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COUNTY & PROBATE COURT CLERK

ORDINANCE NO. 2025-1

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE SETTING RULES OF PROCEDURE FOR THE CRAIGHEAD COUNTY QUORUM COURT,"

WHEREAS, rules and procedures assure orderly conduct and encourage clear, efficient discussion of ideas; and

WHEREAS, the rules and procedures adopted by the Quorum Court should be reviewed on a regular basis and modified when necessary; and

WHEREAS, the rules and procedures shall be used for all regular and special meetings of the Quorum Court that are legislative in nature and, as applicable, to public hearing of the Quorum Court or its committees,

NOW, THEREFORE BE IT ORDAINED by the Quorum Court of Craighead County, Arkansas that:

Article 1. Regular Meetings

- (a) The regular meetings of the Quorum Court will be held at the Craighead County Courthouse Annex or location as established by the County Judge, The Finance Committee, Public Service and Road Committee will meet on the second Monday of each month; the full Quorum Court will meet on the fourth Monday of each month. All of the meetings shall begin at 5:30 p.m. unless the County Judge has the need to change the time or location,
- (b) The order of business for regular Quorum Court meetings shall be;
1. Invocation.
 2. Pledge of Allegiance.
 3. Attendance roll call;
 4. Educational programs
 5. Approval of the previous meeting's minutes.
 6. Reports from committees.
 7. Old Business.
 8. New Business.
 9. Announcements.
 10. Public Comment; and
 11. Adjournment.

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Article 2. Special Meetings

As provided by Ark. Code Ann. §14-14-904 (c), the County Judge or a majority of the elected justices may call a special meeting of the Quorum Court upon at least twenty-four (24) hours' notice by telephone, facsimile or electronic mail,

Article 3. Public Comment During Meeting

Any individual may be recognized by the presiding officer for comment. However, an individual shall not have more than three (3) minutes to speak on any one issue. If a member of the Quorum Court asks a question of an individual who has been recognized for comment, that individual shall have not more than (1) minute to respond. A two-thirds vote of the total membership of the Quorum Court shall be required to override this rule.

Article 4. Rules of Procedure-Adoption and Interpretation

- (a)Adopted. The rules of procedure for transacting business at Quorum Court meetings shall be those contained in the latest edition Of the "Procedural Guide for Arkansas County Quorum Court meetings" as prepared by the University of Arkansas and the Association of Arkansas Counties, except as otherwise provided by ordinance or where such guide is in conflict with the general laws of the State of Arkansas.
- (b)Use. In any event where the "Procedural Guide for Arkansas County Quorum Court Meetings" is inadequate, the Quorum Court shall Abide by "Robert's Rules of Order."
- (c)Interpretation. Any question as to the interpretation or application of the procedural guide or Robert's Rules will be referred to the parliamentarian of the Quorum Court, who will then make his or her interpretation to the presiding officer of the meeting. The County Attorney will serve as the parliamentarian of the Quorum Court. The application of the procedural guide or Robert's Rules will then be resolved by the presiding officer.

Article 5. Agenda

- (a) All proposed items to be considered by the Quorum Court at the regular monthly meeting shall be submitted in writing or emailed to the County Judge. Once the proposed items have been submitted, the County Judge or his/her designee shall assign them to an appropriate committee of the Quorum Court for consideration.
1. Each request shall have at least one (1) Quorum Court member listed as a sponsor.
 2. Requests to have proposed items considered may require supporting documents that clearly state the reason(s) or justification(s) for the proposed item; and
- (b) An agenda including all ordinances, resolutions, and appointments to be introduced to the Quorum Court shall be e-mailed to the Quorum Court members a minimum of five (5) days prior to the introduction at a Quorum Court meeting. All ordinances, resolutions and appointments shall be filed in the Craighead County Clerk's office. The agenda for each Quorum Court meeting shall be set by the Craighead County Judge. All reports to be submitted to the Quorum Court for review shall be included in the email preceding the Quorum Court meeting.

Article 6. Handling of Motions

A motion is a formal statement or proposition presented to the Quorum Court for consideration and action. Presenting and disposing of a motion follows this pattern:

1. Addressing the presiding officer and stating their reason for requesting recognition (e.g., question, statement, or motion).
2. Recognition by the presiding officer.
3. Statement of the motion by the member.
4. Seconding the motion.
5. Statement of the motion by presiding officer or chairperson.
6. Reading of Ordinance or Resolution by County Clerk.
7. Discussing the motion if applicable as not all motions are debatable; and
8. Voting on the motion.

Article 7. Passing Ordinances or Amendments to Ordinances

A concurrence by a majority of the whole number of the Quorum Court shall be required to pass any ordinance or amendment. All ordinances or amendments to existing ordinances of a general or permanent nature shall be fully and distinctly read on three (3) different days, unless two-thirds (2/3) of the members comprising the whole Quorum Court shall dispense with the rule.

This rule does not serve to:

1. Require a vote after each individual reading but vote only after the third and final reading.
2. Require the ordinance or amendment to be read in its entirety on the first, second, or third reading; or
3. Restrict the passage of emergency, appropriation, initiative, or referendum measures in a single meeting as provided by law.

