



Town of Perdido Beach

ORDINANCE 2012-04

**ADOPTING COUNCIL ADVISORY COMMITTEE PROCEDURES AND RESCINDING
RESOLUTION 2009-04**

WHEREAS, Resolution 2009-04 was adopted for the purpose of appointing Committees to advise and assist the Town Council in its varied duties; and

WHEREAS, it has come to the attention of the Council that procedures are needed for the effective and efficient functioning of the Committees; and

WHEREAS, the Council desires to restructure Committee Membership in a way that is different from the structure described in Resolution 2009-04; and

WHEREAS, the Council desires to establish Committee Operating Procedures; and

WHEREAS, the following sections describe Committee Structure and Procedures:

Section I – Purpose – The purpose of Committees is to give detailed attention to the programs and policies concerning the duties entrusted to their study and to report their findings to the Town Council so appropriate actions may be taken.

Section II – Structure – Each Committee may be comprised of one (1) or more Council Members and up to four (4) additional members at large from the Town Citizenry who shall be appointed by the Mayor. Purpose and duties of the Committees will be approved by vote of the Town Council and may be amended from time to time. The Mayor shall be ex-officio member of all Committees and as such will not vote and whose attendance is not counted toward a quorum. However, if the Mayor as a Council Member, serves on a Committee as a member, the Mayor is a full member with all rights and responsibilities of Committee Membership.

Section III – Rules, records and agendas - Each Committee shall make rules for the conduct of its own proceedings, including the appointment of a Chairman and Vice-chairman. The Chairman shall be responsible to see that (1) minutes of the meetings are kept, (2) reports are made to the Town Council and (3) agendas are prepared for distribution to Committee Members and Town Clerk.

Section IV – Quorum – A majority of the membership of each Committee shall constitute a quorum for the conduct of business. A majority of the quorum shall be necessary for passage of motions for recommendation to the Town Council.

Section V – Time of meetings – Committees shall adopt a meeting schedule and meet monthly unless otherwise determined by Committee Rules.

Section VI – Submission of reports – Each Committee shall submit a written report of its minutes at the Town Council Meeting following a Committee Meeting, including all matters referred to the Council, unless a longer time is granted by vote of the Council. Such report shall be entered in the proceedings of the Council. Such report shall include recommendations to come before the Council for action, shall be signed by the Chairman of the Committee and shall be filed with the Town Clerk prior to the Council Meeting.

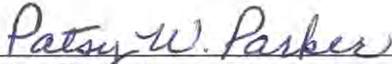
Section VII – Notice of meetings – Previous notice of each Committee Meeting shall be filed in writing with the Town Clerk at least seven days before the meeting in case of regular meetings and at least 24 hours in advance of special meetings. Special meetings may be called by the Chairman or at the request of two (2) Committee Members. The notice shall be posted at Town Hall and shall include the time, date and place of the meeting. If a preliminary agenda is created, the agenda must be posted as soon as practicable in the same location or manner as the notice. If a preliminary agenda is not available, the posted notice shall include a general description of the nature and purpose of the meeting. Additional matters not included on the agenda may be discussed at the meeting. Each meeting shall be open to the public.

Section VIII – Committee Recommendations – Committee Recommendations shall be in accordance with the following:

- a. Each Committee Recommendation will be considered separately by the Town Council.
- b. Approval of a Committee Recommendation by the Council shall comprise final action, except that all ordinances and resolutions shall be voted on separately by the Council.

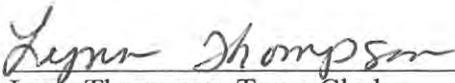
THEREFORE, BE IT ORDAINED by the Town Council of the Town of Perdido Beach that Council Advisory Committees are hereby governed by these established procedures as may be amended from time to time and that Resolution 2009-04 is hereby rescinded. It is further ordained that the Mayor or the Town Council may establish Council Advisory Committees as may be appropriate in order to effectively and efficiently conduct town business and to promote the general welfare of the Town Citizenry.

APPROVED this 22nd day of March, 2012, by the Town Council in regular session assembled and under the seal of the Town of Perdido Beach, Alabama.



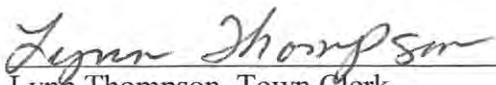
Patsy W. Parker, Mayor

ATTEST:



Lynn Thompson, Town Clerk

TOWN OF PERDIDO BEACH Certificate of Publication. This is to certify that Ordinance 2012-04 was published by posting on at least three (3) Bulletin Boards in the Town; Town Hall, St. Andrew's by the Sea Church, Perdido Beach Baptist Church and the Perdido Beach Volunteer Fire Department from March 23, 2012 until April 23, 2012.



Lynn Thompson, Town Clerk