

**Resolution Number \_\_\_\_\_**

**A Resolution of Board of Mayor and Aldermen of the City of Blaine, Tennessee adopting board general rules of order.**

**Section 1. The following general rules of order are hereby adopted:**

**General Rules of Order**

1. **Time and place of regular meetings.** The city board shall hold regular monthly meetings at a location, which is placed in the local newspaper.
2. **Special called meetings.** The mayor may call a special meeting whenever, in the opinion of the mayor, there is business requiring the attention of the board, the transaction of which cannot, or ought not to, be postponed to the next regular or adjourned meeting.
3. **Quorum.** A majority of all members of the city board shall, at all times, constitute a quorum for the transaction of all business.
4. **General rules of order.** The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the city board at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code.
5. **Order of business.** At each meeting of the city board, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:
  - (1) Call to order by the mayor.
  - (2) Roll call by the recorder.
  - (3) Approval or correction of the minutes of the previous meeting.
  - (4) Communications from the mayor.
  - (5) Reports from committees, members of the city board, and other officers and staff.
  - (6) Citizen comments about issues on the agenda, limited to five minutes.
  - (7) Old business.
  - (8) New business.
  - (9) Citizen comments about issues not on the agenda.
  - (10) Adjournment.
6. **The mayor shall be the presiding officer of the board**, and in his/her absence the vice mayor shall preside. An alderman may be chosen to preside in the absence of the mayor and vice mayor. The mayor shall decide all questions of order without debate, from which decision any member may appeal to the board, when such decision may be sustained or overruled by a majority vote.
7. **Discussion by board to be limited.** No board member shall be allowed to speak more than twice on the same ordinance, resolution or motion, until all who desire to do so shall have spoken once, and all members, when speaking, shall respectfully address the mayor. Members speaking must confine their remarks to the subject under discussion, and no personalities will be allowed.

8. **Discussion by citizens to be limited.** No citizen shall be allowed to speak for more than five minutes on the same grievance or issue before the council, without the consent of the majority of the council. All speakers shall respectfully address the mayor. The mayor shall have the authority to enforce this limitation including the power to direct a police officer to have the person removed from the meeting if necessary to preserve order.
9. **Resolutions and ordinances to be written and seconded.** All resolutions and ordinances shall be reduced to writing, and distributed to the board before or at the meeting in which they are introduced and debated. All business must come before the board under its appropriate head in the order of business, and cannot be otherwise introduced, except under a suspension of the rules by a majority vote.
10. **Requirement for passage of motions, resolutions and ordinances.** It shall only be necessary for motions and resolutions to be passed one time; all ordinances shall pass by majority vote by the members present and voting at two (2) separate meetings on two separate days as required by the charter. No motion will be entertained until it meets with a second.
11. **Method of placing items on the agenda.** (1) The mayor, or any board member, may have any item placed on the agenda for a meeting by notifying the city recorder by noon on the Thursday before the meeting, of the subject matter and all attachments which will be presented to the city board as part of the request. The city recorder shall include this information in the agenda packet for the city board. No item may be added to the agenda after this deadline except by the affirmative vote of at least a simple majority of those board members present. (2) Any citizen wishing to address the city board about issues not on the agenda may do so during the citizen comment section of the agenda. Such comments are limited to five minutes. (3) Citizen comments about items on the agenda shall be permitted only under the citizen comment section of the agenda for items on the agenda. Such comments are limited to five minutes. No presentations may be made to the city board at a meeting unless the presenter has complied with the provisions of this subsection. However, the city board, by the affirmative vote of at least a simple majority of those council members present, may agree to hear the matter.

Section 2. The General Rules of Order may be amended from time to time by Resolution of the Board.

Section 3. This Resolution shall take effect upon its passage the public welfare requiring it.

Approved this \_\_\_\_\_ day of January, \_\_\_\_\_.

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Mayor

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Attest: City Recorder