

RESOLUTION NO: R17-1111

INTRODUCED BY: COUNCIL MEMBER(S) Bickowski

1 **A RESOLUTION AND AN ORDER OF THE JEFFERSON COUNTY,**
2 **MISSOURI COUNCIL AMENDING THE RULES OF PROCEDURE**
3 **GOVERNING MEETINGS CONDUCTED BY THE JEFFERSON COUNTY,**
4 **MISSOURI, COUNTY COUNCIL.**

5 **WHEREAS**, on November 4, 2008 the voters of Jefferson County, Missouri
6 approved the Home Rule Charter of Jefferson County, Missouri; and

7 **WHEREAS**, the Home Rule Charter of Jefferson County, Missouri, created and
8 conferred certain legislative and other powers upon the Jefferson County, Missouri,
9 Council (hereinafter sometimes referred to as, the “Council”); and

10 **WHEREAS**, pursuant to Article III, Section 3.5.16., the Council must adopt by
11 resolution, rules of procedure governing the conduct of its business and meetings; and

12 **WHEREAS**, on December 1, 2008, the Jefferson County, Missouri, County
13 Council adopted by Resolution Rules of Procedure Governing Meetings Conducted by
14 the Jefferson County, Missouri, Council; and

15 **WHEREAS**, on August 28, 2017, the Jefferson County, Missouri, County
16 Council adopted by resolution Amended Rules of Procedure Governing Meetings
17 Conducted by the Jefferson County, Missouri, Council; and

18 **WHEREAS**, the County Council desires to amend the Rules of Procedure.

19 **THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES AS**
20 **FOLLOWS:**

FILED

DEC 01 2017

RANDY B. HOLMAN
COUNTY CLERK, JEFFERSON COUNTY, MO

1 Section 1. Definitions. The term “Charter” in these Rules of Procedure
2 means the Home Rule Charter of Jefferson County, Missouri. These Rules of Procedure
3 are sometimes referred to as “these Rules”. Unless otherwise defined in these Rules, all
4 capitalized terms in these Rules have their meanings as defined or implied in the Charter.

5 Section 2. Rules of Order. The rules of order contained in Exhibit “A”, and
6 Sturgis Standard Code of Parliamentary Procedure in cases not covered by the rules of
7 order contained in Exhibit “A”, shall govern all Council Meetings to the extent not
8 inconsistent with applicable provisions of the Charter and the Laws of Missouri.

1 Section 3. Council Meetings. The term “Council Meetings” in these Rules
2 shall be construed to include only Regular Meetings, Special Meetings and Emergency
3 Meetings, as contemplated in Sections 4, 5, and 6 of these Rules of Procedure, at which
4 any bill or resolution is or will be introduced, read, debated or voted upon as
5 contemplated by Section 3.5 of the Charter. Meetings of some or all of the Council
6 Members which are designated by the County Council as Work Sessions or Committee
7 Meetings, as contemplated in Sections 7 and 8 of these Rules, are not “Council
8 Meetings”. Recessed Council Meetings may be continued and held at such times as the
9 Council may determine; provided that no meeting other than an Emergency Meeting may
10 be held before the hour of 6:00 p.m. All Regular Meetings and Special Meetings shall be
11 held in the assembly room of the Jefferson County Administration Center, 729 Maple
12 Street, Hillsboro, Missouri. The Council may, however, hold any Regular Meeting or
13 Special Meeting at another location within Jefferson County at the direction of the Chair
14 of the Council or the County Executive if the change of location is communicated to all
15 Council Members and the public no less than seventy-two (72) hours before the meeting
16 in the same manner required for posting agendas for non-emergency Council Meetings.
17 All Council Meetings, Work Sessions and Committee Meetings shall be conducted in
18 conformance with the requirements of Chapter 610 of the Missouri Revised Statutes,
19 popularly known as the “Sunshine Law”.

1 Section 4. Regular Meetings. The County Council shall have Regular
2 Meetings no less than twice per month on the days and commencing at the times set by
3 resolutions approved from time to time by a majority of all serving Council Members;
4 provided that, if a Regular Meeting would otherwise be held on a state or federally
5 designated holiday or on a Saturday or Sunday, it shall instead be held on the first
6 following weekday at the same time.

