



RESOLUTION 25-643
RESOLUTION ESTABLISHING MEETING RULES OF ORDER
FOR THE BOARD OF MAYOR & ALDERMEN

BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE

WHEREAS, the Town of Mount Carmel wants to maintain efficiency and effectiveness in governance while conducting official meetings, and,

WHEREAS, meetings of the elected officials of the Board of Mayor & Aldermen are intended to conduct the business of the Town as orderly and expeditiously as possible, and;

WHEREAS, the Board of Mayor and Aldermen wish to conduct the official business of the Town in a fashion that allows for public understanding and input, and;

WHEREAS, the adoption of this resolution will allow for a smooth and businesslike process to allow for civil discourse and successful completion of official Town business;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows

SECTION I. *All workshops and meetings of the Board of Mayor and Aldermen will be conducted utilizing these locally adopted rules of order in conjunction with all referenced ordinances, policies, procedures, and the most current version of Robert's Rules of Order.*

SECTION II. *All elected officials should remain familiar with the rules of order and their specific duties and responsibilities as it pertains to moving the business of the Town during meetings.*

Be It Resolved, the 23rd day of January 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this 23rd day of January 2025.


John Gibson, Mayor

Attest: 
Tyler Williams, Town Recorder

Attachment (1)

**RULES OF ORDER for THE BOARD OF MAYOR & ALDERMEN
TOWN OF MOUNT CARMEL, TENNESSEE**

2025
version 1.0

I. ROBERT RULES OF ORDER

If any questions shall arise which is not provided for in these rules, the same shall be governed by the current updated version of Robert's "Rules of Order" which is addressed in the Town of Mount Carmel, Municipal Code-2010, Section 1-103 General rules of order.

II. ACTS OF THE STATE OF TENNESSEE

In case any rule conflicts with an Act of the State of Tennessee, the Act of the State of Tennessee shall govern.

III. ELECTION OF THE VICE MAYOR OF THE TOWN GOVERNING BODY

The vice mayor shall be nominated from the currently seated Board of Aldermen and elected by a majority vote of the membership of the Town Elected Board. The vice mayor remains in position until resignation, the next election cycle, or removal from the Board of Aldermen.

IV. DUTIES OF THE MAYOR

- A. At the precise hour to which the Board of Mayor and Aldermen shall have gathered, the Town Mayor shall call the gathering to order. Advising all addressing the Board to address their comments and questions to the Mayor as the chair of the meeting.
- B. The Mayor/Chair shall preserve order and decorum and may speak to points of order in preference to other members.
- C. The Mayor/Chair shall conduct the meeting business of the Town Elected Board in the following order:
 - 1. Call to order
 - 2. Prayer
 - 3. Pledge of Allegiance
 - 4. Roll Call
 - 5. Welcome from the Mayor/Chair-Proclamations
 - 6. Approval/Correction of previous meeting minutes
 - 7. Visitor Comments
 - 8. Old Business
 - 9. New Business
 - 10. Board/Staff Comments
 - 11. Adjournment
- D. A question may be taken up out of order by a two-third vote of members present.

- E. If the chair is a member of the body, the chair must be surrendered to another prior to taking part in any debate. When the Chair steps down to participate in debate, they cannot return to the chair until the issue is disposed of in some manner. It is always improper for the chair to voice an opinion or debate the pending issue while acting as chair. The chair can answer questions, refer questions to the maker of the motion, rule on parliamentary questions, etc., during the debate of any issue.
- F. The chair can vote on any matter, if a member of the body.
- G. In the absence of the Mayor, the Vice Mayor shall serve as the Chair. In the absence of both the Mayor and Vice Mayor the Town Clerk shall call the Town Elected Board to order and call the roll for the purpose of the election of a temporary chair.
- H. The Mayor shall appoint all committees unless otherwise directed by a two-third vote of the Town Elected Board.

V. DUTIES OF THE VICE-MAYOR

- A. To fulfill the role of the Mayor/Chair when the Mayor is absent or unavailable.
- B. Every member shall address the Chair by raising their hand to indicate that they would like to speak, and after he or she has been recognized by the Chair, proceed with his or her remarks. The member may, after he or she has been recognized by the Chair, at the member's discretion, make their remarks. No other member shall speak or be recognized unless he or she rises to a point of order or other motion which shall have preference while the speaker who has the floor makes his or her remarks. Any member who also wishes to speak shall make it known by raising their hand and will be recognized in order of request and recognition by the chair.

