

**CITY OF OAK GROVE  
MUNICIPAL ORDER NO. 2020-01**

**CONDUCT OF LEGISLATIVE BODY MEETINGS**

To provide guidance and to ensure that the legislative body meetings of the City of Oak Grove, maintain order and complete the business at hand in a professional, successful and constructive manner, the following rules are adopted and become effective upon approval.

**I. OFFICERS**

**A. Presiding Officer**

The presiding officer shall be the mayor. In the case of the mayor's absence, the legislative body member who received the most votes in the most recent general election shall be the presiding officer. In the case of the absence of both, the legislative body will elect a temporary presiding officer for the duration of the meeting or until either the mayor or the legislative body member who received the most votes in the most recent general election arrive. A legislative body member serving as the presiding officer retains all of his or her legislative powers and duties.

The duties of the presiding officer are as follows:

1. Call the meeting to order.
2. Control the general flow of the meeting by announcing in proper order the business on the agenda.
3. Recognize members entitled to the floor.
4. State and put to a vote all motions (questions) that arise during the meeting and announce the results on all votes.
5. Rule all motions that are improperly made as "out of order."
6. Enforce the legislative body's rule of order and maintain the decorum of the meeting.
7. Decide all points of order raised by the members.
8. Expedite business in every way compatible with the rights of the members.
9. Respond to all requests and inquiries of the members relevant to the business at hand.
10. Declare the meeting adjourned.

**B. Legislative Body Members**

Only members of the legislative body may introduce motions, second motions, debate issues, and vote on matters (except the mayor may vote in the case of a tie on some items). Legislative body members should be knowledgeable about general parliamentary rules and standing rules adopted by the body, address all remarks through the presiding

officer, and refrain from disturbing the meeting in any way (including obstructing business or using dilatory parliamentary tactics).

### **C. City Clerk**

Listed below are the functions performed by the city clerk at legislative body meetings. In the absence of the city clerk, the presiding officer or legislative body must appoint another individual to perform the duties of the city clerk.

The duties of the city clerk are as follows:

1. Call the roll.
2. Act as timekeeper during debate.
3. Take minutes of the meeting.
4. Track the progress of the meeting and the status of the agenda.
5. Read by title and summary (or in full when necessary) all ordinances, resolutions, orders, and other written items of business introduced for consideration.
6. Advise the presiding officer when requested to do so.
7. Record the vote on all matters and inform the presiding officer of the vote count, when applicable.
8. Perform any other function required by the rules of the legislative body or requested by the presiding officer.

### **D. Parliamentarian**

The parliamentarian gives explanations or advice on procedural matters, but he or she does not make rulings. (Only the presiding officer makes rulings on procedural matters.) The city attorney shall act as the parliamentarian.

## **II. AGENDA**

### **A. Preparation**

The agenda will be prepared by the city clerk after consultation with the mayor, members of the legislative body, and other appointed city officers.

### **B. Notice**

1. Agendas for regular meetings, including any supporting documents for items on the agenda, will be included in the individual legislative body member's packet and delivered no later than the close of business Thursday preceding the regular scheduled legislative body meeting on the first and third Tuesdays of each month. Objections and additions to the agenda shall be sent by the close of business the Friday preceding the regular meeting. Failure to object to the meeting agenda shall constitute consent to the agenda. Non-elected city officers or their designee shall be advised if their presence is necessary.
2. If a special meeting is called in accordance with KRS 61.823, the agenda and written notice of the meeting will be delivered to each member at least twenty-four (24) hours

in advance of the special meeting. All non-elected city officers will be notified of any special meetings that are scheduled and shall be advised if their presence is necessary.

3. News media that has requested notification shall be notified of all meetings as required by statute. Regular and special meetings will be publicized as prescribed by Kentucky Revised Statutes which shall take precedence over all other guidelines.

