

CITY OF COTTER

RESOLUTION 2021-03

CONDUCT OF MEETINGS AND ACTIVITIES

For the Year 2021

A. MEETINGS:

1. **REGULAR MEETING:** Regular meeting will be held the fourth (4th) Thursday of each month at 6:00 p.m. in the council chambers at Cotter City Hall. Normal City business requiring action prior to the next scheduled meeting.
2. **SPECIAL MEETING:** A special meeting may be called by the Mayor or any three (3) Council Members. Special meetings will be convened to conduct business requiring action prior to the next scheduled meeting.
3. **WORK SESSIONS:** A work session may be called by the Mayor or any three (3) Council Members. Work Session will be convened to allow open discussion on upcoming City business that might take excessive time in a regular meeting. No firm decisions will be agreed upon, and no voting will take place at a work session.
4. **COMMISSIONS:**

Commission meetings of the Planning and Zoning will meet quarterly in February, May, August, and November. Day and Time TBD.

Commissioner meetings of the Cotter-Gassville Joint Sewer will meet on the 2nd Thursday at 8:30 a.m. at the City of Cotter.
5. All Regular and Special City Council meetings and/or Workshops are open to the public, and news media will be notified.

B. COUNCIL MEETING ORDER:

1. Call to order, Invocation, Pledge of Allegiance.
2. Roll call and declaration of quorum (A quorum is four (4) or more Council Members.) If there is not a quorum, there is no meeting.
3. Reading and approval of minutes of the last meeting.
4. Reports from Council Member, Departments, etc.
5. Public Hearing, if any.
6. Unfinished Business
7. New Business — Items considered for the first time.
8. Information
9. Sign Ins
10. Council Comments
11. Public Announcements
12. Adjournment

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C. AGENDA:

1. Any person, Council Member or private citizen, desiring to be on the Council agenda must submit a request to the City Clerk/Recorder by noon on the Friday prior to the regular scheduled meeting. **The notification shall be in writing and include the subject and need for addressing the Council.** When a request for placement on the agenda is received the City Clerk/Recorder and/or the Mayor will evaluate the request and notify the person if the request is accepted or rejected.
2. The agenda for all regular meetings will be in Council Member's City boxes on Monday prior to Thursdays' scheduled meeting unless otherwise directed by the Mayor and e-mailed by request. The monthly agenda will be posted in the City Lobby. Agendas, when applicable, for Special Meetings will be in Council Members City Hall boxes as soon as possible in order to provide review time prior to the meeting.

D. COUNCIL MEMBER CONDUCT

1. The Mayor will control the meeting and parliamentary procedures will be followed. Subjects will be discussed one at a time, and all members will be provided opportunity to present their comments. Only one topic will be open at a time. Voting will conclude a topic.
2. The last step before adjournment will be open for Council Members comments and audience comments.

E: ATTENDEE CONDUCT

1. Attendees wishing to comment on a topic on the Agenda shall sign in on the sheet located on the podium. The list will be limited to six (6) persons per item. Attendee's comment time will be limited to three (3) minutes.
2. Near the end of the meeting the Mayor will ask for comments from the attendees. When an attendee is recognized three (3) minutes will be allowed for comment. *Note: Public comment at a city council meeting is a privilege and not a right that is protected by law.
3. All cell phones must be placed on silent/vibrate. If the phone call is an emergency, one must remove themselves from the Council Chambers.

PASSED THIS DAY ON JANUARY 28, 2021



McGeorge Caradine, Mayor

ATTEST:



Andrea Kray, Recorder/Treasurer

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