

ORDINANCE NO. 2025-11-03

**AN ORDINANCE SETTING THE ORDER OF PROCEDURE FOR ALL MEETINGS OF THE
HAYDEN TOWN COUNCIL**

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

SECTION 1: That the rules or order of procedure herein contained shall govern deliberations and meetings of the Town Council of Hayden, Alabama.

SECTION 2: Regular meetings of the Council shall be held on the following dates: **The second Tuesday of each month and shall convene at 7:00 p.m. at the Hayden Community Center. A work session will convene at 6:00 p.m. immediately preceding the regular meeting. All meetings, Regular, Special or Work Session, shall be open to the public.**

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 36 hours before the time set for such special meeting; or special meetings may be held as provided by Section 11-43-50, Code of Alabama 1975, whenever two council members making the request 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 36 hours prior to such meeting.

SECTION 4: A quorum shall be determined as provided in Section 11-43-48 Code of Alabama, 1975.

SECTION 5: The order of business shall be as follows:

1. Call to order
2. Roll Call
3. Reading and approval of the minutes of the previous meeting
4. Reports of standing committees
5. Reports of special committees
6. Reports of officers
7. Reading of petitions, applications, complaints, appeals, communications, etc.
8. Auditing accounts
9. Resolutions, ordinances, orders, and other business
10. Public comments

SECTION 6: No member shall speak more than twice on the same subject without permission of the presiding officer.

**State of Alabama
County of Blount
Town of Hayden**

SECTION 7: All resolutions and ordinances and any amendments thereto shall be in writing at the time of introduction.

SECTION 8: Motions to reconsider must be made by a member who voted with the majority and at the same or next succeeding meeting of the Council.

SECTION 9: Whenever it shall be required by one or more members, the “ayes” and “nays” shall be recorded and any member may call for a division on any question.

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: The presiding officer of the Council may, at his or her discretion, call any member to take the chair, to allow him or her to address the Council, make a motion, or discuss any other matter at issue.

SECTION 12: 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 13: 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 deliberations in public.

SECTION 14: A motion for adjournment shall always be in order.

SECTION 15: The rules of the Council may be amended in the same manner as any other ordinance or general and permanent operation.

SECTION 16: The rules of the Council may be temporarily suspended by a vote of two-thirds of the members present.

SECTION 17: The Chairperson of each respective committee, or the Councilmember acting for him or her, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

SECTION 18: The clerk, engineer, attorney, and chief of police and other such officers or employees of the Town of Hayden shall, when requested, attend all meetings of the Council and shall remain in the Council Room for such length of time as the Council may direct.

**State of Alabama
County of Blount
Town of Hayden**

SECTION 19: No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent is obtained for the immediate consideration of such ordinance or resolution, such consent shall be by roll call and the vote thereon spread up on the minutes.

SECTION 20: Roberts's Rules 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 21: This ordinance shall go into effect upon the passage and publication as required by law.

APPROVED AND ADOPTED THIS 3rd DAY OF NOVEMBER, 2025.

Attest:

Larry Armstrong, Mayor

Dana Bradford
Town Clerk

Jo Young, Councilmember

Tyler Campbell, Councilmember

Christy Harris, Councilmember

Lucas Drake, Councilmember

Jake Gibbs, Councilmember