### C. Format

1. The regular meeting agenda must include the following sections, unless they are indicated as "*optional*":
  - a. Opening ceremonies (*optional*)  
This can include the pledge of allegiance and/or invocation. This section may be disregarded if a quorum clearly is not present.
  - b. Roll call of attendance  
A roll call vote must be taken of all legislative body members to identify which members are present and which members are absent.
  - c. Review of minutes  
Reading of the minutes may be dispensed with by motion and vote. Minutes will not be read in their entirety if they were distributed to the legislative body members at least twenty-four (24) hours prior to the meeting's scheduled call to order time. Minutes may be amended by the legislative body if desired.
  - d. Approval of meeting agenda  
If no objection was made prior under Section 2(b)(2), the agenda shall automatically be approved. Otherwise, the legislative body will review and approve the agenda, with any agreed upon amendments. Once the agenda is agreed to, its order can only be changed through suspension of the rules (see Section III).
  - e. Consent calendar (*optional*)  
Routine and noncontroversial matters are placed here. Any individual item that is objected to by a legislative body member must be moved to the appropriate regular business heading (reports of officers and committees, unfinished business, or new business) for further discussion. Consent calendar items are considered as a whole and without amendment.
  - f. Reports of officers and committees  
The mayor, appointed city officials, and legislative body committee representatives may report. Items suggested for action by the mayor or appointed city officials may be taken up at this time as long as a motion has been made and seconded by members of the legislative body.

- g. Unfinished business  
This includes any items that were under consideration at the time of adjournment of the previous meeting, any unfinished business from the previous meeting that was not acted upon, and any items that were postponed to the current meeting.
- h. New business  
Legislative body members can introduce new items for consideration such as simple motions, resolutions, orders, and ordinances. Members may also take from the table any matter that is on the table. As long as any member claims the floor, the presiding officer may not close the floor from new business.
- i. Legislative body member comments  
Legislative body members are permitted to offer comments or observations about the community and operations of city business.
- j. Open forum (*optional*)  
This allows members of the community to speak about any issue. Members of the community may speak for up to 5 minutes on up to 3 topics.
- k. Announcements  
This is for any announcement to the legislative body or those in attendance.
- l. Adjournment  
The meeting ends upon adjournment. Adjournment may happen one of the three following ways:
  - i. A motion may be made to adjourn. Upon approval by a vote of the legislative body, the presiding officer declares the meeting adjourned.
  - ii. A time limit may be set by the legislative body. In this case, no motion or vote is required to adjourn. Instead, once the time limit has been reached the presiding officer announces the hour and declares the meeting adjourned.
  - iii. The presiding officer may, on his or her own, declare the meeting adjourned as long as no business is pending, no legislative body member is attempting to claim the floor, there are no further announcements, and there are no objections from the legislative body.
- 2. The legislative body may adopt or modify the agenda presented at a regular meeting with a simple majority vote. Once adopted, no change can be made in it except by a two-thirds vote.
- 3. Action taken at special meetings is limited to items listed on the agenda in the notice. The special meeting agenda items must be limited to only address the specific purpose for which the meeting is called.

### III. PROCEDURE

#### A. Convening the Meeting

Before the presiding officer calls the meeting to order, it is his or her duty to determine, although he or she need not announce, that a quorum is present. If a quorum is not present, the presiding officer waits until a quorum is present. If a quorum has not been obtained after 15 minutes, the presiding officer calls the meeting to order, announces the absence of a quorum, and entertains one of the following motions:

1. Take measures to obtain a quorum
2. Recess
3. Adjourn

Once a quorum is present, the presiding officer proceeds according to the meeting agenda.

#### B. Motions

Motions are how business is brought before the legislative body and are how business is handled. There are five types of motions:

1. Main motions
2. Subsidiary motions
3. Privileged motions
4. Incidental motions
5. Motions that bring a question back before the body

The three steps by which motions are normally brought before the body are as follows:

1. A legislative body member makes the motion. (The member says "I move to..."; "I move that..."; or "I offer...")
2. Another member seconds the motion.
3. The presiding officer states the question on the motion. (This should not be confused with putting the question, which is to take a vote.)

#### C. Main Motions

A main motion is used to begin consideration of an issue. A main motion cannot be made while another motion is being considered. Once it is seconded, it may be debated, amended, adopted, or defeated. All of the subsidiary, privileged, and incidental motions apply to it.

#### D. Subsidiary Motions

Subsidiary motions assist the legislative body in treating or disposing of a main motion. Each subsidiary motion outranks, or takes precedence over, the subsidiary motion(s) listed before it. The subsidiary motions are as follows:

1. Postpone Indefinitely

This motion postpones action on the proposal indefinitely, effectively killing the motion without actually voting on the main motion itself. It requires a second, is debatable, is not amendable, and requires a majority vote.

2. Amend

This motion changes the wording of the main motion (or subsequent motions) by adding, removing, or replacing text. It must also be germane to the underlying main motion. It requires a second, is debatable, is amendable (only one additional level of amendment), and requires a majority vote.

