

RESOLUTION 2013-03

THE CITY COUNCIL OF COTTER, ARKANSAS

CONDUCT OF ACTIVITIES

A. MEETINGS:

1. **REGULAR MEETING:** Regular meeting will be held the fourth (4th) Thursday of each month at 6:00 p.m. in the council chambers at Cotter City Hall. Normal City business requiring action prior to the next scheduled meeting.
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 Session will be convened to allow open discussion on upcoming 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 Regular City Council meetings are open to the public and news media may be notified.

B. AGENDA:

1. Any person, Council Member or private citizen, desiring to be on the Council agenda must submit a request to the City Clerk/Recorder 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 City Clerk/Recorder 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 Member's City Hall boxes by noon on Monday prior to Thursdays' scheduled meeting, and e-mailed by request. The monthly agenda will be distributed in various locations in Cotter. (Post Office, City Hall, Snappy Mart and White Sands Restaurant) Agendas, 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.



PASSED THIS DAY, JANUARY 28, 2013


Peggy Hammack, Mayor

ATTEST: 

Anna Tillman-Floyd, Recorder/Treasurer

ORIGINAL