7 Section 5. Special Meetings. Special Meetings may be called by the County
8 Executive, the Chair of the County Council or a majority of all serving Council Members.

9 Section 6. Emergency Meetings. Emergency Meetings may only be called to
10 address a situation that will substantially and adversely affect the health, safety or welfare
11 of the citizens of Jefferson County if not immediately remedied. Emergency Meetings
12 may be called by the County Executive, the Chair of the Council, the Vice-Chair of the
13 Council, or any three Council Members and may be held at any location within Jefferson
14 County as directed by the person calling the meeting. The first order of business in each
15 Emergency Meeting shall be to determine whether such an emergency exists.

1 Section 7. Work Sessions. The Council may hold Work Sessions from time to
2 time at a time and place designated by the Chair of the Council. The Chair of the Council
3 shall provide the agenda and shall preside over Work Sessions. In the absence of the
4 Chair, the Vice-Chair of the Council is to preside over the Work Session. Regardless
5 whether a quorum of Council Members are present, in any Work Session no bill or
6 resolution that has been introduced may be read, discussed or voted upon as contemplated
7 by Section 3.5 of the Charter and the Council may not exercise or attempt to exercise any
8 of its powers under Section 3.4 of the Charter. If any member believes any discussion at
9 a Work Session may violate the Sunshine Law or the restrictions in this Section, by
10 majority vote of the members present, the Work Session shall be promptly terminated.

11 Section 8. Standing and Ad Hoc Council Committees.

12 1) Establishment. Standing committees of the County Council shall be
13 composed of a given number and named as prescribed by resolution. The
14 resolution shall list the areas of responsibility for each standing
15 committee. Adoption or change of a resolution establishing standing
16 committees shall require a two-thirds (2/3) vote of all Council Members
17 present.

18 2) Appointment. The standing committees shall be filled by appointment by
19 the fourth regular meeting of the County Council each year. All
20 committee appointments are effective until replacement and substitutions
21 are made, which shall occur no later than the fourth regular council
22 meeting of any year.

1 3) Chair. When the Chair of the Council makes appointments or
2 reappointments to a standing committee, the Chair may designate one
3 member as the Committee Chair. If the Chair of the Council should not
4 designate a standing Committee Chair, the committee shall elect its own
5 Chair. Such election precludes later designation of the Committee Chair
6 by the Chair of the Council.

7 4) Ad Hoc Committees. Ad Hoc Committees may be formed as the need
8 arises by either;

9 i. The Chair of the Council. The Chair of the Council shall designate
10 one member as Chair of the ad hoc committee, appoint committee
11 members, inform each ad hoc committee of the purpose and task of the
12 committee and provided for the recording of such in the Journal of the
13 Council.

14 ii. A resolution defining the Ad Hoc Committee and being adopted by
15 two thirds (2/3) of the Council Members present.

16 5) Meetings. An Ad Hoc or Standing Committee may hold meetings from
17 time to time at a time and place designated by the Chair of the Committee.
18 The Chair of the Committee shall provide the agenda and preside over the
19 meeting.

20 An Ad Hoc Committee shall be disbanded upon the completion of its task or
21 upon the County Council's receipt of its final report.

1 Section 9. Election of Officers. At the first Meeting of the County Council in
2 January of every year, the Council must elect a Chair of the County Council and Vice-
3 Chair of the County Council from among the Council Members. The Chair and Vice-
4 Chair are to serve at the pleasure of the Council and may be replaced upon majority vote
5 of all Council Members.

6 Section 10. Presiding Officers. The County Executive is to preside over all
7 Council Meetings. In the absence of the County Executive, the Chair of the Council is to
8 preside over Council Meetings. In the absence of the County Executive and the Chair,
9 the Vice-Chair of the Council is to preside over Council Meetings. The Chair and Vice-
10 Chair do not have any other powers of the County Executive, including but not limited to
11 the power to veto a bill or to vote to break a tie on any matter. Nothing shall preclude the
12 Chair or Vice-Chair from voting on all matters of the Council as a Council Member.

13 Section 11. Quorum. A majority of the serving Council Members constitutes a
14 quorum for the conducting of business in Council Meetings. If a quorum is not present at
15 a Council meeting, the only matter upon which the Council may act is to adjourn the
16 meeting to the next regular Meeting of the County Council.

