

Resolution No. 192

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 2nd and 4th 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.

The format of the meeting is:

1. Minutes of the previous meeting
2. Correspondence
3. Financial statement and monthly claims (at the first meeting of each month)
4. Old Business:
5. Board Reports:
6. New Business:
7. Other Business:

Requests for ordinances, zone changes, etc., should first be directed to the appropriate advisory committee i.e. Park Board, Cemetery Board, Airport Board or Planning and Zoning Board. The board recommendations are forwarded to the Council and individuals and groups have a right to present their views at the time the recommendation is made to the council. If the appropriate committee opts to make no recommendation to the Council, the individuals or groups affected may appeal to the council.

Requests for special events (Parades, Street Closures, etc.) will require a permit to be filled out and a presentation to be made to the Council by the sponsor - as described on the permit.

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, In the event that tape recordings are 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 Resolution No. 158 of the Town of Stevensville.

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

Attest:



Town Clerk

Mayor

TO: STEVENSVILLE TOWN COUNCIL

Pursuant to Section 7-5-4205, M.C.A., I am returning to you Resolution No. 192 which was passed at the last meeting, January 27, 2003, for reconsideration of those portions designated herein.

I have vetoed the following portions of the Resolution and submit herewith my reasons therefor.

1. The Resolution makes no mention of the procedural rules and should declare that Roberts Rules of Procedure shall be the basic rules for the meetings.

2. The format of the meeting as set forth is not the format being used nor is it complete. I would recommend the following:


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

3. The procedure for requests for ordinances, zone changes, etc. should be deleted from this resolution because the title of the Resolution specifies that it is for the procedures for Council Meetings. A separate Resolution for Requests should be made and it should include a routing procedure that provides both the Town and the applicant with better knowledge of the progress.

4. Requests for special events should be deleted for the same reason as that for requests for ordinances and zone changes..

5. That portion of the resolution pertaining to the minutes should ~~provide~~^{provide} that tape recordings of the meeting will be made as an aid to the clerk and will be retained as public record.

Submitted this 10th day of February, 2003.



Pat Groninger
Mayor