

**AN ORDINANCE TO AMEND ORDINANCE NO. 1999 TO
CHANGETHE COMPOSITION OF THE FINANCE, PUBLIC
WORKS AND PUBLIC SAFETY COMMITTEES OF THE
CITY COUNCIL OF THE CITY OF PRICHARD; AND TO
ESTABLISH A PROCEDURE FOR COMMITTEE MEETINGS**

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF PRICHARD, ALABAMA, as follows:**

SECTION ONE. Section Sixteen, Committees, of Ordinance No. 1999 is hereby amended to read, in its entirety, as follows:

“SECTION SIXTEEN: Committees.

- (a) Special Committees. A special committee is an ad hoc committee appointed to work on a single subject matter. The fact that such subject would ordinarily be within the jurisdiction of a standing committee does not prohibit its referral to a special committee in the manner prescribed by ordinance. Special committees shall consist of a chairperson and two (2) committee members; such committees shall be created and its members appointed by the Council President as needed.
- (b) Standing Committees. The Council shall maintain three (3) Standing Committees which shall make recommendations to the Council as appropriate. The three (3) Standing Committees shall be: (1) Finance Committee; (2) Public Safety Committee; and (3) Public Works and Committee. The Finance Committee, Public Works Committee and Public Safety Committee shall each consist of the full membership of the City Council and shall have a Chairperson and Vice Chairperson appointed by the Council President.
 - (1) Finance Committee. The functions of the Finance Committee shall be to study for the City Council policy changes recommended by the Mayor, to recommend to the City Council the budget hearing process, and to recommend to the City Council budget modifications requested by the Mayor.
 - (2) Public Safety Committee. The function of the Public Safety Committee shall be to study for the City Council policy matters and policy recommendations of the Mayor.

- (3) Public Works Committee. The function of the Public Works Committee shall be to study for the City Council policy matters and policy recommendations of the Mayor."

(c) Committee Meetings. Committee meetings shall be held as follows:

- (1) Standing Committee Meetings. Standing committees of the Council shall hold regular public meetings in the Council Chamber at City Hall as follows:

- i. Finance Committee : _____
- ii. Public Safety Committee: _____
- iii. Public Works Committee: _____

- (2) All Other Committee Meetings. Except as specified in Section (c)(1) above, committees may hold such special or other called meetings as the business of the Council may require. Special or other called meetings of the committees shall be called as follows:

- i. The chairperson of the committee shall call meetings of the committees, by written notice, whenever, in his or her opinion, the public business of the City Council may require it; or
- ii. City Council by three (3) affirmative votes may call meeting of a committee.
- iii. Upon the failure or refusal of the chairperson of a committee to call a meeting of a committee when requested, two members of a committee may call a meeting of that particular committee, by written notice.

- (d) Written Notice of A Committee Meeting. **The written notice calling for a meeting of a committee** shall be filed with the City Clerk and shall specify the time, place and purpose of the meeting. Notice of the call of such special meetings shall be given in writing by the City Clerk to the Mayor, the City Attorney, the Council Attorney, and to each Council Member, **not less than 48 hours** before such special meeting shall commence, or not less than 48 hours if the notice has been properly

addressed and placed in the United States mail with correct postage thereon, before such meeting shall commence.

- (e) **Public Notice; Posting; Not Less Than 48 Hours.** The City Clerk of the City of Prichard shall post or cause to be posted a notice of committee meetings **as soon as practicable after the meeting is called, but in no event less than 48 hours before the meeting is scheduled to begin,** on the bulletin board(s) and places where notices of meetings of the City Council are posted. The "Posted Notice" required by this Section shall include the following:

- i. The time of the meeting;
- ii. The date of the meeting;
- iii. The Place of the meeting; and
- iv. If a preliminary agenda is not available, a general description of the nature and purpose of the meeting; or
- v. If a preliminary agenda is created, it shall be posted, as soon as practicable, next to the notice required by this subsection.

- (f) **Recessed and Reconvened Meetings.**

- (1) Committees may recess a duly convened meeting and reconvene said meeting on a subsequent date provided that prior to recessing, the committee shall specify:

- i. the date that the meeting will be reconvened;
- ii. the time that the meeting will be reconvened;
- iii. the place where the meeting will be reconvened; and
- iv. **proper notice of the reconvened meeting is given in accordance with the Alabama Open Meetings Act.**

- (2) Only matters appearing on or otherwise added to the agenda of the original committee meeting shall be discussed at the reconvened meeting.

- (g) **Agendas; Preparation, Distribution, Etc.**

- (1) **Placement of Items on The Agenda; Cover Page.** At least **48 hours** prior to the time that the meeting is due to be held, the mayor and any member of the Council shall have the authority to place items on the agenda of a committee provided that **each such person submitting a matter to be placed on a committee's agenda** shall provide a **cover page** with the submission providing at a minimum:

- i. the name of the person submitting the item,
- ii. the date of the submission,

- iii. a short description of the item and
- iv. what action on the item the proponent proposes the committee to take.

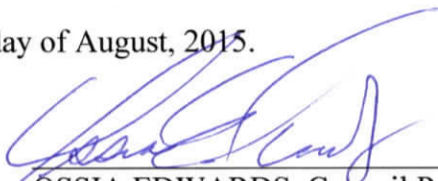
- (2) Submission of Reports, Etc. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to a committee for its consideration shall be delivered to the City Clerk **at least 48 hours prior to the time the committee meeting is due to begin.**
- (3) Preparation of Agenda. **The Council Secretary** shall immediately prepare a list of such matters according to the order of business and furnish each member of the committee, the Mayor, the City Attorney, and the Council attorney with a copy of such lists, together with copies of matters to be presented to the extent that such copies are available, prior to the regular, special or called committee meeting and as far in advance of the meeting as time for preparation will permit.
- (4) Posting of Agenda. The city clerk shall post or cause to be posted a copy of the agenda next to the notice of meeting on the bulletin board designated for such purpose.
- (5) Matters Too Late For The Agenda. A committee **may not** take up for consideration, discussion, etc., during a committee meeting any matter not already included in the agenda, (i.e., matters too late for the agenda), without the affirmative vote of five (5) members of a standing committee or three (3) members of all other committees.
- (h) Quorum. The quorum for the transaction of any business by a committee shall be not less than three (3) committee members for the meeting of standing committees and not less than two (2) for all other committees of three members. All recommendations shall be adopted by the affirmative vote of at least three (3) committee members with respect to the Standing Committees and of at least two (2) committee members for all other committees.
- (i) Order of Business. All meetings of the Council shall be open to the public. Promptly at the hour set for holding the committee meeting, all committee members shall take their regular stations. The business of committees shall be taken up for consideration, study, discussion and recommendation in the following order, unless the order is suspended by unanimous consent:

- (1) Call to Order.
- (2) Invocation.
- (3) Roll Call.
- (4) Matters placed on the committee's agenda.
- (5) Communications from the Mayor.
- (6) Reports of Committees, and new Committee
- (7) Adjournment.

SECTION TWO. All other parts, sections, sentences, paragraphs, etc., of Ordinance No. 1999 not affected by this Amendment shall be and remain in full force and effect.

SECTION THREE. This Ordinance shall become effective immediately upon its adoption and publication as required by law.

ADOPTED this the 13th day of August, 2015.



OSSIA EDWARDS, Council President

APPROVED this the 13th day of August, 2015.



TROY L. EPHRAIM, Mayor

ATTEST:



DARLENE PALMER LEWIS, City Clerk