TOWN OF MCCORDSVILLE

TOWN COUNCIL PROCEDURES

**Meeting Times**

1. Regular meeting of the council shall be at 7:00 PM on the second Tuesday of the month at

McCordsville Town Hall. In the event the Tuesday is a holiday the regular meeting shall be on

the Wednesday after the holiday.

1. Notice of the time and place of regular meetings will be sent once a year to all news media that

have filed a written request for such notice. Notice of special meetings must be given in the

same manner at least 48 hours in advance unless an emergency exists pursuant to Indiana Code

5-14-1.5 a & d.

1. Special meetings may be called by a majority of the elected members of the Town Council.

**Submission of Documents**

1. To be considered for action at any Town Council, without the necessity of suspending the rules;

an ordinance, resolution, contract, proposal, or other writing requiring legislative action shall be

filed in the office of the Town Manager not later than the close of business on the Tuesday prior

to the Town Council meeting at which it is to be considered unless the Council President or

Town Council suspends the rules.

1. The Town Manager will prepare council packets containing submitted documents and have

them available to the Town Council, Clerk-Treasurer, Town Attorney and Staff by the close of

business on Monday prior to the council meeting.

**Department Head Attendance**

1. The McCordsville Town Council encourages all Department Heads to attend all meetings or be

accessible by telephone in instances where consultation is needed or questions need to be

answered.

Expenditure Requests/ Approval Authorities for Emergency Spending

1. Expenditure requests shall conform to the following guidelines for spending:
2. Up to $5,000- Department Heads may approve and give notice to Clerk-Treasurer.
3. Up to $10,000- Town Manager and a majority of the Town Council may approve in

Emergency Situations.

*An emergency situation over $15,000 requires a majority of Town Council approval obtained by a*

*telephone poll and documented in a memorandum for record.*

**Council Meeting Agenda**

1. The Town Manger shall prepare an agenda that will be included in the council packet and

posted on the McCordsville website (www.McCordsville.org) at least 3 business days prior to the

meeting. The agenda shall also be sent to all media who has formerly requested a copy.

2. Items not included on the agenda may be introduced at the Town Council meeting only upon

advanced notification to the Town Manager. The presiding officer of the council meeting may

alter the order of the agenda for the convenience of the Council.

**Committees**

1. Special committees will be appointed by the Town Council President throughout the year as

such need arises.

1. Committees may conduct fact-finding research, as they deem necessary regarding the matter

before them and shall report their findings or recommendations to the Town Council. No

committee shall enter into agreements on behalf of the Town of McCordsville without

documented prior approval from the Town Council President or Town Manager.

**Duties of Presiding Officer in Council Meetings**

1. The Town Council President, or in his or her absence the Council Vice-President shall be the

presiding officer of the council.

1. The presiding officer shall open, control, limit, and close comments on agenda matters.
2. The presiding officer shall preserve order and decorum in all meetings of the Town Council. The

presiding officer shall have the right to speak on points of order in preference to members of

the council.

4. The presiding officer shall decide whether any question submitted to the council for adoption or

rejection are to be decided in the affirmative or negative.

5. The presiding officer shall ask for the yeas and nays on any question before the council when a vote on it is necessary.

**Organization of Town Council**

1. The Town Council shall organize itself by the election of officers the first meeting held during

each calendar year. In a year where council members remain the same, they may choose to

elect the president and vice-president at their year-end meeting; however, it will be noted in

their first meeting of the year thereafter, with the minutes reflecting the results of their action.

1. The sitting President of the Town Council shall conduct the election of officers. If there is no

sitting president or vice president, the members of the Town Council shall elect one of their

members to chair the meeting.

1. The officers of the Town Council, who shall hold their office for an annual period, shall be as

follows:

* 1. President- who shall be the Town Executive, and shall have all authority and power,

vested in such executive by the laws of the State of Indiana by this or any other

ordinance.

* 1. Vice-President- who shall perform all the acts and duties and have all the powers of

the president in the absence or disability of the president.

1. In the event an officer resigns, dies or be otherwise incapacitated to hold office, the Town

Council shall elect a successor among remaining Council members to complete such officer’s

term of office as president.

**Lack of Quorum**

1. In the event that less than a quorum of the Town Council shall be present for a regular or special

meeting, such Council members as are present may, upon passage of 20 minutes after the

designated time for the meeting to commence, declare that no meeting shall commence for the

lack of a quorum. In such event, all business on the agenda shall be transferred to the agenda

for the next meeting.

**Voting Procedures**

1. When present, all Council members are encouraged to vote.
2. No ordinance, resolution or motion shall be passed or become effective without an affirmative

vote.

