

**Ordinance No. 2026-002 -ADM**

**An Ordinance to Amend the Order of Procedure for City Council Meetings**

**BE IT ORDAINED** by the City Council of the City of Trussville, Alabama, that *Section 2-1* of the Code of Ordinances is hereby amended, as follows:

**Sec. 2-1. - Order of procedure for meetings.**

- (a) The rules or order of procedure herein contained shall govern deliberations and meetings of the Council of Trussville, Alabama.
- (b) Immediately after its installation, the city council shall elect from among its members a president who shall serve as the presiding officer of the council, the nomination and election of which shall be conducted by the city clerk. The president of the city council shall exercise such duties and functions as are prescribed by law. In addition, thereto, the president shall conduct city council meetings in accordance with governing statutes, ordinances, and duly adopted rules of procedure, shall assign council members to standing and special committees, and shall ensure that official proceedings of the city council are conducted with appropriate decorum, fairness, and efficiency. The term of the president shall expire on the first Monday of each successive November following adoption of this section, but the sitting president may serve until a successor to the office is elected by the city council. The incumbent council shall elect a council president at a regular meeting held during the month of October of each year, except the October of the quadrennial municipal election year, and the councilmember so elected shall assume the presidency at the first Monday in November. The president pro tempore shall succeed to the duties and responsibilities of the president in the absence or upon the death or disability of the council president in the manner prescribed by law. The term of the president pro tempore shall expire on the first Monday of each successive November following adoption of this section, but the sitting president pro tempore may serve until a successor to the office is elected by the city council. Both the president and president pro tempore shall be eligible to be re-elected to such offices by the city council.
- (c) Regular meetings of the council shall be held at least twice each month on the following dates: The second and fourth Tuesdays of each month.
- (d) Special meetings may be held in compliance with the Open Meetings Law, Act 2005-040 by giving public notice seven days in advance of any rescheduled required regular meeting, one day in advance of any special meeting, or one hour in advance of any emergency meeting. Notice shall be placed on a bulletin board at a place convenient to the public at city hall, on the city website, and sent to those on the direct notice list. The presiding officer shall call special meetings as provided in Code of Ala. 1975, § 11-43-50, whenever in his or her opinion the public interest may require it and whenever two councilors or the mayor request the presiding officer in writing to call such meeting. Upon the failure or refusal of the presiding officer to call such meeting when requested, the two councilors or the mayor making the request shall have the right to call such meeting.
- (e) A quorum shall be determined as provided by Code of Ala. 1975, § 11-43-48.
- (f) All regular meetings shall convene **at 6 pm** at Trussville City Hall and all meetings, regular, special, and emergency shall be open to the public.

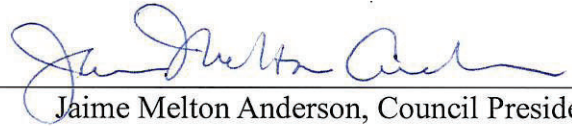
- (g) The order of business for regular meetings shall be as follows:
- (1) A call to order;
  - (2) Prayer;
  - (3) Pledge to the flag;
  - (4) Rollcall;
  - (5) Approval of the minutes of the previous meeting;
  - (6) Approve regular agenda/consent agenda (if necessary);
  - (7) Public comment;
  - (8) Regular agenda (resolutions, ordinances, orders, and other business);
  - (9) Council reports and mayor comments;
  - (10) Audience;
  - (11) Adjourn;
- (h) No member shall speak more than twice on the same subject without permission of the presiding officer.
- (i) No person, not a member of the council, shall be allowed to address the same while in session without permission of the presiding officer.
- (j) Every officer, whose duty it is to report at the regular meetings of the council, who shall be in default thereof, may be fined at the discretion of the council.
- (k) ~~Motions shall be reduced to writing when required by the presiding officer of the council or any member of the council. All resolutions and ordinances and any amendments thereto shall be in writing at the time of introduction.~~ Motions to reconsider must be by a member who voted with a majority and at the same or next succeeding meeting of the council.
- (l) Whenever it shall be required by one or more members, the "yeas" and "nays" shall be recorded and any member may call for a roll call vote on any question.
- (m) All questions of order shall be decided by the presiding officer of the council with the right of appeal to the council by any member.
- (n) The presiding officer of the council may, at his or her discretion, call any member to take the chair, to allow him or her to address the council, make a motion, or discuss any other matter at issue.
- (o) Motions to lay any matter on the table shall be first in order: and on all questions, the last amendment, the most distant day, and the largest sum shall be first put.
- (p) All meetings of the council shall be open to the public, except when the council meets in executive session as authorized by state law.
- (q) The council may meet in executive session only after a quorum convenes a duly advertised public meeting, and only for those purposes authorized by state law. When a councilmember makes a motion to go into executive session for an enumerated purpose, the presiding officer shall insure the declaration is made by the appropriate authority to authorize the reason for the executive session, shall put the motion to a voice vote, and shall state whether the council will reconvene

after the executive session, and if so, the approximate time the body expects to reconvene. If the majority of the council shall vote in favor of the motion to go into executive session, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the council shall resume its deliberations in public.

- (r) A motion for adjournment shall always be in order.
- (s) The rules of the council may be amended in the same manner as any other ordinance of general and permanent operation.
- (t) The rules of the council may be temporarily suspended for a specific purpose by an affirmative vote of two-thirds (2/3) of the members present and voting, provided a quorum is present. No rule required by state law or federal law may be suspended. A motion to suspend the rules shall state the rule to be suspended and the purpose of the suspension.
- (u) The chairman of each respective committee, or the councilmember acting for him or her, shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.
- (v) Any ordinance, resolution, or proposition submitted to the Council that requires the expenditure of City funds in an amount greater than Two-hundred and fifty thousand dollars (\$250,000) shall lie over until the next meeting. Immediate consideration may be permitted only by unanimous consent of the Council. This subsection shall not apply to (1) current budgeted expenses of the City, (2) contracts previously made, or (3) regular salaries of officers or wages of employees of the City.
- (w) The clerk, engineer, attorney and chief of police, and such other officers or employees of the City of Trussville, shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.
- (x) No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent be obtained for the immediate consideration of such ordinance or resolution, such consent shall be by roll call and the vote thereon spread on the minutes.
- (y) This section shall go into effect upon the passage and publication as required by \_\_\_\_\_ law.

(Ord. No. 96-028 ADM, §§ 1—25, 10-7-96; Ord. No. 2004-083-ADM, §§ 1—25, 10-4-04; Ord. No. 2012-014-ADM, §§ 1—25, 11-5-12; Ord. No. 2012-015-ADM, § 1(6A), 11-13-12; Ord. No. 2014-011-ADM, §§ 1—26, 6-10-14; Ord. No. 2020-037-ADM, §§ 1—26, 11-2-20; Ord. No. 2022-015-ADM, 7-26-22)

ADOPTED AND APPROVED THIS THE 24TH OF FEBRUARY 2026

  
Jaime Melton Anderson, Council President

  
Ben Short, Mayor  
City of Trussville

Attest:   
Dan Weinrib, City Clerk

**CERTIFICATION OF CITY CLERK**

STATE OF ALABAMA )  
JEFFERSON COUNTY )

I, Dan Weinrib, City Clerk of the City of Trussville, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance duly adopted by the City Council of the City of Trussville, Alabama, on the 24th day of February 2026.

The above and foregoing ordinance was published on the 25th day of February 2026 by posting copies thereof in three public places within the City of Trussville, one of which was at Trussville City Hall.

Witness my hand and seal of office this 25th day of February 2026

  
Dan Weinrib MMC, City Clerk

