

# RESOLUTION NO. 2025-01

## A RESOLUTION PROVIDING RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS

**WHEREAS,** The City Council has the authority to establish the rules, order of business, and procedures concerning how to conduct its public meetings; and

**WHEREAS,** A formal procedure is necessary to allow orderly meetings and proper notice to the Council and the citizens of Horseshoe Bend. To accomplish this a timely and accurate Agenda is important to give notice to all parties of what business is going to be conducted at the public meeting, and

**WHEREAS,** New Business for the Council Agenda shall be determined and set by the Finance Meeting, with few exceptions as approved by the city council, and

**WHEREAS,** public comments will be allowed on agenda items with a 3 minute time limit.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Horseshoe Bend, Arkansas:

### **SECTION 1: COUNCIL AGENDA**

- a). The City Council and Finance Meeting agendas shall be prepared by the City Clerk, under the guidance of the Mayor, prior to each Council/Finance meeting. All matters coming before the City Council at a scheduled meeting must be placed on the agenda. The agenda sets forth the order and subject matter to be considered at the meeting. City Council agendas shall be on display outside the City Council Chambers.
- b) The agenda for City Council Regular, Special and Finance committee meetings of the City of Horseshoe Bend shall be divided into the following types of business and order:

#### **Regular Council Meetings**

Call to Order and Roll Call  
Pledge of Allegiance & Invocation  
Approval of Minutes  
Treasurer's Report  
Public Comments  
Committee/ Commission Reports  
Old Business  
New Business  
Announcements and Comments  
Adjournment

#### **Finance Committee Meeting**

Call to Order and Roll Call  
Approval of Minutes  
Mayor's Report  
Treasurer's Report  
Old Business  
New Business  
Talk Around  
Adjournment

#### **Special Meeting**

Call to Order and Roll Call  
Pledge of Allegiance & Invocation  
Public Comments  
Subject for Special Meeting  
Adjournment

c) Agenda Deadline:

1. Any person desiring to present a subject for the Council's consideration, shall present to the City Clerk notice of the subject for discussion, preferably in writing, not later than 12:00 noon the Monday before the Finance meeting. This person will be allowed to speak for at least 3 minutes at the respective meeting, allowing for consideration of appropriateness.
2. Any Council member may present a subject for consideration either by presenting it to the City Clerk on or before 12:00 P.M. on the Monday before the Finance Committee or by presenting it to the City Clerk on or before 12:00 P.M. the Thursday before the City Council Meeting.
3. If an Emergency or urgent matter occurs after the deadline, the City Council, if a majority approves, will put the matter on the Agenda for the next regular or special meeting of the City Council. Also the Mayor can, if necessary, add items to the Agenda until noon on the day of any scheduled Council meeting or Finance Meeting.

**SECTION 2 – ENFORCEMENT, SUSPENSION, AND AMENDMENT OF RULES :**

These Rules are established for the benefit of the Citizens and City Council of Horseshoe Bend and the enforcement of said rules shall be solely enforced by the City Council. These rules may be suspended, waived, or amended by a two-thirds vote of the City Council as a whole.

**SECTION 3 - RULES OF ORDER:**

The rules governing the conduct of any City Council meeting, including Finance, Council and Special meetings, shall be the rules as set out in the latest edition of the Arkansas Municipal League Procedural Rules for Municipal Officials.

**SECTION 4- EFFECTIVE IMMEDIATELY**

These rules shall take effect upon the passage by the City Council and a copy of these rules shall be posted on the door to the City offices. This Resolution shall supersede any prior Resolutions which are in conflict with this Resolution.

Passed and approved this 3rd day of January, 2025

Approved: \_\_\_\_\_

Duane DeLair, Mayor

Attest:

W. Vander Pas  
Bill Vander Pas, Recorder/Treasurer