17 Section 12. Posting of Agenda. The agenda for each Meeting of the County
18 Council, other than an emergency meeting, must be made available to the Public not later
19 than seventy-two (72) hours before the meeting in paper form in a conspicuous place near
20 the assembly room of the Jefferson County Administration Center, located at 729 Maple
21 Street, Hillsboro, Missouri and also on a County sponsored web page or internet on the
22 main page in a searchable electronic form.

1 Section 13. Preparation and Form of Agenda. The agenda for Council
2 Meetings shall be prepared by the County Executive pursuant to the provisions of the
3 Home Rule Charter of Jefferson County, Missouri and in accordance with procedural
4 rules adopted by the County Council. Items, resolutions or bills on the Agenda shall
5 designate the Department Head or other person responsible for the origination of said
6 item, resolution, or bill. The agenda shall include and be substantially in the following
7 order:

8 1) Call to Order

9 2) Invocation

10 3) Pledge of Allegiance

11 4) Roll Call

12 5) Public Comments

13 6) Approval of the Agenda

14 7) Approval of the Journal

15 8) Public Hearings

16 9) Reports from County Executive

17 10) Reconsideration of Bills

18 11) Consideration of Vetoed Bills

19 12) Consent Agenda

20 13) Consideration of Items Removed from the Consent Agenda

21 14) Consideration of Resolutions

22 15) Introduction of Bills

- 1 16) Perfection of Bills
- 2 17) Final Passage of Bills
- 3 18) Other Matters
- 4 19) Reports and Comments from Council Members
- 5 20) Closed Session (and purpose)
- 6 21) Adjournment

7

8 By majority vote of Council Members present, the County Council may add or remove
9 items on any agenda prepared by the County Executive, or direct the County Executive to
10 add or remove items on the agenda for the next ensuing meeting, provided that the
11 requirements of the Charter and the procedural rules adopted by the County Council as
12 provided in this Resolution for the publication, reading and consideration of bills,
13 resolutions and orders are followed.

14 Section 14. Order of Business. The order of business at Council Meetings
15 shall be to take up the items listed on the posted or amended agenda, in order. The order
16 of items on the agenda may be amended upon motion by any member of the County
17 Council. Upon a second, and upon an affirmative vote of a majority of Council Members
18 present, the order of items on the agenda shall be amended. Common Motions are
19 attached hereto as Exhibit "A".

1 Section 15. Manner of Acting. Any act of the County Council, in order to be
2 binding on anyone other than the County Council itself shall be done only pursuant to a
3 resolution or bill that is adopted in accordance with the Charter and, to the extent not
4 inconsistent with the Charter or these Rules.

5 Section 16. Votes. The Presiding Officer shall call for a vote on any motion
6 made and seconded, if required, as soon as discussion has completed or as required by
7 these rules.

8 Section 17. Roll Call Votes. Whenever a Roll Call vote is called by the
9 presiding official, the Council Member whose motion is being acted on shall be the first
10 to vote and voting shall then proceed in council district order.

1 Section 18. Resolutions. A resolution shall be deemed and treated as
2 introduced when, during a Council Meeting, its introduction is moved by a member, or
3 members, of the County Council and that motion is seconded. Every resolution must be
4 in writing and must be read in its entirety at the Council Meeting at which it is
5 introduced; provided that, if written copies have been made available to the public at least
6 thirty-six (36) hours prior to the scheduled starting time of the Council Meeting and
7 otherwise as required by the Charter, and if the resolution is more than two pages long the
8 resolution may be read by title only. Following the reading, Council Members may make
9 comments and ask questions about the resolution and matters addressed by the resolution.
10 Any action with respect to a resolution, other than its final adoption, may be taken only
11 upon a motion made and seconded in accordance with these Rules that is adopted by the
12 affirmative vote of a majority of Council Members present at the Council Meeting at
13 which the motion is made. A Resolution may be finally adopted only upon a motion
14 made and seconded in accordance with these Rules and upon the casting of affirmative
15 votes for adoption by Council Members in at least the minimum number required by the
16 Charter.