3. Commit or Refer to a Committee

This motion refers the main motion and any related amend motions to a committee of the legislative body. It requires a second, is debatable, is amendable, and requires a majority vote.

4. Postpone Definitely or to a Certain Time

This motion postpones consideration of the main motion and related amend or commit motions to a point later in the meeting or to the next regular meeting. It requires a second, is debatable, is amendable, and requires a majority vote.

5. Limit or Extend Limits of Debate

This motion either imposes stricter time limits on debate or extends the time limits during debate. It requires a second, is not debatable, is amendable, and requires a two-thirds majority vote.

6. Previous Question

This motion stops debate and requires an immediate vote(s). It requires a second, is not debatable, is not amendable, and requires a two-thirds majority vote.

7. Lay on the Table

This motion sets aside the main motion and related subsidiary motions for a more pressing matter. It requires a second, is not debatable, is not amendable, and requires a majority vote. (See "take from the table" in subsection G.)

**E. Privileged Motions**

Privileged motions deal with special matters of immediate importance. Each privileged motion outranks, or takes precedence over, the privileged motion(s) listed before it and all subsidiary motions. The privileged motions are as follows:

1. Call for the Orders of the Day (Enforce Rules)

This motion requires the body to take up the regular orders if they have strayed from the agenda. It does not require a second, is not debatable, is not amendable, and requires a ruling from the presiding officer.

2. Raise and Question of Privilege

This motion is used when a pressing situation affects the rights of the legislative body members, such as if the room is too hot or loud. It does not require a second, is not debatable, is not amendable, and requires a ruling from the presiding officer.

3. Recess

This motion is used to get a short intermission of the meeting without calling for adjournment. It requires a second, is not debatable, is amendable (only the time), and requires a majority vote.

4. Adjourn

This motion is used to end the meeting. It requires a second, is not debatable, is not amendable, and requires a majority vote.

**F. Incidental Motions**

Incidental motions deal with the main motion or related motions dealing with procedure. These motions are dispensed with immediately and do not outrank each other. Some of the valid incidental motions include the following:

1. Point of Order

This motion is used to point out a breach in proper procedure. The chair must then make a ruling on the point of order, which can be appealed by the legislative body.

2. Appeal

This motion is used to appeal the ruling of the presiding officer and put the ruling to a vote. This motion requires a second, is usually debatable, is not amendable, and requires a majority vote.

3. Suspend the Rules

This motion can temporarily suspend some of the standing rules of the legislative body, such as time limits used in debate or the order of the agenda. This motion requires a second, is not debatable, is not amendable, and requires a two-thirds majority vote.

4. Parliamentary Inquiry

This request asks the presiding officer's opinion on a matter of parliamentary procedure as it relates to the business at hand. The presiding officer replies, but does not officially issue a ruling.

5. Point of Information

This request is made to find out facts affecting the business at hand. It is directed to the chair or, through the chair, to another member.

6. Request to Withdraw or Modify a Motion

This motion is used to withdraw or modify a motion. If it has not been stated by the presiding officer, then the maker may withdraw or modify the motion based on another member's request. If the motion has been stated by the presiding officer, it requires a second if the maker of the original motion makes the request, is not debatable, is not amendable, and requires a majority vote.

#### **G. Motions to Bring a Question Back**

These motions bring a question again before the legislative body. These motions can usually only be made while no other business is pending.

##### **1. Take from the Table**

This motion is used to resume consideration of an item of business that was laid on the table (when the motion to "lay on the table" was used earlier in the meeting or at the most recent regular meeting). This motion requires a second, is not debatable, is not amendable, and requires a majority vote.

##### **2. Amend Something Previously Adopted or Repeal**

This motion is used to repeal or amend something previously adopted. These motions require a second, are debatable, are amendable, and require a two-thirds majority vote unless notice was given at the previous regular meeting or with the agenda (then only a majority vote is necessary).

##### **3. Discharge a Committee**

This motion is used to bring an item that was previously referred to a committee back before the entire legislative body. This motion requires a second, is debatable, is amendable, and requires a two-thirds majority vote unless notice was given at the previous regular meeting or with the agenda (then only a majority vote is necessary).

##### **4. Reconsider**

This motion is used to vote again on eligible items of business that were adopted earlier in the same meeting. Only a legislative body member who voted with the prevailing side (one who voted "aye" when the motion carried or voted "no" when the motion failed) may move to reconsider. This motion requires a second, is not debatable, is not amendable, and requires a majority vote.

