

**Resolution No. 196**

**RESOLUTION TO ADOPT PROCEDURES FOR STEVENSVILLE TOWN COUNCIL MEETINGS.**

**WHEREAS**, It has been found necessary to adopt and enforce Stevensville Town Council meeting procedures,

**NOW THEREFORE**, be it resolved by this town council that this resolution be approved and adopted as follows:

Regular council meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:30 P.M. in the town council chambers located at 206 Buck Street.

Requests to be placed upon the agenda and any correspondence must be submitted to the Town Clerk prior to 12:00 noon on the Friday preceding the meeting on Monday. Normally, one meeting is held in December.

Roberts Rules of Order shall be the basic rules used for the meetings.

The format of the meeting is:

1. Roll Call
2. Minutes of the previous meeting or meetings
3. Financial statement and monthly claims (at the first meeting of each month)
4. Correspondence
5. Guests
6. Unfinished Business
7. New Business
8. Board Reports
9. Administrative Reports
10. Executive Report
11. Adjourn

Citizens are encouraged to participate in town council discussions within the following guidelines:

- A. An individual, by show of hand, and upon recognition by the presiding officer, should stand, state their name and address and may speak on any agenda item with a two (2) minute time limit.
- B. Any group upon recognition by the presiding officer:
  1. Is limited to a maximum presentation time of ten (10) minutes unless this limit is waived by the council.
  2. Presentation may be made by one individual or several, but the time limit applies to the entire presentation.
  3. Again, speakers should stand and identify themselves by name & address.
  4. Written comments may be submitted but will not be read aloud.

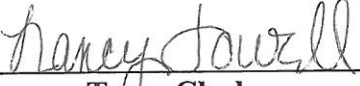
The presiding officer does have the discretion to determine comments or actions out of order and request the individual to refrain from further comment. Disruptive persons who are threatening, vulgar or disrespectful may be removed from the council chambers.

Minutes of Town Council meetings are taken by the Town Clerk and are presented at the next council meeting at which time they are corrected, if necessary, and approved. At this time they become official record and are available for public inspection. Tape recordings will be made as an aid to preparing the minutes, they shall be retained as public record, but if anyone insists on hearing them before they have been used to assist in preparing the minutes, they shall be responsible for any damage caused by their use.

This resolution amends and replaces Resolutions No. 158 and No. 192 of the Town of Stevensville.

NOW THEREFORE, be it resolved that this 24 day of February 2003, this resolution was passed by a majority vote of the Stevensville Town Council.

Attested:

  
\_\_\_\_\_  
Town Clerk

  
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Mayor