1 Section 19. Introduction and Readings of Bills. A bill shall be deemed and
2 treated as introduced when, during a Council Meeting, its introduction is moved by a
3 member, or members, of the County Council and that motion is seconded. No bill may
4 be acted upon in any manner by the County Council until it has been introduced. Every
5 bill must be in writing. Except for bills included on a consent agenda, all bills must be
6 read three times. At any Council Meeting whose agenda includes a bill that has been
7 introduced as provided in these Rules, any Council Member may request that the bill be
8 read for the first or a second or third time, as applicable, but at least two of the readings
9 of a bill must be at separate Council Meetings unless the bill is designated as an
10 emergency bill and the Council has determined that an emergency exists and the bill is
11 germane to that emergency. Readings after the first reading of a bill that has been
12 amended in accordance with these Rules shall be of the bill as amended. If the bill is
13 more than two pages long and if written copies have been made available to the public at
14 least thirty six (36) hours prior to the scheduled time of the Council Meeting at which the
15 first reading is to occur the bill may be read by title only. The second and third reading of
16 any bill may be by title only. Following each reading, Council Members may make
17 comments and ask questions about the bill and matters addressed by the bill and make
18 motions with respect to the bill. A bill may be moved to perfection only upon a motion
19 made and seconded in accordance with these Rules and upon the casting of affirmative
20 votes for adoption by Council Members in at least the minimum number required by the
21 Charter.

1 Section 20. Amendment of Bills. A bill may be amended at any time after its
2 first reading and prior to its perfection, but any amendment must be germane to the
3 original purpose of the bill. An amendment may be adopted only upon a motion made
4 and seconded in accordance with these Rules and the affirmative vote of a majority of
5 Council Members present.

6 Section 21. Perfection of Bills. At any time following the second reading of a
7 bill, the bill may be perfected. A bill shall be deemed and treated as perfected only upon
8 a motion made and seconded in accordance with these Rules and the affirmative vote of a
9 majority of Council Members present.

10 Section 22. Final Passage of Bills. At any time after a bill is perfected and
11 following its third reading, the bill may be finally passed. A bill shall be deemed and
12 treated as finally passed only upon a motion made and seconded in accordance with these
13 Rules and upon the casting of affirmative votes for passage by Council Members in at
14 least the minimum number required by the Charter. Unless a bill is designated as an
15 emergency bill and the Council has determined that an emergency exists and the bill is
16 germane to that emergency, the bill cannot be finally passed until ten (10) calendar days
17 have elapsed after the day when the bill was introduced, and no amended bill may be
18 finally passed until ten (10) calendar days have elapsed after the day when the bill was
19 amended.

20 Section 23. Presentment. Every bill that is finally passed shall be presented to
21 the County Executive for signature within five (5) calendar days after the date of final
22 passage.

1 Section 24. Action on Returned Bills. Any bill vetoed and returned by the
2 County Executive shall automatically be placed on the agenda for the next meeting of the
3 County Council under the heading "Consideration of Vetoed Bills". The objections of the
4 County Executive to the vetoed bill shall be entered in the Journal. Upon a motion made
5 and seconded in accordance with these Rules and the affirmative vote of a majority of
6 Council Members present, the vetoed bill shall be deemed and treated as under
7 reconsideration and shall be read at that Council Meeting. It may be read by title only if
8 it is more than two pages in length and if written copies have been made available to the
9 public at least seventy two (72) hours prior to the scheduled time of that Council
10 Meeting. Following the reading, at the same or any subsequent Council Meeting, any
11 Council Member may move that the bill be enacted over the veto and objections of the
12 County Executive. Upon a second, and upon the casting of affirmative votes for passage
13 by Council Members in at least the minimum number required by the Charter, the vetoed
14 bill shall be deemed and treated as enacted over the veto and objections of the County
15 Executive.

1 Section 25. Postponed Bills. Prior to final passage of a bill, any member of the
2 County Council may move to postpone until a date certain. Upon a second, and upon the
3 affirmative vote of a majority of the Council Members present, the bill shall be deemed
4 and treated as postponed until the agreed upon date. Postponed bills shall be
5 automatically placed on a future agenda. Any Council Member may move to reconsider
6 a postponed Bill. Upon a second, and upon an affirmative vote of a majority of the
7 Council Members present, the Bill shall be considered in the same manner as if it had not
8 been postponed.