1. A Council member shall declare a conflict of interest whenever appropriate and in compliance

with state law. General consequences may be declared at the discretion of the presiding officer

if there are no negative votes or objections by Council members.

1. Upon the request of any Council member, a roll call vote will be taken and recorded.
2. Abstentions: A Council member must declare his/her intent to abstain from a vote prior to the

presiding officer’s roll call for a vote.

1. Tie Vote: In the event of a tie vote, the Clerk-Treasurer shall cast the tie-breaking vote.
2. Majority Vote: A statutory majority (3 of 5) is required for ordinances, resolutions and

contracts.

1. Reconsideration: Reconsideration of an item shall be allowed in accordance with the following

council guidelines. Resubmittal of issues previously acted upon is discouraged; however,

requests will be considered by a majority vote of the council. A motion for reconsideration must

be made by a member of the prevailing majority when previous vote was taken. The

McCordsville Town Council has determined that any motion for reconsideration should be made

within two meetings of the previous action. No motion for reconsideration will be entertained

after this deadline unless the Town Council determines significant new information has arisen

which warrants such action. If a member is absent from a meeting(s), a motion for

reconsideration may be entertained on the first meeting of his/her return.

**Signing Documents**

1. All ordinances and resolutions shall be assigned a number upon their introduction at a council

meeting.

**Discussion Rules**

1. Obtaining the Floor: A member of the Town Council, Staff or Public should first address the

President and gain recognition. Comments and questions should be limited to the issue before

the Council. Cross-exchange between Council members and the public should be limited to the

issue at hand and non-argumentative.

1. Interruptions: Once recognized, a person is considered to have the floor, and other persons

may not interrupt the speaker except to make a point of order or a point of personal privilege.

In such a circumstance, the person holding the floor shall cease speaking until the point of order

or privilege is resolved.

1. Discussion Limit: Council members are encouraged to discuss items during the decision making

process, and may ask staff to respond when appropriate. The President should allow other

members to speak first and then give his/her views and summarize.

1. Tabling Procedures: tabling an item immediately stops discussion and causes a vote to

postpone a matter indefinitely or to a time and date provided.

1. Right of Protest: Council member is never required to state reason for a dissenting vote.
2. Calling for the question: the purpose of calling for the question is to disallow further debate and

put an issue to an immediate vote. A Council member may move to “call for the question” on

an item which is being considered. The motion requires a second, is not debatable, and must

pass by a majority vote. If the motion carries, the item is no longer debatable, and the Town

Council must vote on it.

**Electronic Participation**

1. The council, on June 8, 2021, adopted an electronic meeting policy in compliance with Indiana Code 5-14-1.5-3.5 governing electronic participation of council members at council meetings. At the council’s discretion, the council may permit individuals including staff, expert witnesses, and others to participate in council meetings electronically.

**Other Protocol**

In order to emphasize the importance of the business being conducted in a professional manner, Council

members and staff shall:

* 1. Work to preserve appropriate order and decorum during all meetings.
	2. Discourage side conversations, disruptions, interruptions or delaying effort.
	3. Inform the President when departing from a meeting.
	4. Limit Disruptive Behavior: persons demonstrating rude, boisterous or profane behavior will be called to order by the President. If such conduct continues, the President may call a recess, request removal of such person(s), adjourn the meeting or take other appropriate action. The Council discourages booing, applause or other similar behavior.
	5. Recognize that only the Town Council, Town Manager, and other staff as needed shall be permitted to sit at the council or staff tables.
	6. Limit breaks of the Town Council to 5-10 minutes. The President may resume the meeting if a quorum exists, and other members have not returned from a break within his time period.
	7. Impose time limits on speakers when necessary. While the Town Council encourages and embraces the need for, and right of, public participation, it acknowledges that public comments must, at times, be limited when necessary. The Council President or presiding officer may poll the audience for an indication of the number of people wishing to speak and impose time limits of up to three minutes per speaker when necessary due to the volume of the business. After the time limit, Council or Staff may ask questions of the speaker for clarification if needed. Each speaker will be thanked for their participation.

*Maintaining Order*: The Council President or presiding officer may require the Chief of Police or his/her designee to act as sergeant-at-arms. Any Council member may request the presiding officer to enforce the rules of protocol.

*Values of Respect*: The Town Council also recognizes the importance of approaching the public’s business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the Town Council include:

1. Discussion should focus on policy matters.
2. Personal criticism of members is inappropriate.
3. Proper decorum should be displayed as other members express their views.
4. Treat members of the public equally.
5. Individual Council members should not pack the audience for specific agenda items.
6. Public criticism of staff is inappropriate and discouraged.