

RESOLUTION NO. 196B

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. Council Comments
11. Administrative Reports
12. Board Reports
13. 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 of Resolution 196A) 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.

RESOLUTION NO. 196B

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. 196B shall amend Resolution 196 and 196A previously adopted by the Town Council of Stevensville, Montana.

NOW THEREFORE, be it resolved that this 14<sup>th</sup> day of December, 2009 this resolution was passed by a majority vote of the Stevensville Town Council.

Attested:

\_\_\_\_\_  
Roni L. Kimp, Town Clerk/Treasurer

\_\_\_\_\_  
Susan Evans, Mayor