



# Tullahoma Board of Mayor and Aldermen Rules and Procedures

## Section 1. Authority and Rules

Adopted by Res.No.1895 on 04/11/2022

- 1.1 Pursuant to the provisions of the Charter of the City of Tullahoma, Tennessee, the Board of Mayor and Alderman may enact rules of procedure for all meetings of the Board, which shall be in effect upon their adoption by the Board and until such times as they are amended, or new rules adopted.
- 1.2 The Rules regulating the procedures of the Tullahoma Board of Mayor and Aldermen may be amended at any regular meeting of the Board by a two-thirds (2/3) vote, provided the amendments were submitted in writing to the City Administrator 1-week prior to the Board meeting.
- 1.3 These rules are intended to comply with the Laws of the United States and the State of Tennessee and if any provision is found to conflict with state and federal law, that part in conflict shall be null and void.
- 1.4 General rules of parliamentary procedure as defined herein, consistent with the City Charter and any applicable City ordinances shall govern the proceedings of the Board of Mayor and Alderman. All matters not covered herein shall be governed by the latest copyright edition of Robert's Rules of Order.

## Section 2. Board Agenda

- 2.1 The City Administrator is responsible for creating and distributing the agenda for the Board of Mayor and Alderman meetings five (5) days prior to scheduled meeting. The City Administrator will submit agenda materials as appropriate for review by the City Attorney.
- 2.2 Board members seeking to have an item added to a regular meeting agenda may direct the City Administrator in writing to place an item on study session for discussion only. Items must be submitted to the City Administrator no later than noon on the Monday preceding the week of the Board meeting.
- 2.3 Prior to adding any item discussed at study session to a regular meeting agenda, the proposed item must have a sponsor and co-sponsor from at least two (2) board members filed in writing with the City Administrator. Items requiring research or written



recommendation from staff may be placed on a future agenda as timely as is practical.

## **Section 3. Order of Business**

### **3.1 Regular Meeting Agenda:**

- a. Call to Order – Chair officially calls the meeting to order. (All meetings will begin at 5:30 PM unless changed by a majority vote of the Board.)
- b. Invocation – Each agenda of a regularly scheduled Board meeting shall provide an item allowing for an invocation(s).
- c. Pledge of Allegiance- Each agenda of a regularly scheduled Board meeting shall provide an item for the recital of the “Pledge of Allegiance” to the United States flag.
- d. Roll Call – The City Recorder shall verbally call the roll.
- e. Commendations and Certificates – The agenda shall provide a time when commendations and certificates may be presented to City staff or members of the community.
- f. Proclamations, Awards, and Special Presentations – The agenda shall provide a time when proclamations, recognitions, general reports, and updates may be presented to the Board. (All special presentations will have a time limit of ten (10) minutes unless extended by a majority vote of the Board.)
- g. Public Comments – The time for the public to address the Board on any subject within the purview of the Board. However, the Board cannot discuss items presented under public comment nor take any action thereon other than consideration of the placement of said item on a future agenda as a discussion item or refer the item to Staff for research and possible future action. Each speaker will be allowed three (3) minutes to speak. All public comments must be within the purview of the Board.
- h. Approval of the Agenda – The agenda will be presented. If there are no objections, the agenda will be approved. Items may at this time be added, moved off of consent, or removed by a Board member with a majority vote of the Board members present.
- i. Board Reports – The agenda shall provide a time for the Board members to give a report related to the various committees, commissions, and boards on which they serve as board liaison. Each member shall have no more than three (3) minutes to present. All other comments will be considered out of order.
- j. Report from the City Administrator – The agenda shall provide a time for the City Administrator to provide a report to update the Board on his/her activities. The Administrator shall have no more than three (3) minutes to present.
- k. Report from the City Attorney – The agenda shall provide a time for the City Attorney to provide a report to update the Board on his/her activities. The Attorney shall have no more than three (3) minutes to present.



- l. Consent Agenda - All matters listed under the Consent Agenda are routine and will be enacted by one motion. There will be no separate discussion of these items.
- m. Unfinished Business – Business items pending from previous Board meetings. After an agenda item is announced by the Chair, the Board may discuss the item only after a motion and a second has been obtained. Any item failing to receive both a motion and a second shall be considered a failed motion. The Chair will ask the City Administrator for comment on any items of unfinished business before discussion is held by the Board. Board Members will limit their comments to the subject matter or motion currently being considered. All matters listed under unfinished business will be limited to fifteen (15) minutes of discussion unless extended by a majority vote of the Board. Staff responses, presentations, or comments will not be deducted from the fifteen minutes of discussion.
- n. New Business – New or amended ordinances, resolutions, or policies that Board Members or City Staff wish to have the Board consider. After an agenda item is announced by the Chair, the Board may discuss the item only after a motion and a second has been obtained. Any item failing to receive both a motion and a second shall be considered a failed motion. The Chair will ask the City Administrator for comment on any items of new business before discussion is held by the Board. Board Members must limit their comments to the subject under discussion or the motion currently being considered. All matters listed under new business will be limited to fifteen (15) minutes of discussion unless extended by a majority vote of the Board. Staff responses, presentations, or comments will not be deducted from the fifteen minutes of discussion.
- o. Adjourn– Chair officially adjourns the meeting. (No regular meeting shall take place past 7:30 PM unless extended by a majority vote of the Board.)

