

ORDINANCE NO. 2023-01

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE ESTABLISHING THE TIME, DATE AND PROCEDURAL RULES OF THE REGULAR MONTHLY MEETING OF THE CLEBURNE COUNTY QUORUM COURT.

WHEREAS, *Arkansas Code 14-14-904* requires that the Quorum Courts establish the date, time and place of monthly meetings, and that the Quorum Court determines its rules of procedure; and

WHEREAS, the Cleburne County Court Building at 922 South 9th Street in Heber Springs, Arkansas is ADA accessible and has audiovisual technology to facilitate presentation of testimony, documents and other presentations; and,

WHEREAS, the Cleburne County Quorum Court can use this facility to improve the accommodation of the public to view and hear its public meetings:

NOW THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF CLEBURNE COUNTY:

Section 1. An agenda shall be prepared by the Office of the County Clerk for every regular and special session of the Quorum Court.

Section 2. The agenda shall contain any item of business that any member of the Quorum Court or the County Judge presents to the Office of the County Clerk for every regular and special session of the Quorum Court.

Section 3. The agenda shall contain any item of business that any member of the Quorum Court or County Judge presents to the Office of the County Clerk for inclusion on the agenda subject to the following requirements:

- a. Any such item of business must be furnished to the Office of the County Clerk at least eight (8) days prior to the meeting that the Quorum Court member wants the item of business to be placed on the agenda for such meeting. Any item of business that is not presented by this time limit shall not be placed on the agenda for that meeting and shall be placed on the agenda for the next scheduled meeting unless the Quorum Court member requests that it not be so included.
- b. The Office of the County Clerk shall mail or otherwise deliver a copy of the agenda, together with any Ordinance or Resolution or other written material that is to be presented in accordance with the agenda at the meeting, to every Quorum Court member, to the County Judge, and the legal advisor of the Quorum Court in a manner that, in the ordinary course of events, would ensure the receipt by those persons of such agenda, and accompanying Resolutions, Ordinances or other written material at least five (5) days prior to such meeting. In the event this subsection is not complied with, the Quorum Court shall not consider any matter that has not been presented to the Quorum Court at an earlier meeting.
- c. Notwithstanding the foregoing subsections of this Ordinance, the Quorum Court may, by a majority vote of the members present, elect to place any matter before the Quorum Court for consideration at that meeting.

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Section 4. The Office of the County Clerk shall place any item of business presented by either a Quorum Court member or County Judge, for inclusion on the agenda under the appropriate category according to the following Order of Business:

- a. Call to Order and Roll Call
- b. Reading, Correction, and Disposition of the Minutes
- c. Report of Treasurer
- d. Report of Committees
- e. Unfinished Business
- f. New Business
- g. Comments from the Public
- h. Announcements
- i. Adjournment

Section 5. The County Judge shall preside over the meetings of the Quorum Court and shall conduct the meeting in strict accordance with the agenda. In the absence of the County Judge, a quorum of the Quorum Court members, by a majority vote, shall elect one of their members to preside.

Section 6. The regular monthly meeting of the Cleburne County Quorum Court shall be held on the second Thursday of each month at 6 p.m. at the Cleburne County Court Building on the first or second floor with the following exception:

- a. The November Regular Meeting of the Quorum Court will convene on the third Thursday at the regular time and place.

Section 7. Quorum Court Committee and Special Meetings will continue to be held at the County Judge's Office, 300 West Main Street, Heber Springs, Arkansas. Committee or Special Meetings may be called at alternative, appropriate, or relevant locations provided at least two (2) days advance written notice is given to members of the Quorum Court.

Section 8. The Quorum Court member appointed to the Sick Leave Transfer Committee by the County Judge and listed in the annual Procedural Ordinance, as required by the Cleburne County Employment Policies and Procedures Handbook, shall be Brent Foust unless such time arises that a new appointment is found to be necessary.

Section 9. The general laws of the State of Arkansas and any other duly enacted County Ordinances or Resolutions shall be followed and adopted as procedural rules to be followed in the transaction of business at all Quorum Court meetings. Should the laws of the State of Arkansas or enacted County Ordinances not address a situation or procedure, then the basic rules of procedure contained in *Robert's Rules of Order* are hereby adopted for the orderly conduct of meetings.

Section 10. All Ordinances and Resolutions, or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED this 12th day of January 2023.

ATTEST:

APPROVED:



Rachelle Evans, Cleburne County Clerk



Eric Crosby, Cleburne County Judge

Recorded: Book E Page(s) ORP 384-385

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