No person, not a member of the Town Council, shall be allowed to address the same while in session without permission from the presiding officer.
- (10) Motions to reconsider must be made by a member of the Town Council who voted With the majority, and at the same or next succeeding meeting of the Town Council.
- (11) A roll call vote shall be taken for each vote taken by the Town Council and the vote (“yeas” and “nays”) of each member shall be recorded; and any member may call for a division of the questions.

SECTION 11. Voting

- (a) Voice vote; secret ballots. Unless otherwise directed by the Mayor or requested by a member of the Council, all votes shall be taken by voice and the result shall be announced by the Mayor, whose decision shall be final. Such ruling may not be appealed. No vote may be taken by secret or paper ballot.
- (b) Voting. Every member at the Council Meeting when the question is put forth must give his or her vote, unless the member has publicly stated that he or she is abstaining.

ORDINANCES AND RESOLUTIONS

SECTION 12.

- (a) All ordinances and resolutions shall be in writing.
- (b) No ordinance or resolution intended to be of permanent nature shall be adopted by the Town Council at the same meeting which it is introduced, unless unanimous consent from those present is given for the immediate consideration of such ordinance or resolution, such consent to be shown by a vote taken by yeas and nays, and the names of the voting members shall be entered upon the minutes.
- (c) No ordinance or resolution intended to be of permanent operation shall become a law, unless on its final passage of a majority of the members elected to said Town Council of the Town of Snead, Alabama shall vote in its favor.
- (d) All ordinances and resolutions intended to be of permanent nature shall be subject to the laws of the State of Alabama regarding veto of ordinances and resolutions and passage over veto as specifically set forth in 11-45-3 and 11-45-4, et. Seq., Code of Alabama, 1975.

REDUCING MOTIONS, RESOLUTIONS, AND ORDINANCES TO WRITING

SECTION 13. Motions and resolutions shall be reduced to writing when required by the presiding officer of the Council or any member of the Council. All ordinances shall be in writing at the time of introduction. A resolution or ordinance need not be read at length if a copy of the resolution or ordinance is presented to the Council prior to the meeting; provided further, that any such resolution or ordinance shall be read by title only unless a majority of the Council request that such resolution or ordinance be read at length.

RULES OF ORDER

SECTION 14.

- (a) All questions of order shall be decided by the presiding officer of the Town Council with the right to appeal to the Town Council by any members.
- (b) The presiding officer of the Town Council may, at his discretion, call any member to take the chair, to allow him to address the Town Council, and to make a motion to discuss any other matter of issue.
- (c) Unless otherwise stated, the latest edition of "Robert's Rules of Order" shall govern the conduct of the meetings of the Town Council.

AMENDMENT OF RULES OF PROCEDURE

SECTION 15. The procedural rules of the Town Council may be altered, amended, or temporarily suspended if a majority of the members of the Town Council present at the meeting shall vote in favor to do so.

SECTION 16. The provisions of this Ordinance are hereby declared severable. If any provision or portion of this Ordinance is for any reason held to be invalid, such provision or portion shall be deemed a separate and independent provision, and such holding shall not affect the validity of the remainder thereof.

EFFECTIVE DATE

SECTION 17. This Ordinance shall become effective immediately upon its approval and adoption. Any and all resolutions and ordinances, which are contrary to or in conflict with the terms and provisions of Ordinance #2025-1124-01O, are hereby rescinded and appealed.

APPROVED and ADOPTED on this 24th day of November, 2025.

A handwritten signature in black ink, appearing to read "Tim Kent", written over a horizontal line.

Tim Kent, Mayor
Town of Snead, Alabama

ATTESTED BY:

A handwritten signature in black ink, appearing to read "Jammie Osborn", written over a horizontal line.