### **3.2 Study Session Agenda:**

- a. These meetings shall not be formal meetings of the board of mayor and aldermen, and no action shall be taken at these meetings.
- b. Presentations and Reports – Pursuant to 1988 Code, § 1-206, study sessions can contain written or verbal presentations and reports from the city administrator, city departments, and standing committee meetings and shall be for the purpose of establishing and prioritizing short- and long-term goals and objectives and studying matters to later be brought before the board for formal action, among other things.
- c. Public Comments - No public comments will be allowed at Study Sessions of the Board.
- d. No Study Session may extend pass 8:00 PM.



## **Section 4. Decorum**

**4.1** During Board meetings, Board Members shall preserve order and shall obey the rules of the Board. Board Members shall demonstrate respect and courtesy to one another, to City Staff and to members of the public appearing before the Board. Board Members shall seek to phrase and communicate all writings, publications, and speeches in a professional and constructive manner when presenting in official capacity.

## **Section 5. Citizens' Participation**

**5.1** Speakers shall approach the lectern and give his/her name and address before speaking. Speakers shall address the Mayor and Board with civility that is conducive to appropriate public discussion. All public comments should be addressed to the Mayor/Chair rather than to individual members. Each speaker will be allowed three (3) minutes to speak. Speakers are not permitted to yield their time to others but are encouraged to inform the Board if they are speaking on behalf of a larger group. No person shall be allowed to address the Board more than once during public comments unless called upon by the Chair.

**5.2** All public comments must be within the purview of the Board. If public comments are determined by the Chair to be out of the purview of the Board, then the citizen will be asked to end their remarks.

**5.3** Board Members cannot discuss items presented under public comments nor take any action thereon other than consideration of the placement of said item on a future agenda as a discussion item or refer the item to city staff for research and possible future action.

**5.4** Persons may not engage in discussions with the Board during Board deliberations unless specifically asked a question by a Board Member. Persons who have been asked a question by a Board Member must be recognized by the Chair before being allowed to speak. The Chair may end any question-and-answer session between Board Members and a member of the public to facilitate the order of business.

## **Section 6. Board Requests and Staff Relations**

**6.1** This policy is to establish a system to clarify that individual Board Members, including the Mayor, should not be providing direction to staff, excluding both the City Administrator and City Attorney (both of whom report directly to the Board of Mayor and Alderman). Direction to staff should only come through the City Administrator.

**6.2** In order to ensure proper presentation of agenda items by staff, questions arising from Board Members after receiving their information packet should be, whenever possible,



presented to the City Administrator for staff consideration prior to the Board meeting. This allows staff the time to address Board Member's concern and provide all Board Members with additional information.

**6.3** When questions arise from Board members during a meeting of the Board, the City Administrator shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented to inform and educate the Board on the issues that require Board action. The presentation should be professional, timely and allow for discussion of options for resolving the issue. As a summary, the staff member making the presentation shall make it clear if no Board action is required or present the staff recommendation as a part of the presentation, and/or present the specific options for Board consideration.

## **Section 7. Executive Session**

**7.1** The City Attorney shall be authorized to provide any public responses or comments, as needed on matters involving litigation. The Board may not act during Executive Session. It is understood and agreed that information discussed in Executive Session is considered confidential and should remain so until the Board acts in public on the matter.

**7.2** The courts have also established narrow parameters related to when multiple members of a governing body can go into executive session with the city attorney. Multiple members of a governing body can go into a closed gathering with the city attorney when:

- The discussion concerns a pending lawsuit;
- The governing body is a named party; and
- The members of the governing body provide facts about the lawsuit to the city attorney and the city attorney provides the members legal advice based upon the facts presented

## **Section 8. Policy Enforcement**

**8.1** If a Member(s) of the Board believes this policy has been violated, the topic shall be placed on a meeting agenda following proper procedure in these policies and Roberts Rules of Order. Any member who is determined to be in violation of this policy or uses profane or indecorous language in a board meeting shall be fined fifty dollars (\$50.00) by a two-thirds (2/3rds) vote of the Board.