

RESOLUTION NO. 196A

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.

FURTHER BE IT RESOLVED, that all items to be placed on the agenda of any Town Council Meeting shall be submitted in writing with all appropriate enclosures to the Town Clerk before noon of the Thursday prior to that meeting. The agenda will be posted for the public to review on the bulletin board outside the Town Hall by close of business Thursday night prior to that 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 Council Meeting is as follows:

1. Roll call
2. Minute approval from previous meeting(s)
3. Financial statement and bi-monthly claims
4. Correspondence
5. Public Comments
6. Guests
7. Old Business
8. New Business
9. Executive Reports
10. Administrative Reports
11. Board Reports
12. Adjourn

FURTHER BE IT RESOLVED, 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. The Town Clerk shall record minutes in a format (see Exhibit A) as approved by Town Council on June 22, 2009. At this time, the minutes become official record and are available for public review. Voice recordings will be made as an aid to preparing the minutes, the recordings shall be retained as public record.

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Citizens are encouraged to participate in Town Council discussions within the following guidelines:

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

The Police Officer on duty 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.

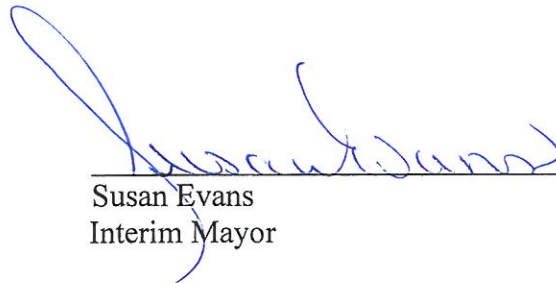
FURTHER BE IT RESOLVED, this Resolution No. 196A shall amend Resolution 196 previously adopted by the Town Council of Stevensville, Montana.

NOW THEREFORE, be it resolved that this 13<sup>th</sup> day of July, 2009 this resolution was passed by a majority vote of the Stevensville Town Council.

Attested:



Roni L. Kimp  
Town Clerk/Treasurer



Susan Evans  
Interim Mayor

**EXHIBIT A**

**TOWN OF STEVENSVILLE  
Council Vote Register**

**Council Meeting Date and Time:** July 13, 2009 at 7:30 p.m. in Town Council Chambers

**Members Absent:**

**Agenda Item Voting Results:** (Y = Yes; N = No; A=Abstain/Absent; T=Tabled)  
(M=Motion; S=Seconded)

<b>MOTION MADE</b>	<b>Ludington</b>	<b>Floyd, Jr.</b>	<b>Holcomb</b>	<b>Brown</b>	<b>Mayor</b>
Previous Minutes Approval					
Current Claims Approval					
<b>OLD BUSINESS</b>					
A) Amendment to Resolution #149 to change Agenda Posting Deadline and Minute Format to be used by Town Clerk					
B) Park Board Recommendation for Pool Manager					
C) Firemen's Relief Fund Board for their own Tax ID # for reporting CDs					
D) Change of Money Usage on HB645					
<b>NEW BUSINESS</b>					
A) Army Corps of Engineers Preliminary Design and Construction Agreement					
B) CDBG Planning Grant for TIFD proposed revisions					
C) MT Floodplain Resource Seminar July 20-22					
D) Amended Scope of Services for Town Water Attorney Ross Miller					

Attest:

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Roni L. Kimp  
Town Clerk/Treasurer

\_\_\_\_\_  
Susan Evans  
Interim Mayor

The format of the Council Meeting is as follows:

1. Call meeting to Order and Pledge of Allegiance.
2. Roll call
3. Minute approval from previous meeting(s)
4. Financial statement and bi-monthly claims
5. Correspondence
6. Public Comments
7. Guests
8. Old Business
9. New Business
10. Executive Reports
11. Council Comments
12. Administrative Reports
13. Board Reports
14. Adjourn