

CITY OF ST. GEORGE

BY COUNCIL MEMBER COOK:

ORDINANCE NO. 2024-007

AN ORDINANCE TO ENACT CHAPTER 2 OF TITLE 1 OF THE CODE OF ORDINANCES RELATIVE TO THE GOVERNING BODY AND RULES OF PROCEDURE AND TO PROVIDE FOR RELATED MATTERS

WHEREAS the City of St. George desires to adopt an ordinance to provide rules and procedures for the St. George City Council and City Clerk, including rules and procedures governing regular and special meetings, voting, subpoena power, and compensation.

BE IT ORDAINED by the St. George City Council, State of Louisiana, Chapter 2 of Title 1 is enacted as follows:

Section 1. Enactment

Title 1. CITY ORGANIZATION

Chapter 2. GOVERNING BODY AND RULES OF PROCEDURE

Sec. 201. Regular Council Meetings.

- (a) Regular meetings of the Council shall be held on the second and fourth Tuesday of each month, at 5:00 p.m., in the City of St. George, Louisiana. The Council may cancel or reschedule any regular meeting by resolution. Council shall conclude regular meeting no later than 8:00 p.m. or three hours after call to order, subject to one thirty-minute extension by the council, for cause.
- (b) Regular meetings of the Planning and Zoning Commission shall be held on the fourth Thursday of each month, commencing at 5:00 p.m. The Council may approve any request of the Planning and Zoning Commission to cancel or reschedule any regular meeting by resolution.

Sec. 203. Order of Business at Regular Meetings; Agenda.

- (a) Unless this section is suspended at any regular meeting by the unanimous vote of all members present, the following shall be the order of business at all regular meetings of the Council, provided that the Mayor will determine which items on the agenda are of particular interest to persons who may be present at the beginning of the meeting and the Council will consider such items prior to calling those items upon which no person interested is present:
 - (1) Call to order.

- (2) Invocation and Pledge of Allegiance.
 - (3) Roll call.
 - (4) Approval of Minutes.
 - (5) Reports and presentations
 - (6) Instruments—Introductions
 - (7) Instruments—Hearing and action.
 - (8) Zoning cases—Hearing and action.
 - (9) Zoning cases—Introductions.
 - (10) Announcements.
 - (11) Adjournment.
- (b) Prior to each regular meeting, the City Clerk shall prepare an agenda as hereinafter provided of all matters to be considered at the meeting, arranged in the order set forth in subsection (a) of this section in sufficient detail to explain the nature of the item.
- (c) No matter shall be placed on the agenda unless the following procedure has been followed:
- (1) Only the Mayor, City Clerk, and members of the City Council may place items on the agenda.
 - (2) Any request for an item to be placed on the agenda must be received by the City Clerk by 12:00 noon on the Tuesday prior to the Council meeting unless such day is a legal holiday, then the deadline shall be extended to the next business day at noon.
 - (3) The City Clerk shall not place an item on the agenda if the information relating thereto is insufficient.
 - (4) No item not on the agenda, which by its nature requires the passage of an ordinance or resolution, may be considered, except by unanimous approval of the Council.
 - (5) Any action required by law to be introduced for a public hearing shall not be discussed at the meeting at which it is introduced.
 - (6) The agenda as prepared by the City Clerk shall be the final official agenda.

Sec. 205. Special Meetings; Notices.

- (a) The Mayor or a majority of the Councilmembers may call a special meeting of the Council, to be held at the place and at the time (not less than 48 hours after issuance of notice thereof) set forth in the notice of the special meeting. All notices of a special meeting shall be issued by the City Clerk and shall contain a statement of the specific item or items of business to be transacted.
- (b) In the case of all special meetings of the Council, the City Clerk shall notify the Mayor and the Mayor pro-tempore of the Council of the call of such special meeting. If either the Mayor or the Mayor pro-tempore cannot attend such special meeting, they shall notify the City Clerk of this fact. If neither the Mayor nor the Mayor pro-tempore can be in attendance at any such meeting, the Council may proceed to elect a temporary presiding officer for the purpose of conducting the business of the meeting. If neither the Mayor nor the Mayor pro-tempore is present at a regular meeting of the Council and has not

designated a Councilmember to sit as chairperson of the meeting, the Council may elect one of its members to act as temporary chairperson of the meeting.

Sec. 207. Order of business at special meetings.

The following shall be the order of business at all special meetings of the Council:

- (1) Call to order.
- (2) Invocation and Pledge of Allegiance.
- (4) Roll call.
- (5) Consideration of the specific item or items of business stated in the call for the special meeting.

Sec. 209. Quorum.

