

RESOLUTION # 1971 - 12

The Following Rules of Procedure was submitted by the RULES AND REGULATIONS COMMITTEE of the Weakley County Quarterly Court, composed of

Joe C. Hunt, Chairman
W. M. Stow
John Harris
at its regular meeting on April 12, 1971

The Court adopted the following
RULES OF PROCEDURE
at the April 1971 meeting to become effective on April 12, 1971

CERTIFICATE OF CLERK
STATE OF TENNESSEE, WEAKLEY COUNTY

I, the undersigned County Court Clerk for Weakley County, Tennessee, hereby certify that the following is a true, perfect and complete copy of the RULES AND REGULATIONS adopted by the Weakley County Quarterly Court, entered in Minute Book 1, Pages 162 through 164, 1971, of the minutes of said Court.

Witness my hand and seal of office at Dresden, Tennessee, this the 12 day of April, 1971.

/s/ Charles T. Butts
County Court Clerk

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RULES AND REGULATIONS OF PROCEDURES OF QUARTERLY COURT (CONTINUED)RULES REGULATING THE PROCEDURES
OF THE QUARTERLY COUNTY COURT OF
WEAKLEY COUNTY, TENNESSEERULE 1
CONVENING THE COURT

The Court shall meet at 9:30 A. M. on the second Monday in January, April, July and October. Should any prescribed meeting date fall on a legal holiday or an emergency arise the Court shall meet at 9:30 A. M. on the following day. Notification of members shall be left to the discretion of the Judge and Clerk.

RULE 2
QUORUM
A Quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Quarterly County Court. Vacancies shall not be included in determining the membership of the Court.

RULE 3
ORDER OF BUSINESS
Call to order by the Judge. In the absence of the Judge the Chairman Protem shall preside.

Invocation

Roll Call

Reading and approval of the minutes

Resolutions for special recognition - Memorials, Sympathy, and Commendations

Reports - County officials, Standing and Special Committees, and action thereon by the Court

Unfinished Business

New Business

Announcements and Statements

Adjournment

RULE 4
GENERAL

4A - SPEAKING When any member is about to speak in debate or deliver any matter whatsoever to the Court, he shall rise and respectfully address himself to "Judge" and shall, after he is recognized by the Judge, proceed in his remarks, confining himself strictly to the question under debate and avoiding all personalities.

4B - GAINING THE FLOOR In all cases, the member who shall first rise and address the Judge shall be entitled to speak first; but when two or more members shall rise and address the Judge at the same time, the Judge shall name the member who shall speak first.

4C - POINTS OF ORDER If any member, speaking, or otherwise, transgress the Rules of the Court, the Judge shall, or any member may, call him to order, in which case the member so-called to order shall immediately sit down, when the point of order shall be at once decided by the Judge, subject to an appeal to the Court. After the decision is rendered, the member having the floor can proceed, subject to the decision made.

4D - APPEALS ON RULINGS Any member of the Court may appeal to the Court from any ruling of the Judge, and a majority vote of the members present shall decide the appeal.

RULE 5
MOTIONS

5A - DEBATING MOTIONS No motion shall be debated until the same is seconded and stated by the Judge.

5B - MOTIONS IN WRITING When a motion shall be made and seconded, it shall be reduced to writing (if desired by the Judge or any member), delivered at the table and read, before the same shall be debatable.

5C - REQUIRING ROLL CALL Any motion may be put to the Court for a voice vote by the Judge, provided however, any three (3) members of the Court may require a roll call by the raising of hand or indicating otherwise.

RULE 6
RESOLUTIONS

6A - INTRODUCTION Any proposed resolution may be introduced only by a member of the Court, and the Clerk or Judge shall not receive or file any resolution that is not signed by at least two members of the Court.

6B - AUTHOR A resolution may have as many signatures as there are members of the Court, but, the first two signing the resolution shall be deemed the authors for the purpose of debate.

6C - CHANGING VOTE Any member of the Court may change his vote before the results of a roll call is announced by the Clerk. It shall be the duty of the Clerk at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote; also, if any one who has voted wishes to change his vote. Then, the results shall be announced by the Clerk.

RULE 7ELECTIONS - APPOINTIVE OFFICE AND COURT COMMITTEES

7A - All ballots are cast by voice vote.

7B - A majority of the full court is required for election.

RULES AND REGULATIONS OF QUARTERLY COURT (CONTINUED)

7C - If no one is elected on a given ballot, the person receiving the smallest number of votes will be dropped and the ballots cast again until a person is elected.

7D - Court Committees: The Judge may recommend individual (s) for committee appointment, subject to nomination from the floor, However, members of the Court may make additional nominations. All standing committees shall be elected annually at the regular October meeting.

RULE 8APPROPRIATION REQUESTS

Requests for appropriations in addition to those within the annual budget and exceeding \$1,000.00 shall be submitted in the following manner:

A - The request shall be submitted in writing to the appropriate committee of the Court and shall reflect the estimated cost which shall be attached to the proposed resolution.

B - All requests for appropriations falling in this area shall be summarized and submitted in writing to each member of the Court at least seven (7) days prior to the regular or called meeting such request is to be submitted.

C - The Committee to which the request has been referred shall, in open Court, assume one of the following positions: (1) Adoption recommended (2) Rejected or (3) Submitted to the Court without recommendation.

D - The Budget Committee Chairman or a member designated by him shall advise the Court as to fund availability before a vote is taken on appropriations in any amount which are in addition to those of the annual budget.

