

RESOLUTION #2011-01

**THE CITY COUNCIL OF COTTER ARKANSAS
CONDUCT OF ACTIVITIES**

A. MEETING:

1. **REGULAR MEETING:** Regular meetings will be held the fourth (4th) Thursday of each month, at 6:30 PM, in Council Chambers at Cotter City Hall. Normal city business will be conducted at these meetings.
2. **SPECIAL MEETING:** A special meeting may be called by the Mayor or any three (3) Council Members. Special meetings will be convened to conduct business requiring action prior to the next scheduled meeting.
3. **WORK SESSIONS:** A work session may be called by the Mayor or any three (3) Council Members. Work sessions will be convened to allow open discussion on up coming city business that might take excessive time in a regular meeting. No firm decisions will be agreed upon and no voting will take place at a work session.
4. All City Council meetings are open to the public and require media notification.

B. AGENDA:

1. Any person, Council Member or private citizen, desiring to be on the Council agenda must submit a request to the Recorder/Treasurer by noon on the Friday prior to the regular scheduled meeting. The notification shall be in writing and include the subject and need for addressing the Council. When a request for placement on the agenda is received, the Recorder/Treasurer and/or the Mayor will evaluate the request and notify the person if the request is accepted or rejected.
2. The agenda for all regular meetings will be in Council Members City Hall boxes by noon on Monday prior to Thursday's scheduled meeting. The monthly agenda will be distributed in various locations in Cotter (Post Office, City Hall, Snappy Mart and White Sands Restaurant). Agenda's, when applicable, for Special meetings will be in Council Members City Hall boxes as soon as possible in order to provide review time prior to the meeting.

RESOLUTION #2011-01 CONTINUED

CONDUCT OF MEETINGS.

ORDER

1. Call to order, Invocation, Pledge of Allegiance.
2. Roll call and declaration of quorum. (A quorum in four (4) or more Council Members.) If there is not a quorum, there is no meeting.
3. Approval of minutes from the last meeting.
4. Public Hearing, if any
5. Unfinished business
6. New Business – Items considered for the first time
7. Announcements
8. Reports from Council Members, Departments, etc.
9. Adjournment

COUNCIL MEMBER CONDUCT

1. The Mayor will control the meeting. Subjects will be discussed one at a time and all members will be provided an opportunity to present their comments. Only one topic will be open at a time. Voting will conclude a topic.
2. The last step before adjournment will be open for Council Members comments and reports.

ATTENDEE CONDUCT

1. Attendee's wishing to comment on a topic on the agenda shall sign in on the sheet located on the Recorder's table. The list will be limited to three (3) persons per item. Attendee's comment time will be limited to three (3) minutes.

RESOLUTION #2011-01 CONTINUED

2. Near the end of the meeting the Mayor will ask for comments from the attendee's. When an attendee is recognized, three (3) minutes will be allowed for comment.

NOTE:

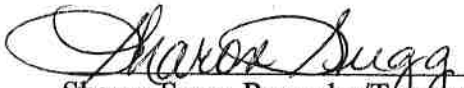
Public comment at a City Council Meeting is a privilege and not a Right that is protected by law.

Passed this 22nd day of February, 2011.

APPROVED:


Peggy Hammack, Mayor

ATTEST:


Sharon Sugg, Recorder/Treasurer