

**RULES OF ORDER AND PROCEDURE  
MAUMELLE YOUTH COUNCIL**

A. COUNCIL MEETINGS

1. Regular Meetings

The Council shall meet in regular session on the first Monday of each month, September through May, at 7:00pm. When a holiday occurs on any such Monday, the regular meeting shall be held on the following Monday at the same time unless otherwise provided for by motion. The regular meeting time may be rescheduled by the Council in special circumstances.

2. Location

The place of Youth Council Meetings shall be in the South Room of the Jess Odom Community Center, 1100 Edgewood Drive, Maumelle, Arkansas unless otherwise indicated by the Advisor.

3. Special Meetings

Special meetings may be called by the Mayor, by five or more members of the Council, or by the Council's Advisor. Notification of a special meeting, including specific items to be considered, shall be announced at least twenty four (24) hours prior to the meeting.

4. Notification and Participation

Agendas will be available prior to all Council Meetings.

Members will be offered an opportunity to speak on all questions before the Council. Any member shall first state his or her name, followed by a concise statement of the person's position on the question under discussion. If necessary, the Council may impose a three (3) minute time limit to facilitate an orderly and expedient meeting. Repetitive comments should be avoided. All remarks shall be addressed to the Council as a whole and not to any particular member of the Council.

5. Order of Business

The order of the Council's agenda should be set by the MYC Mayor and the Council's Advisor. The Council, by majority vote, may adjust, add, or delete the order of the agenda.

6. Readings

All motions shall be considered at three (3) separate readings unless the Youth Council votes to act on a motion immediately, in which case a 2/3 vote must be attained.

## B. DUTIES AND PRIVILEGES OF COUNCIL MEMBERS AT MEETINGS

### 1. Seating

Members shall occupy their respective seats in the meeting room. Officers shall arrange themselves front and center of the council during regular business.

### 2. Conduct

During Council meetings, members should preserve order and decorum and shall neither by conversation, or delay, interrupt the proceedings.

Every member of the Council desiring to speak should address the chair (normally the Mayor) and, upon recognition by the chair, shall confine himself or herself to the question under debate and shall avoid all personalities and inappropriate language. A Council member, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member, or unless the member chooses to yield to questions from another member.

If a Council Member is called to order while the member is speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be not in order, the member shall remain silent or shall alter his/her remark so as to comply with the rules of the Council.

All members of the Council shall have the utmost courtesy to each other, to city employees, and to members of the public appearing before the Council, and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personality. Council members shall confine their questions as to the particular matters before the Council and in debate shall confine their remarks to the issues before the Council.

### 3. Voting

Every member present, when a question is put to a vote, shall vote either "yes" or "no", except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member briefly states the reason for the abstention prior to any discussion. However, an abstention will be counted as a "no" vote.

### 4. Commitment

Every member of the Council must be able to make a genuine commitment to the council and the patrons that they serve.

Every member shall make a reasonable effort to attend every council meeting and all planned activities. If a council member finds themselves consumed by other responsibilities they may resign their position.

If a member is unable to attend at least 75% of the Council meetings and other mandated activities, they will be asked to resign their

position. The commitment policy will be reviewed by the MYC Advisor and officers every three (3) months.

Special cases such as illness will be considered by the council.

Preapproved or retroactively approved (by the MYC in regular business) "bonus" activities will be counted toward attendance in the following manner: events under one hour in duration will be recorded as ½ credit; events one hour or more in duration will be recorded as a full credit toward attendance.

Applications will be taken for resigned positions and the vacancies will be filled as soon as possible.

## C. THE CHAIR

### 1. Mayor and Aldermen

The Council shall, at the time of organizing each school year, elect from its membership officers consisting of: one (1) Mayor and four (4) Aldermen. The Maumelle Youth Council, like the City Council, will have a Mayor/Aldermanic structure. Any member may nominate himself or herself or any other member of the Council for these positions, and no second of a nomination are required. Each member shall vote by naming his or her choice by ballot vote if there is more than one (1) nominee for a position. All candidates for Mayor, prior to election, must have at least one (1) year of good standing on the Maumelle Youth Council. A plurality of votes will determine the election of the Mayor; the Borda Count method will be used to determine the election of Aldermen. The Alderman receiving the highest number of votes using this method will assume the title of First Alderman. The Mayor shall chair all meetings of the Council. In the absence of the Mayor, the duties shall be performed by the First Alderman.

The chair may move, debate and vote from the chair.