

ORDINANCE NO. 2006-12-05-275

AN ORDINANCE ESTABLISHING A UNIFORM
PROCEDURE FOR THE PREPARATION OF THE
AGENDA FOR MEETINGS OF THE CITY COUNCIL,
AND FOR OTHER PURPOSES

WHEREAS, the City Council has determined that it would be in the best interest of the City of Tontitown, Arkansas, to have a uniform procedure for preparing and distributing the agenda and related materials for all regular meetings of the City Council,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS, AS FOLLOWS:

Section 1: This Ordinance shall apply to all regular meetings of the City Council, but shall have no application to special meetings.

Section 2: In order for any item of new or old business to appear on the agenda for a regular meeting of the City Council, the item must be sponsored by an Alderman or by the Chairperson of a Commission of the City. The person sponsoring the item must notify the City Recorder/Treasurer of the request to have the item placed on the agenda no later than 5:00 p.m. at least five days (5) business days prior to the meeting. Any related materials to be distributed must also be delivered to the City Recorder/Treasurer at least five (5) business days prior to the meeting. For items of old business, only new materials not previously distributed as provided herein need be delivered to the City Recorder/Treasurer for distribution.

Section 3: Only those items of new or old business and related materials which are noticed and delivered to the Recorder/Treasurer as provided herein shall be placed on the official agenda and distributed as provided herein. For items of old business, only new materials not previously distributed as provided herein need be delivered to the City Recorder/Treasurer for distribution. New or Old business items of which the Recorder/Treasurer is not notified at least five (5) business days prior to the meeting shall be considered by the City Council at the meeting only if two-thirds (2/3) of the duly elected Aldermen (whether appearing at the meeting or not) shall vote to amend the agenda to consider the item. It shall be the responsibility of the sponsor of any such late-noticed item (and not the Recorder/Treasurer) to distribute any related materials to each Alderman, the Mayor and the City Attorney prior to the meeting.

Section 4: The Recorder/Treasure shall prepare an informational packet and deliver a copy to each Alderman, the Mayor and the City Attorney no later than 5:00 p.m. at least three (3) business days prior to the meeting. The informational packet should include, if applicable: an agenda, minutes to be approved from prior meeting(s), any documents relating to any agenda item submitted by the sponsor of said agenda item; any ordinance or written resolution to be considered; monthly or other periodic financial statements; any written committee reports; and any other item the Recorder/Treasurer deems appropriate.

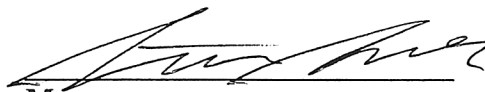
Section 5: Delivery of the informational packet, or any other notice or information permitted or required to be delivered by this ordinance, shall be accomplished by *both* electronic mail (e-mail) *and* in printed form. Any Alderman, the Mayor or the City Attorney who does not wish to receive information or notice by e-mail shall so notify the Recorder/Treasurer in writing, and, thereafter, any information or notice required or permitted by this ordinance shall be delivered in printed form only. Materials in printed form shall be delivered by placing a copy of said materials in the person's mail slot at City Hall.

Section 6: All new agenda items and all ordinances and written resolutions to be considered at the meeting shall be reviewed by the City Attorney prior to the meeting. The sponsor of each item shall be responsible for notifying the City Attorney a sufficient amount of time prior to the meeting to allow for proper review of the item, including any necessary drafting, by the City Attorney.

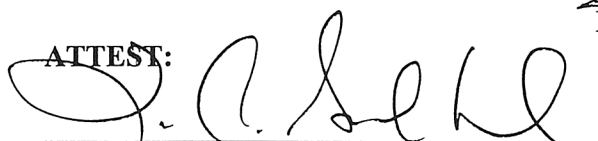
Section 7: All provisions of previous ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby superceded and repealed. It is the specific intent of the City Council that this ordinance govern the process for setting agenda for regular meetings of the City Council.

PASSED AND APPROVED this 5th day of December 2006.

APPROVED:


Mayor

ATTEST:


City Recorder/ Treasurer

Sponsor: Ken Robertson

ROLL CALL

SHALL THE ORDINANCE PASS:

	Yea	Nay
Ward 1, Position 1 - Alderman Bradley Marveggio	_____	_____
Ward 1, Position 2 - Alderman Henry Piazza	<u>✓</u>	_____
Ward 2, Position 1 - Alderman Arthur Penzo	<u>✓</u>	_____
Ward 2, Position 2 - Alderman David Sbanotto	_____	_____
Ward 3, Position 1 - Alderman Beck Alston	<u>✓</u>	_____
Ward 3, Position 2 - Alderman Ken Robertson	<u>✓</u>	_____
Mayor - Steve Smith	_____	_____

TOTALS:

4 Ø

ROLL CALL

SHALL THE ORDINANCE BECOME EFFECTIVE IMMEDIATELY:

Ward 1, Position 1 - Alderman Bradley Marveggio	_____	_____
Ward 1, Position 2 - Alderman Henry Piazza	<u>✓</u>	_____
Ward 2, Position 1 - Alderman Arthur Penzo	<u>✓</u>	_____
Ward 2, Position 2 - Alderman David Sbanotto	_____	_____
Ward 3, Position 1 - Alderman Becky Alston	<u>✓</u>	_____
Ward 3, Position 2 - Alderman Ken Robertson	<u>✓</u>	_____
Mayor - Steve Smith	<u>✓</u>	_____

TOTALS:

4 Ø