

City of Creola
ORDINANCE #2025-008
Rules of Procedure for Council Meetings

RULES OF PROCEDURE FOR COUNCIL MEETINGS

BE IT ORDAINED BY THE COUNCIL OF CREOLA, ALABAMA that the order of procedure in all instances for meetings of the council shall be as follows:

SECTION 1: That the rules of order of procedure herein contained shall govern deliberations and meetings of the council of Creola, Alabama.

SECTION 2: Regular meetings of the council shall be held on the following dates: the second and fourth Thursday of each month.

SECTION 3: Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than 24 hours before the time set for such special meetings; or special meetings may be held as provided by Section 11-43-50, Code of Alabama 1975, whenever two councilmembers (or the mayor) making the request in writing shall have the right to call such meeting. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meeting.

SECTION 4: A quorum shall be determined as provided by Section 11-43-48, Code of Alabama. The number of members required to make a quorum does not change when a council has vacancies. Council members who are present at council meetings that have a conflict of interest on a particular issue can be counted for purposes of making a quorum even though they cannot vote on a particular issue.

SECTION 5: All regular meetings shall convene at 6 O'clock p.m. at the city hall and all meetings, regular and special, shall be open to the public.

SECTION 6: The order of business shall be as follows:

1. A call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call (establishing a quorum)
5. Approval of the agenda
6. Approval of the minutes of the previous meeting
7. Recognition of guests and visitors
8. Reading of Correspondence
9. Departmental Reports

- a. Standing Committees
 - b. Special Committees
 - c. Reports of Officers
- 10. Old Business
 - 11. New Business
 - 12. Hearings on petitions, applications, complaints, appeals, and communications
 - 13. Adjourn

SECTION 7: No person, not a member of the council, shall be allowed to address the same while in session without permission of the presiding officer.

SECTION 8: Every officer, whose duty it is to report at the regular meetings of the council, who shall be in default thereof, may be fined at the discretion of the council.

SECTION 9: Whenever it is requested by any member of the council, a roll call vote will be recorded.

SECTION 10: All questions of order shall be decided by the presiding officer of the council with the right of appeal to the council by any member.

SECTION 11: All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by state law.

SECTION 12: The council may meet in executive session only for those purposes authorized by state law. When a councilmember makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the majority of the council shall vote in favor of the motion to go into executive session, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the council shall resume its deliberations in public.

SECTION 13: A motion for adjournment shall always be in order.

SECTION 14: The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.

SECTION 15: The clerk, engineer, attorney, chief of police and such other officers or employees of the City of Creola, Alabama, shall, when requested, attend all meetings of the council and shall remain in the council room for such a length of time as the council may direct.

SECTION 16: No ordinance of resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless a unanimous consent be obtained for the immediate consideration of such ordinance or resolution, such consent shall be by roll call and the vote thereon spread on the minutes.

SECTION 17: Robert's Rule of Order is hereby adopted as the rules of procedure for this council in those situations which cannot be resolved by the rules set out in this ordinance.

Section 18: Prior Ordinances setting rules and procedures for the City of Creola adopted by the governing body of the City of Creola, Alabama shall be and hereby are repealed, such repeal to become effective on the effective date of this Ordinance.

This ordinance shall go into effect upon the passage and publication as required by law.

Approved this 13th Day of November 2025.

Diana Lambert

Diana Lambert, Council Member
Place #1

Wendy Lynch

Wendy Lynch, Council Member
Place #3

Mark Howell

Mark Howell, Council Member
Place #5

James Brown

James Brown, Council Member
Place #2

Harold Parmer

Harold Parmer, Council Member
Place #4

Donald Nelson

Donald Nelson, Mayor

This ordinance was recorded and entered into the City of Creola's Ordinance Journal on this 11th day of December 2025.

ATTEST:

Marcy Brown

Marcy Brown, City Clerk