- (a) A majority of the membership of the Council shall constitute a quorum at any regular or special meeting of the Council; but nothing contained herein shall be deemed to affect the requirement of the number of affirmative votes necessary to adopt any ordinance, resolution, motion or vote, or the requirement of the number of affirmative votes necessary to adopt any emergency ordinance.
- (b) When more votes are required for approval of an item than members are in attendance, the item will be deferred until such time as the required number of members are present.

Sec. 211. Journal of proceedings; publication.

- (a) The City Clerk shall keep a journal of the proceedings of the Council at all regular and special meetings. The journal of the proceedings of the Council shall include the roll call and the votes by the Council on any ordinance, resolution, motion, or vote; set forth in full all ordinances, resolutions or motions adopted by the Council; and set forth the title of all ordinances or resolutions introduced but on which no final action is taken and all ordinances and resolutions which failed.
- (b) Any proceedings and notices required by law shall be published in the Official Journal.
- (c) The City Clerk shall publish at least four days prior to the time fixed for a public hearing, an official public notice setting forth by title all ordinances and resolutions to be considered at the hearing on the City's website.
- (d) The City Clerk shall make an audio recording of each meeting of the Council and of each entity appointed by the Council or Mayor.

Sec. 213. Conducting of meetings; public hearings.

- (a) In view of the many items appearing on the agenda, each Councilmember will be allowed a maximum of five minutes to express views on any one subject without interruption from

other members upon initial consideration and five minutes for rebuttal. Each Councilmember will also be allowed two minutes to express additional views and two minutes for rebuttal during a final consideration period after the time for public comment has been closed. No Councilmember will speak until recognized by the chair. In compliance with La. R.S. 42:14(D), members of the public will be allowed to speak for up to three minutes following the period of initial consideration and rebuttal on any item included on the agenda on which the Council proposes to take action. A member of the public who wishes to speak on an agenda item on which the Council proposes to take action, shall print his or her name and address on the register at the podium prior to addressing the Council. No member of the public shall address the Council until recognized by the chair. Each member of the public shall state his or her name and address for the record prior to making any comment. In lieu of speaking on an agenda item on which the Council proposes to take action, a member of the public may complete and submit a card evidencing whether he or she is a proponent (in favor) of the agenda item or an opponent of (against) the agenda item. The card to be completed and submitted will be made available prior to the meeting. A member of the public who wishes to submit such a card shall print his or her name and address on the card, indicate whether he [or she] is a proponent (in favor) of the agenda item or an opponent of (against) the agenda item, and submit the card to the City Clerk prior to the commencement of the meeting. After the time for public comment has been closed, the City Clerk shall read aloud and into the minutes of the meeting, all such cards, including the name and address of the person submitting the card and whether the person is a proponent or opponent of the proposed action.

Sec. 215. Procedural matters not covered.

Any point or matter of procedure at any regular or special meeting of the Council not covered by law or by these rules of procedure shall be determined according to the rules set forth in the 12th edition of Robert's Rules of Order, Newly Revised.

Sec. 217. Voting.

(a) *Roll call.*

- (1) A voice vote shall occur on all motions. Except as otherwise provided herein, a motion does not require a second. All voting shall be by roll call and the ayes and nays shall be recorded in the journal. The roll shall be called in alphabetical order. The mover may withdraw a motion at any time prior to the first vote being cast.
- (2) When roll call has been completed the City Clerk shall announce the vote, as reflected by the roll call.
- (3) The City Clerk shall then proceed to record the vote in the journal.
- (4) Any Councilmember has the right to change his vote up to the time the vote is finally announced. A change of vote shall be called to the attention of the chairperson. After the vote has been finally announced, no Councilmember shall be permitted to change his vote except by unanimous consent.

- (b) *Reconsideration.*
 - (1) Any member who is on the prevailing side of a question may, before adjournment of the meeting at which the question was considered, move to reconsider the vote.
 - (2) A motion to reconsider requires a second.
 - (3) If the motion to reconsider receives a second, the matter shall be reconsidered prior to the adjournment of the meeting.
 - (4) A motion to reconsider requires a majority vote regardless of the vote necessary to adopt the item reconsidered.
 - (5) If a motion to reconsider is lost it cannot be repeated except by unanimous consent.
- (c) *Future consideration.* Any item which has been considered and voted upon twice shall not be considered by the Council for a period of one year following the date on which the item was last acted upon, except upon the vote of two-thirds of the entire membership of the Council.

Sec. 219. Subpoena of witnesses and documents.

