

ORDINANCE NO.2015-_____-_____

**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, Mayor or by the Chairperson of a Department/Board/Commission. The person sponsoring the item must notify the City Administrative Assistant to the Mayor of the request to have the item placed on the agenda no later than 4:30 p.m. at least two (2) business days prior to the meeting. Any related materials to be distributed must also be delivered to the City Administrative Assistant at least two (2) 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 Administrative Assistant for distribution.

Section 3: Only those items of new or old business and related materials which are delivered to the Administrative Assistant 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 Administrative Assistant for distribution. New or Old business items of which the Administrative Assistant is not notified at least two (2) 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 shall vote to amend the agenda to consider the item. It shall be the responsibility of the sponsor of any such late-notice item to distribute any related materials to each Alderman, the Mayor and City Attorney prior to the meeting.

Section 4: The Administrative Assistant will prepare an informational packet and deliver a copy to each Alderman, the Mayor, and the City Attorney no later than 4:30 p.m. at least two (2) 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 item; any ordinance or written resolution to be considered; monthly or other periodic financial statements; any written committee reports; and any other item the Administrative Assistant deems appropriate.

Section 5: Delivery of the informational packet, 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 notify the Administrative Assistant in writing or verbally, 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 written ordinances and resolution 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 providing all informational/material for such written ordinance or resolution to the Administrative Assistant no later than the Friday by 3:30 p.m. prior to Tuesday meeting. The Administrative Assistant will in return fax over all such items to City Attorney to be written by 4:30 that same Friday.

Section 7: All provisions of previous ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed.

PASSED AND APPROVED this _____ day of _____, 2015

APPROVED:

Mayor Paul Colvin Jr.

ATTEST:

Recorder/Treasurer