Jammie Osborn, Town Clerk
Town of Snead, Alabama

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. **Robert's Rules** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using **Robert's Rules** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in **Robert's Rules**.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.**
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.**
- **If you want time to think the motion over, move that consideration be deferred to a certain time.**
- **If you think that further discussion is unnecessary, move the previous question.**
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.**
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**
- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

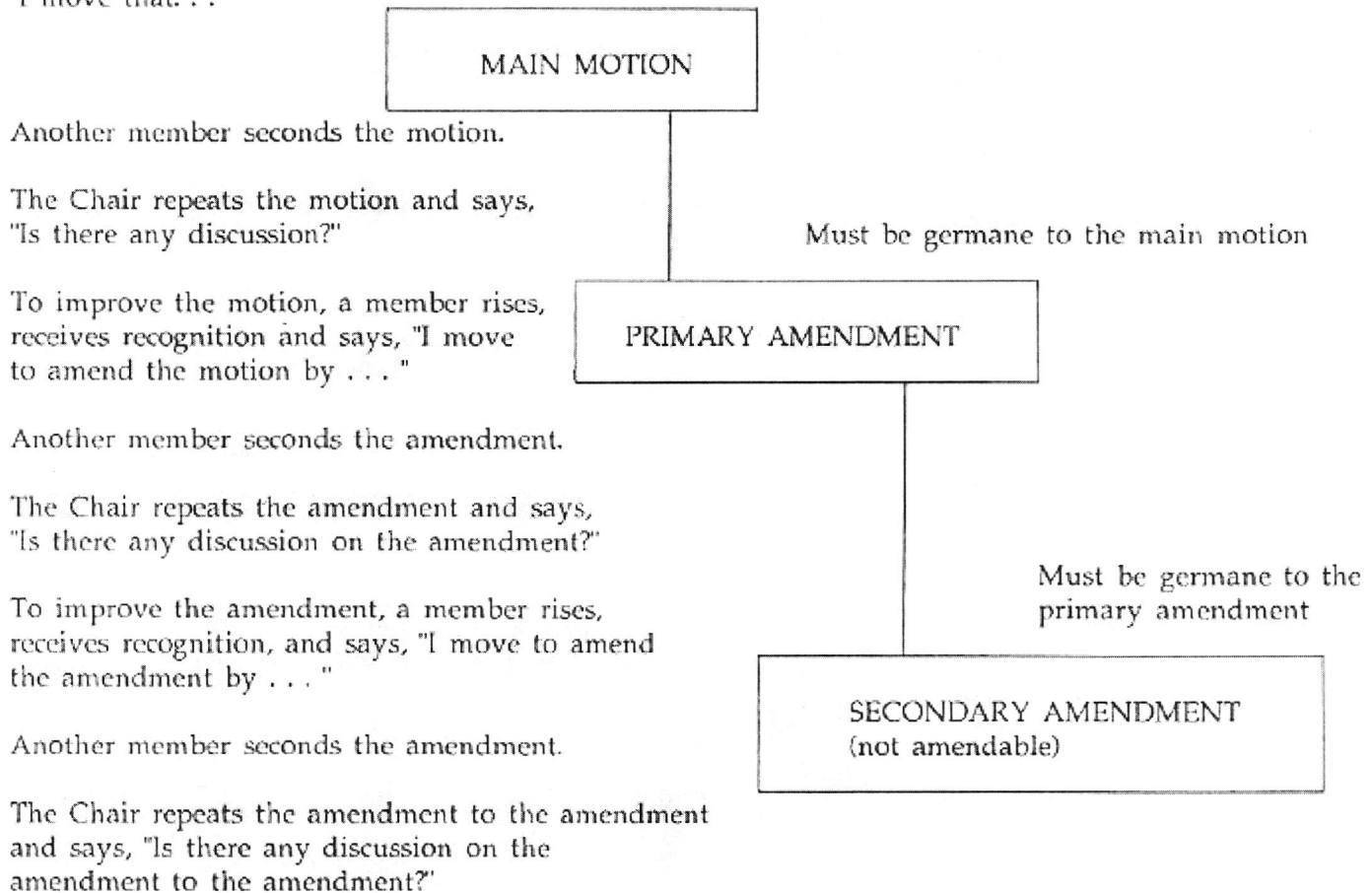
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . . "



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.