- (a) *Authority.* The Council or any committee thereof may, in the investigation of any matter before it, summon witnesses and compel their attendance, may compel witnesses to testify under oath, and to produce books, papers, titles or documents in their possession which may be necessary to the matter or matters under investigation.
- (b) *Oath.* Witnesses shall be sworn by the Clerk or an officer authorized to administer oaths.
- (c) *Service.* All subpoenas shall be issued to witnesses by the City Clerk. The services of subpoenas may be made by certified mail or the law enforcement officer for the jurisdiction.
- (d) *Penalty.* Any person having been duly summoned to appear before the Council, or any committee thereof, who fails to appear without just cause may be fined up to \$200.
- (e) *Contempt.* Any person summoned as a witness who refuses to answer any question put to him, except such as might lead him to accuse himself of some crime, shall be guilty of contemptuous behavior in the presence of the Council in session, and the Council may, instantaneously, by resolution cause him to be fined not more than \$200.
- (f) *Interested parties.* Any person interested as a party in any matter pending before the Council, or any committee thereof, may obtain the compulsory attendance of witnesses and production of documents by submitting to the City Clerk, within a reasonable time prior to any hearing, a written list of the names and addresses of the witnesses, and by depositing the witness fees with the City Clerk.
- (g) *Witness fees.* Witnesses summoned to testify before the Council, or any committee thereof, shall receive such amounts as are provided for witnesses in civil matters. Witnesses shall present their subpoenas to the City Clerk, with certificates of the miles traveled for payment.

Sec. 221. Executive sessions.

The Council may hold executive sessions in accordance with law.

Sec. 223. Motions and amendments.

- (a) *Substitute motions.* A substitute motion is considered to be a total replacement of the original motion. If the substitute motion passes, no further votes are required and the item is adopted according to the provisions of the substitute motion. If the substitute motion fails to pass, other amendments, either complete substitutes or minor amendments, may be offered and voted upon prior to consideration of the main motion.
- (b) *Amendments.* Minor amendments require a vote to amend the main motion. If the amendment passes, the main motion will stand as amended and will be voted on as amended.

Sec. 227. Powers and duties of City Clerk.

The City Clerk shall perform the following duties:

- (1) Make additional copies of all ordinances and resolutions adopted, showing on each copy the date adopted and its appropriate number, each copy to be bound in a temporary binder, to be kept in the City Clerk's office; and
- (2) Maintain a complete copy index and cross index on all ordinances and resolutions since the effective date of incorporation of the City of St. George.

Sec. 229. Numbering of ordinances and resolutions.

- (a) Ordinances and resolutions shall be numbered consecutively commencing with the first ordinance and resolution adopted each calendar year. The Clerk shall maintain a list showing an abbreviated title of all ordinances and resolutions enacted; and immediately upon enactment of an ordinance or resolution the Clerk shall assign to the ordinance or resolution the next consecutive number.
- (b) No number shall be omitted, and no ordinance or resolution shall be assigned the number of another ordinance or resolution.
- (c) Ordinances and resolutions introduced or referred to in the minutes by title alone, prior to actual adoption, will be titled "Proposed Ordinance" or "Proposed Resolution."
- (d) Ordinances and resolutions finally adopted shall be titled "Ordinance No. (year)" or "Resolution No. (year)," showing the consecutive number assigned to the ordinance or resolution.

Sec. 231. Minutes.

- (a) Minutes are to be prepared not later than the next Council meeting, if possible.
- (b) The date of the meeting shall appear at the top of each page containing the minutes of a meeting.
- (c) After minutes are adopted, the pages will be placed in a binder.
- (d) Upon adoption of the minutes, signatures shall be obtained from the Mayor, Mayor pro tempore, or chairperson, as the case may be, and the City Clerk.

Sec. 233. Computerization.

As soon as practicable after adoption, all ordinances, resolutions and motions will be posted on the City of St. George's website and made a part of the permanent records maintained by the City Clerk.

Section 2. Effective Date


This Ordinance shall be effective upon publication.

This Ordinance having been submitted to a vote, the vote thereon was:

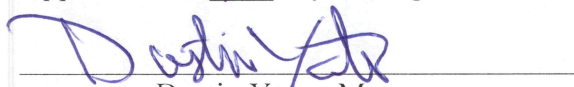
For: Cook, Edmonds, Heck, Himmel, and Monachello
Against: NONE

Adopted this 13th day of August, 2024.

Delivered to Mayor on the 16th day of August, 2024:


Lorraine Beaman, City Clerk

Approved this 19th day of August, 2024.


Dustin Yates, Mayor

Received from Mayor on the 19th day of August, 2024:


Lorraine Beaman, City Clerk

Adopted Ordinance published in *The Advocate* in the 2 day of September, 2024.