#### **H. Lack of a Quorum During a Meeting**

When a member of the legislative body exits the meeting, the meeting shall continue in his or her absence if a quorum remains. If a quorum does not exist, the presiding officer must announce the absence of a quorum and entertain one of the following motions:

1. Take measures to obtain a quorum
2. Recess
3. Adjourn



If no motions are made at the time a quorum does not exist, the presiding officer may order a recess of no longer than fifteen (15) minutes or declare the meeting adjourned. If at the end of the recess ordered by the presiding officer a quorum still does not exist, the presiding officer shall declare the meeting adjourned.

#### **I. Parliamentary Authority**

In all cases of meeting procedure not addressed by Kentucky Revised Statutes, city ordinance, or this municipal order, the governing authority shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

### **IV. MINUTES**

#### **A. Preparation**

Minutes will be promptly recorded and will be made available for public view no later than the first day following the next legislative body meeting. Minutes will be prepared and recorded in a brief and specific manner. Votes and formal action taken regarding proclamations, municipal orders, motions, resolutions, or ordinances must be recorded. Motions must be entered in their entirety. Proclamations, resolutions, municipal orders and ordinances shall be entered by descriptive title and reference. Ordinances will be assigned identifying numbers only after they have been approved by the legislative body. Discussions during debates or conversations are not required to be entered into the minutes.

#### **B. Format**

The minutes of the legislative body or committees thereof should include the following:

1. Type of meeting (regular or special)
2. Day, date, time, and place of meeting
3. The word "minutes" in the heading
4. Name of meeting body
5. Members present, beginning with presiding officer
6. Members absent
7. Guests and staff present
8. Time the presiding officer calls the meeting to order
9. Presence of a quorum
10. Action taken on last meeting's minutes
11. Committee reports, if applicable
12. Unfinished business
13. New business
14. Adjournment (including day, date, time, and place of next meeting if announced)
15. Signature lines for the city clerk and presiding officer

### **C. Official Copy**

The official copy of the minutes, which contains all changes that were made and bears the signatures of individuals required to sign the minutes, must be maintained in the minutes book of the city.

## **V. STANDING RULES**

### **A. Time Limits**

The following time limits apply unless suspended pursuant to this order:

1. Legislative body members are allowed during debate to speak twice on a particular issue for no longer than five (5) minutes each time. Members may not yield any unexpired time to another member or reserve such time for himself or herself. Time will not be charged to the original speaker if he or she yields to another member's question through a Point of Information.
2. Official reports from non-legislative body members are limited to ten (10) minutes, exclusive of direct questions asked by the legislative body.
3. Legislative body member comments immediately following new business or those made while reporting as chairman from a committee are limited to five (5) minutes.
4. Public comments during an open forum are limited to five (5) minutes, and no more than three (3) individual topics.
5. Announcements just before adjournment are limited to two (2) minutes.

### **B. Open Forum Requirements**

Members of the public may only publicly address the legislative body during the open forum of the agenda, if included. Any member of the public who wishes to address the legislative body during that time must provide his or her name and address and business or organization he or she is representing, if any, prior to stating his or her comments.

### **C. Meeting Etiquette**

Comments made during debate by members of the legislative body must be germane to the issue at hand and must never attack or question the motives of other members.

Any individual who, in the opinion of the presiding officer or the legislative body, becomes abusive, belligerent, profane, or disruptive to the meeting shall be asked to remain orderly or to leave the meeting. The presiding officer or legislative body may require that the individual be escorted from the meeting room if necessary for the orderly conduct of the meeting.

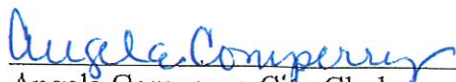
The following fundamentals of parliamentary procedure shall be adhered to:

1. Justice and courtesy for all
2. Do only one thing at a time
3. Majority rules
4. But minority must be heard
5. The purpose is to facilitate action, not to obstruct it

Municipal Order No. 2020-01 has been reviewed and agreed upon by the legislative body of the City of Oak Grove and shall remain in effect until repealed, superseded, or amended by the legislative body.

A copy of this municipal order will be posted and remain in the legislative body chambers for viewing of all persons.

This order was presented to the legislative body of the City of Oak Grove during their regularly scheduled meeting conducted on September 15, 2020.

  
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Angela Comperry, City Clerk