VI. DUTIES OF THE ALDERMEN

- A. Every member shall address the Chair by raising their hand to indicate that they would like to speak, and after he or she has been recognized by the Chair, proceed with his or her remarks. The member may, after he or she has been recognized by the Chair, at the member's discretion, make their remarks. No other member shall speak or be recognized unless he or she rises to a point of order or other motion which shall have preference while the speaker who has the floor makes his or her remarks. Any member who also wishes to speak shall make it known by raising their hand and will be recognized in order of request and recognition by the chair.
- B. No member may maintain the floor for longer than five (5) minutes and may not be recognized more than twice, each time maintaining the floor for no longer than five (5) minutes while speaking on any one matter or motion under consideration, except by a majority vote of the members. No member will be allowed to assign their remaining time to another member.
- C. Motions to limit debate shall require an affirmative vote of two-thirds of those members present for passage.
- D. All motions shall be debatable except for the following:
 - 1. To adjourn the meeting
 - 2. Lay on the table
 - 3. For the previous questionProvided, however, the original proponent of any motion sought to be tabled shall have the right to be heard after the motion is made and before the motion to table is

put to a vote. Also provided that a member who speaks both for and against a matter cannot "call for the previous question."

E. When any question or motion is under debate by the Town Elected Board, the following motions shall be in order and may be entertained by the Chair:

1. To adjourn the meeting
2. To recess the meeting
3. To lay on the table
4. For the previous question
5. To postpone to a day certain
6. To commit
7. To amend
8. To postpone indefinitely

Each of the said motions shall take preference in the order set out herein.

F. Any question or motion may be put to the members by a "voice vote" at the discretion of the Chair, unless otherwise required by law, provided, however, that any one (1) member of the membership may request a roll call vote of the membership.

G. Upon a roll call vote, any member may change his or her vote before the result of the vote is announced and the Clerk or Chair shall give any member one opportunity to change his or her vote prior to announcing the result of the vote.

H. Any two (2) members of the Town Elected Board may appeal to the Town Elected Board from any ruling of the Chair and a majority of the members of the Town Elected Board shall decide the appeal.

I. A meeting of the Town Elected Board, or any committee of the Town Elected Board can at any time be called into recess by a majority vote. A recess can be defined as anywhere from a short break until an announced time up to the next regularly scheduled meeting of the Town Elected Board or committee. Recesses cannot be scheduled for longer than the next scheduled meeting.

J. When a motion to adjourn or recess has been made and failed, the Chair shall not entertain another motion to adjourn or recess until some business has been transacted since the last motion to adjourn or recess was voted upon.

K. A "session" is to be defined as a "complete meeting" for purposes of these rules.

VII. RESOLUTIONS

A. Every proposed resolution shall be word processed or legibly handwritten in ink and filed with the Town Clerk in the appropriate form which must be completed entirely, except a proposed resolution need not have a seconding member at the time of filing, and information after.

B. The Town Clerk shall maintain a file specifically for "Proposed Resolutions," which shall be at all times complete with any attachments, and which shall remain at all times in the office of the Clerk and be available to the public. The Clerk shall file all proposed resolutions therein and shall note the date of filing on each and maintain a numbering system for said file.

C. An amendment to a resolution shall not delay its consideration for passage or rejection, but any motion to amend which would materially or substantially change the original resolution should be ruled out of order by the Chairman. The

motion to amend a resolution may be stated orally, but the amendment must be legibly handwritten or typewritten on any kind of plain paper and handed to the Chair for reading prior to voting on the amendment.

- D. Any resolution presented for consideration may be retracted or withdrawn by the sponsoring member of the Town Elected Board, or their proxy until a vote has been called for on the resolution.
- E. Roll call votes shall be taken for Resolutions.
- F. Upon final action being taken by the Town Elected Board on a proposed resolution, the Town Clerk shall record the result thereon; and shall also record the number of ayes and the number of nays, from the roll call vote taken.

VIII. ORDINANCES

- A. Every proposed ordinance shall be considered and adopted on two (2) separate days. Each ordinance, or the caption of each ordinance, shall be published after its final passage in a newspaper of general circulation in the municipality. No ordinance shall take effect until the ordinance, or its caption is published.
- B. The Town Clerk shall maintain a file specifically for "Proposed Ordinances," which shall be at all times complete with any attachments, and which shall remain at all times in the office of the Clerk and be available to the public. The Clerk shall file all proposed ordinances therein and shall note the date of filing on each and maintain the ordinance numbering system for said file. The Town Clerk maintains the responsibility to ensure the publishing required is completed, upon approval by the Town Elected Board.
- C. An amendment to a ordinance shall not delay its consideration for passage or rejection, but any motion to amend which would materially or substantially change the original submitted ordinance should be ruled out of order by the Chairman. The motion to amend a ordinance may be stated orally, but the amendment must be legibly handwritten or typewritten on any kind of plain paper and handed to the Chair for reading prior to voting on the amendment.
- D. Roll call votes shall be taken for Ordinances.
- E. Upon final action being taken by the Town Elected Board on a proposed ordinance, the Town Clerk shall record the result thereon; and shall also record the number of ayes and the number of nays, from the roll call vote taken.
- F. The Town Clerk shall preserve the original copy of all ordinances in a separate ordinance book.

