

TOWN OF SOUTH BETHANY
RULES OF PROCEDURE

1. Subject to the exceptions hereinafter set forth, ordinances shall be formally considered and enacted only at regular meetings or workshop meetings of the Town Council, provided the proposed ordinance has been considered at a minimum of three meetings of the Town Council.
2. Ordinances may be introduced at a regular meeting or workshop meeting of the Town Council by any Town Council Member provided the proposed ordinance is filed with the Town Manager and Mayor at least ten (10) calendar days prior to the Town Council meeting at which the ordinance is to be introduced. The Town Manager shall cause the proposed ordinance to be typed, reproduced and distributed to the Town Council Members at least seven (7) calendar days prior to the Town Council meeting at which the proposed ordinance is to be introduced. Other items, such as resolutions, which require Council vote, must also adhere to the seven (7) calendar day notice requirement.
3. Notice of proposed ordinances, including a brief description of the ordinances, shall be published prior to the ordinance's first reading in one newspaper of general circulation and possibly other printed media in forms readily available to all property owners and by means of the Town of South Bethany website.
4. The proposed ordinance may be considered and amended at any of its three readings. At the third reading, after all amendments have been considered, the ordinance shall be submitted for a vote with approval of a majority of the entire Town Council required for enactment.
5. Proposed ordinances, which are of such compelling nature that adherence to the regular procedure, as heretofore set forth, would adversely affect the health, safety, welfare and public peace of the Town or its inhabitants, may be introduced, considered, and enacted at any special meeting, workshop meeting, or regular meeting of the Town Council without regard to the provisions of this rule excepting Section 6, provided that not less than four (4) members of the Town Council are present and a majority vote of the entire Town Council is required to enact an ordinance. This section of the rule shall be strictly observed.
6. Notice of the adoption thereof, by title and brief description of the ordinance, shall be published in one newspaper of general circulation, and possibly other printed media in forms readily available to all property owners and by means of the Town of South Bethany website.
7. The bottom of the signature page (last page) of the ordinance shall list the dates of the first, second and third readings; the dates and names of newspaper publications and date of public hearing for zoning chapter ordinances.
8. The procedures outlined herein are for the internal convenience and benefit of the town council in adopting, amending, and repealing ordinances. Failure to strictly comply with these procedures shall not invalidate any action taken by council to adopt, amend, or repeal an ordinance.
9. Excused absences of the Mayor and Councilpersons from regularly scheduled Council meetings shall require Council approval as specified in C-7, H, (2), (d) of the Charter and the most recently adopted *Protocol Governing Absences from and Remote Access to Town Council Meetings Policy*.
10. Every Councilperson may add items to any agenda by contacting the Mayor to do so (except for Item 2 above regarding ordinances).
11. Every Committee Chairperson will submit an electronic copy of their Town Council Regular Meeting Committee Report to the Administrative Assistant for the purpose of posting such to the website and recording the report in the meeting minutes. Leadership & Committee Reports will

optimally be posted on the website at the time of the Council Meeting Agenda, and not less than 3 days prior to the Council Meeting. A hard copy will also be available at Town Hall for review. Oral reports will be optional at the discretion of the Leader or Committee Chair at the meeting, and time for questions from the audience on any report will be allocated.

12. Materials being brought forward on the agenda at a meeting by either a Council Member or an owner shall be made available in both electronic and hard copy format to all Council Members at least 48 hours prior to the meeting.
13. Public comments will be heard at the beginning of Town Council meetings and public comments regarding agenda items will be heard after initial Council discussion and prior to any Council vote being taken.
14. Council members are encouraged to be actively involved in the affairs of the Town and to express their individual opinions on Town matters. Unless a Council member has been authorized to speak on behalf of the Town Council, Council members should always make it clear that any opinions expressed represent their individual positions and not the position of the Town Council.
15. Cell phone usage is not allowed at the Council table during any meetings.

Adopted:	11/12/99
Amended:	11/12/04
Amended & Adopted:	6/4/11
Adopted:	6/2/12
Amended & Adopted:	10/12/12
Amended & Adopted:	6/1/13
Adopted:	5/31/14
Amended & Adopted:	8/28/14
Adopted:	5/30/15
Amended & Adopted	2/12/16
Amended & Adopted	3/11/16
Amended & Adopted	6/4/16
Amended & Adopted	7/28/16
Amended & Adopted	9/9/16
Amended & Adopted	6 3 17
Adopted:	6 2 18

**TOWN OF SOUTH BETHANY
POLICY**

PROTOCOL GOVERNING ABSENCES FROM AND REMOTE ACCESS TO TOWN COUNCIL MEETINGS

MEETINGS

The following procedure shall be followed:

- ❖ A member who will be absent from or remotely accessed to a regular Council meeting or workshop shall notify the Mayor or Town Manager as soon as possible before the meeting and give the reason for the absence.
- ❖ The absence or remote access shall be the first item on the meeting agenda.
- ❖ At the meeting, the Mayor shall announce the absence or remote access and the reason. The Mayor shall determine if the absence or remote access is excused or unexcused.
- ❖ The name of the absentee, and if the absence is excused or unexcused, shall be recorded in the minutes of the meeting.

EXCUSED ABSENCES OR REASONS FOR REMOTE ACCESS

Absences or remote access for the following reasons shall be excused/accepted:

- ❖ Illness
- ❖ Serious illness in the family or of a close friend
- ❖ Death in the family or of a close friend
- ❖ Attendance at funerals
- ❖ Attendance at graduations, weddings and religious ceremonies of a family member or close family friend
- ❖ Attendance at significant public performances by, or at award ceremonies honoring, a family member or close family friend
- ❖ Business trips or meetings required by superiors or customers or business events scheduled by others
- ❖ Interruption to travel or transportation which otherwise would have allowed attendance
- ❖ Accidents or Acts of God
- ❖ Other situations as determined by the Mayor on a case-by-case basis

UNEXCUSED ABSENCES

- ❖ An absence shall be unexcused if a member has been absent for a total of three or more times, whether excused or unexcused or consecutive or nonconsecutive, in the 12 months immediately preceding the absence currently being considered. This action shall be recorded in the minutes of the meeting. Participation by remote access is not considered an absence. However, Council Members may exercise the remote access option not more than twenty percent (20%) of the scheduled meetings annually.

ACTION

- ❖ When a member has accumulated a total of four (4) absences from Regular Town Council Meetings or workshops in the past 12 months, the Council shall meet with that member and determine what appropriate action (such as requesting resignation from Council) to pursue.

phs:Protocol Governing Absences Revised & Adopted 11 17 17
Revised 6/3/06 Town Council Organizational Meeting
Revised 6/2/07 Town Council Organizational Meeting
Revised 6/4/11 Town Council Organizational Meeting
Revised 10/12/12 Town Council Regular Meeting
Revised 6/1/13 Town Council Organizational Meeting
Revised & Adopted 5/30/15 Town Council Organizational Meeting
Revised & Adopted 11/17/17 Town Council Regular Meeting