RULE 9SUSPENDING THE RULES

Any rule or rules may be suspended by a two-thirds majority vote of the members present..

RULE 10ROBERTS RULES OF ORDER

All matters not covered herein shall be governed by Robert's Rules of Order as contained in the latest copy righted edition.

RULE 11COUNTY JUDGE

11A - The Court shall be called to order by the Judge. In the absence of the Judge, the chairman pro tempore shall preside. In the absence of the chairman pro tempore, the Court shall be called to order by the Court Clerk, and shall elect one of its members to preside over deliberations.

11B - Should the Judge of the Court desire to speak upon any subject either in the negative or the affirmative, he may do so, provided he vacates the chair. Whereupon the chairman pro tempore shall preside until the matter under consideration is disposed of by the Court. However, the Judge may answer questions, provide information, and give explanations from the chair, the Court not objecting.

11C - The Judge shall preserve order and decorum. He may speak to points of Order in preference to other members, rising from his seat for that purpose. He shall decide questions of order, subject to an appeal to the Court by any member.

11D - Before a member is allowed to speak twice on the same subject the Judge shall inquire if there is another member who has not spoken on that subject and who wishes to speak.

11E - Once a motion has been made and duly seconded, the Judge shall state the motion so that debate on the motion be begin.

11F - The Judge shall rise to state or put a question and shall clearly state the question before the Court before the vote on the question is taken. A member may ask for clarification of the question up until the result of the vote is announced.

11G - The Judge shall be an ex officio member of all Court committees and subcommittees. In this capacity he shall offer assistance and advice as needed.

11H - The County Judge will forward to each member of the Court the tentative agenda of the next Court not less than five days prior to meeting date.

RULE 12COUNTY COURT CLERK

12-A MINUTES The County Clerk shall reproduce copies of the minutes of each Court meeting and supply each member with a copy not later than twenty (20) days after the meeting.

12B - ROLL CALL In all instances involving authorization to expend public funds the clerk shall call the roll for "Aye" and "No" Votes.

12C - Change of Vote It shall be the duty of the Clerk at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote; also, if any member who has voted wishes to change his vote, subsequently, the Clerk shall announce the result.

RULE 13SHERIFF

The Sheriff or a deputy designated by him shall attend each session of the Court. That officer shall preserve order and carry out orders of the presiding officer of the Court. The attending officer shall be paid the prevailing statutory fee for his services, unless such officer is paid a salary from County Funds. In that instance no fee will accrue, *paid a sa*

RULES AND REGULATIONS OF QUARTERLY COURT (CONTINUED)RULE 14
COUNTY ATTORNEY

The County Attorney shall, as legal consultant, attend all meetings of the Court. It shall be the duty of that official to voice his negative opinion when, in his thinking, the Court is in process of taking action outside of its jurisdiction, or in any manner proceeding illegally.

RULE 15
COMMITTEE

15A - All committees, standing and temporary, shall meet and elect from its membership a chairman. The election of a secretary shall be optional in the absence of a specific mandate of the Court.

15B - Standing committee chairman shall report to and confer with the County Judge on all pertinent matters to be presented at the next meeting of the Court.

15C - All committee chairmen shall contact the County Attorney on matters appearing to warrant legal evaluation prior to presentation to the Court.

15D - Should questions arise as to jurisdiction of any committee it shall be referred to the County Judge and/or to the County Attorney for determination, subject to an appeal to the Court; at its next regular meeting.

15E - The Following procedure shall be followed pertinent to committee reports and related action:

1. The Chairman or a member designated by him shall make the presentation in open Court.
2. Upon completion of a report the speaker shall yield to questions.
3. There shall be a vote on the proposition when discussion is complete and when there is a call for the question by the Court.

15F - If for any reason the Chairman of a committee fails or refuses to call a meeting, the County Judge, or a majority of the committee membership may do so.

RULE 16
CONFLICT WITH LAW

In the event any of the foregoing rules are determined to be in conflict with statutory provisions that part in conflict shall be null and void.

Motion was made by Esq. Joe White and seconded by Esq. Dayle Windsor, that the foregoing Resolution be approved by the Court. Upon being put to a voice vote, same carried unanimously.

NOTARY LIST

The following list of names was put before the Court for approval to become Notaries Public: Douglas Murphy; David W. Murphy; James C. Newton; James R. Freeman; Mildred E. Gatewood; Fred J. Hatler; D. H. Phillips; Patsy H. Damron; J. L. Chapel; Charles E. Griffin; Bonnie Tuck; Donna Sue Doster; Camille Essary; Bob Rawls; Thomas R. Fuller.

Motion was made by Esq. Denton Bell and seconded by Esq. W. M. Stow, that the foregoing list of names be approved. Upon being put to a voice vote, same carried unanimously.

ANNOUNCEMENT ON AMBULANCE SERVICE FROM FUNERAL HOMES

At this time Esq. S. T. Bowlin announced that all Funeral Homes in the County, would discontinue Ambulance Service, as of July 31, 1971. It was also reported that the Weakley County Ambulance Service would be ready for service at this time.

There being no further business, Esq. Denton Bell made a motion that this session of Weakley County Quarterly Court be adjourned. Esq. Clyde B. Miles duly seconded the motion. Upon being put to a voice vote, same carried unanimously.



E. W. Wheeling
Weakley County Judge