IX. COMMITTEES

- A. Internal Committees of the Town Elected Board that are appointed by the Chair of the Town Elected Board, or in compliance with The Mount Carmel Municipal Code, Title 2, and any other applicable ordinances of the Town.
- B. Special, or "ad hoc," committees may be appointed from time to time by the Mayor and can consist of any number of Town Elected Board members and/or members of the general public. These committees will serve based on need and will be dissolved once the need has been resolved.
- C. All committees shall be advisory in nature and shall not bind the Town Elected Board as a whole in any of their acts except as specifically provided by state law

or resolution of the Town Elected Board. They shall have no power to prevent or delay the consideration of any motion or resolution by the Town Elected Board as a whole.

- D. Committees shall study any proposed resolution or other matter referred to them by the Chair or the Governing Body. The Chairman of each committee, or a member designated by him or her, shall have the duty to report to the Town Elected Board as a whole, the committee's recommendation, and the reason therefore, on the acceptance or rejection of any matter or proposed resolution being considered by the Governing Body. Any member of the committee may make a minority report. Should the committee chair, or his or her representative announce to the Town Elected Board that the committee has not had sufficient time to study the matter or proposed resolution under consideration, a vote on the proposed resolution shall not be delayed thereby, except by appropriate motion and passage thereof by a majority of the Town Elected Board.
- E. Committees shall elect among themselves by simple majority vote of the committee members a chair, vice-chair, and secretary and any other officers desired. The Rules of Order of the Committees shall not conflict with the rules of the Town Elected Board.
- F. Committee meetings may be called for a reasonable time and place by the committee chairman. Meetings may also be called by three (3) other members, upon notifying the Town Elected Board Chair and the Town Clerk, and the other members of the committee. At least three (3) days adequate public notice shall be given to the general public and all committee members prior to any meeting.
- G. A quorum of any committee shall consist of one more than half of the total committee members, and no business shall be conducted if a quorum is not present.
- H. Committee votes can be taken by voice vote or roll-call vote at the discretion of the committee chair or substitute for the committee chair who is conducting the meeting.
- I. Nothing herein shall require a committee to consider only those matters referred to it by the Town Elected Board or the Chair, and it shall be the duty of each committee to investigate and acquaint itself with the areas of its responsibility and to bring before the Town Elected Board any matter which needs to be considered in the interest of the welfare of the citizens of the Town.

X. SUSPENSION OR AMENDMENT

Any Rules of Order herein may be suspended or amended by the affirmative vote of two-thirds of the members present.

XI. MEETING NOTICES AND AGENDAS

Proper notice shall be given for each meeting of the Governing Board and its committees as follows:

- A. Notice of Regular and Special Called Meetings. The Town Clerk shall give adequate public notice of Town Elected Board meetings and the agenda for said meeting. Per State of Tennessee TCA 8-44-1, the notice and agenda will be accessible to the public at least 48 hours prior to the meeting by posting it on the

Town's website at www.mountcarmeltn.gov. The Town Elected Board may consider matters not on the posted agenda provided the bylaws are followed.

- B. Notice of Committee Meetings. For an internal committee meeting of a Town Elected Board Committee, the Town Clerk shall give adequate public notice of such meeting.
- C. All meetings of the governing body are subject to open meetings requirements and shall reserve a time for public comment so that the public may speak on matters germane to items on the agenda.
 - 1. Citizens wanting to speak will be required to list their name, address, email address, and topic or issue they want to speak about on a provided sign in sheet until the start of the meeting. At the start of a meeting, the list will be given to the chair, and speakers will be taken in order of how they signed the sheet. At the chair's discretion, citizens who have not signed in may or may not be allowed to speak.
 - 2. If several citizens appear to speak on the same topic or issue, the chair will have the authority to ask the group to appoint from one to three citizens to speak on the issue.
 - 3. Public comments will be limited to three (3) minutes per speaker, and any remaining time left shall not be added to another speaker's allotted time.

XII. MEETING DISRUPTIONS

- A. Any person that prevents or disrupts any meeting through disturbance of the peace, such as, unruly applause after warning, stamping of feet, whistling, using profane language, shouting or any other similar demonstrations will be asked to leave the meeting, and if they refuse will be escorted from the meeting by law enforcement officers. A violation of this section is a Class A misdemeanor (TCA 39-17-306), punishable by up to eleven (11) months and twenty-nine (29) days of imprisonment and/or a fine not to exceed two thousand five hundred dollars (\$2,500.00)
- B. At no time is anyone to approach the dais/tables where Town Elected Board members and Town Staff are seated for workshops or meetings, unless invited to do so by the Chair.
- C. Community members addressing the Town Elected Board are to address the Chair with their issues and comments only.

XIII. ADOPTION OF RULES OF ORDER

Any rule of order or procedure previously adopted by the Governing Body, which is in conflict with, or preempted by, these rules is hereby repealed.