Article 8. Voting on Ordinances and Resolutions

- (a) Ordinance. To effect adoption of each ordinance, a roll call vote of each Quorum Court member shall be made as follows:
The first roll call vote taken at any meeting will be made in order according to the alphabetically listed names of the Quorum Court members. Subsequent roll call votes shall be made by moving the first name listed alphabetically and called first on the preceding roll call vote to the last roll call position and beginning the roll call with the next person's name listed alphabetically. Each subsequent roll call vote will follow this procedure.
- (b) Resolution. The County Clerk shall read Resolutions by title only unless the presiding officer requests that it be read in its entirety. To effect passage of each resolution, a voice vote of the whole Quorum Court shall be made that allows the presiding officer to determine the results by the volume of the votes for and against the resolution. If the presiding officer is uncertain of the result, he or she may call for a roll call vote of each Quorum Court member.
- (c) Motion to read by title only. In certain circumstances it may be desired for the County Clerk to read a proposed ordinance by title only. In those instances, before there is a motion to approve the ordinance, there must be a separate and distinct motion to suspend the rule to read by title only. Once there is a motion and a second to suspend the rule and read

by title only, the presiding officer will then ask for a voice vote on the motion to suspend the rule. If there are any votes against the suspension of the rule and the outcome of the vote is uncertain, the presiding officer may ask that a roll call vote be taken of each Quorum Court member. If the motion to suspend the rule passes, there may be a motion and second to approve the ordinance.

Article 9. Procedure to adopt an Ordinance in less than three different days in order to adopt an ordinance in one meeting, the procedure would be:

- (1) First reading.
- (2) Motion to suspend the rule and put the ordinance on second reading.

Roll call vote on suspension, approved by two-thirds of the whole number of the Quorum Court.

- (1) Second reading. Can be by title only.
- (2) Motion to suspend the rule and put the ordinance on third reading, roll call vote on suspension, approval by two-thirds of the whole number of Quorum Court.
- (3) Third reading (can be by title only), roll call vote on the ordinance, approval by a majority of the whole number of the Quorum Court.

Article 10. Appropriation and Emergency Ordinances:

- (a) Appropriation Ordinance. An appropriation ordinance or amendments emergency enacted without separate reading shall require a two-thirds vote of the whole number of the Quorum Court.
- (b) Emergency Ordinance. An emergency ordinance or an emergency amendment does not require separate readings. The passage of an emergency measure shall require a two-thirds (2/3) vote of the whole number of the Quorum Court.

Article 11. Standing Legislative Committees:

The Quorum Court hereby establishes three (3) standing legislative committees as follows:

- (a) Finance and Administrative Committee
- (b) County Services and Public Safety Committee
- (c) Transportation Committee

SUBJECT MATTER: The subject matter for each of the standing committees shall be as follows:

1. Finance and Administration Committee shall have the responsibility of hearing and making recommendations to the Quorum Court on all matters concerning:

1. Matters of Tax
2. General, Road and Entitlement Funds
3. Finance and Management
4. Purchasing

2. County Services and Public Safety Committee shall have the responsibility of hearing recommendations to the Quorum Court on all matters concerning:

1. Personnel Systems
2. Public Health and Safety
3. Social Services
4. General County Government
5. Metropolitan Planning Commission
6. Soil Conservation
7. Solid Waste
8. County Extension
9. Planning and Development Functions
10. Veterans Services
11. Community Development Block Grants
12. Child Support- Youth Services
13. Election Commission
14. Buildings - Insurance, Maintenance
15. Constables
16. Flood Insurance Program
17. Fire Protection
18. Courts

In addition to the above, the County Services and Public Safety Committee shall have the responsibility of hearing and making recommendations to the Quorum Court on all matters concerning the operation of County Service Agencies and other matters as referred by the Quorum Court and making recommendations to the Quorum Court on all matters concerning:

- (1) County Highway System
- (2) Matters of Public Right-of-Way
- (3) Transportation

3. In addition to the above, the Transportation Committee shall have the responsibility of hearing and making recommendations to the Quorum Court on all matters concerning the County Highway System and other matters as referred by the Quorum Court.

MEMBERSHIP OF COMMITTEES: Each committee shall consist of the following members from the Quorum Court.

- (1) Finance and Administration: 5 members
- (2) County Services and Public Safety: 4 members
- (3) Transportation: 4 members

Article 12. Subcommittees:

Subcommittees may be formed by any of the standing committee. The standing committee chairman shall appoint members to each subcommittee; except for the JESAP subcommittee whose membership is appointed by the County Judge. It is the intent of this section that every effort shall be made to prevent the proliferation of such committees and that any such subcommittee shall automatically cease to exist once it has completed its assigned task or on the first day of the next Quorum Court term.

Committee review of Agenda Items:

All Quorum Court agenda items will be considered by at least one (1) of the standing committees. Any items not approved by at least one (1) of the committees will not appear on the full Quorum Court agenda, unless it is added to the agenda by a two-thirds (2/3) vote of the whole number of the Quorum Court.

Modification

The Quorum Court may at any regular meeting revise or modify these rules or adopt new rules by a majority vote of the full membership.

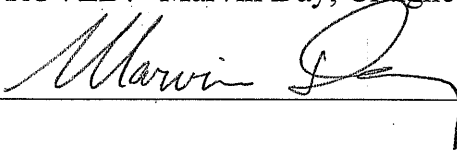
The Quorum Court may at any regular meeting revise or modify these rules or adopt new rules by a majority vote of the full membership.

Repealer

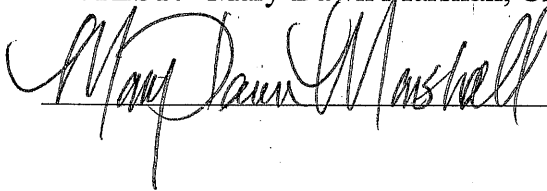
Craighead County Ordinances that are in conflicts with this ordinance are hereby repealed.

Dated this 1st day of January 2025.

APPROVED: Marvin Day, Craighead County Judge



ATTEST: Mary Dawn Marshall, Craighead County Clerk



This publication was paid for by the Craighead County Clerk, cost of publication.