1 Section 26. Consent Agenda. The following items may be included in a
2 consent agenda: award or acceptance of agreements, contracts, bids, change orders, or
3 addenda to contracts. Items on the consent agenda may be adopted without a second or
4 third reading. Items on a consent agenda must be in the form of a bill or resolution.
5 Multiple related items may be included in the same bill. After all items on the Consent
6 Agenda have been read by title (bills and resolutions more than two pages in length may
7 be read by title only as provided in these Rules), a Council Member may make a motion
8 to pass all items on the consent agenda. Any Council Member may move for approval of
9 the consent agenda. Upon a second, and upon an affirmative vote of a majority of All
10 Council Votes, the consent agenda shall be considered approved and all bills so approved
11 shall be forwarded to the County Executive for signature. Prior to approval of a consent
12 agenda, any Council Member may request by motion that any item included on the
13 consent agenda be removed from the consent agenda or amended. If the motion moves
14 for a bill to be removed, upon a second, and upon an affirmative vote a majority of the
15 Council Members present, the item shall be removed from the consent agenda and shall
16 be placed on the consent agenda for consideration at the next Council Meeting or under
17 items removed from the consent agenda at the current meeting.

18 Section 27. Public Comments

19 1) During the public comments portion of any Council meeting where public
20 comments are set on the Agenda, any person who desires to make public
21 comment shall:

- 1 I. Prior to the meeting, submit a speaker's request card containing the
2 speaker's name, address and subject matter to the Council Clerk and upon
3 being recognized during the Public Comment portion of the meeting by
4 the Presiding Officer, such person may speak on any topic relevant to the
5 business of Jefferson County, Missouri as set forth on the speaker request
6 card; and,
- 7 II. In the interest of fairness to other persons wishing to speak and to other
8 individuals or groups having business before the Council, each speaker
9 shall limit comments to five (5) minutes. Time shall be kept by Presiding
10 Officer and that person shall let the speaker know that their time has
11 expired and said speaker shall stop speaking.
- 12 III. If a large number of people wish to speak, the speaking time may be
13 shortened by the Presiding Officer to no less than three (3) minutes per
14 speaker so that the number of persons wishing to speak may be
15 accommodated within the time available
- 16 IV. Speak only once and in the order that they signed up to speak. Second
17 opportunities for the public to speak on the same issue will not be
18 permitted.

1 V. Understanding that a person making a request to speak does so on their
2 own behalf. For this reason and to guarantee all persons an ample
3 opportunity to be heard, all speakers will be recognized for the same
4 amount of time. No speaker will be allowed to yield part or all of their
5 time to another speaker, and no speaker will be credited with time
6 requested but not used by another.

7 VI. Do so in an orderly manner and shall not engage in conduct that disrupts,
8 disturbs or otherwise impedes the orderly conduct of the Council meeting.
9 Any person, who so disrupts the meeting shall, at the direction of the
10 Presiding Officer, or a majority of the Council Members, be subject to
11 removal from that meeting.

1 2) Evidence may be presented by a speaker and taken by the County Council.

2 However, all such evidence must pertain to matters of public comment and
3 shall not be evidence to be presented or considered regarding a zoning change
4 or any other issue or item that is, or has been, an agenda item set for a Public
5 Hearing. Any evidence attempted to be presented after the date and time on a
6 matter which was previously set for Public Hearing will not be considered as
7 timely and shall not be considered since the record for that hearing has been
8 closed. Any speaker who desires to present any document, picture or other
9 evidence, shall be allowed to do so, however all such evidence must be
10 retained by the County, will become part of the Record for that meeting and
11 shall be kept by the County Clerk. Parties displaying models and large
12 exhibits may withdraw them, but it is highly recommended that such large
13 models or exhibits be also presented in a reduced, manageable and retainable
14 format.

1 Section 28. P&Z Matters. Any recommendation from the Planning and Zoning
2 Commission shall be placed on the earliest County Council Regular meeting Agenda as
3 either a Bill for Approval if recommended for approval or a Resolution for Denial if
4 recommended for denial unless there has been a valid Protest petition filed. Should a
5 recommendation not receive the required number of votes to pass it shall be placed on
6 the next County Council Regular meeting Agenda in the opposite form unless there is a
7 specific motion made, seconded and approved by a majority of Council Members present
8 in accordance with these rules. Whenever a Public Hearing is required by the County
9 Council it shall be placed on earliest County Council Regular meeting Agenda subject to
10 the Posting requirements for Public Hearings. The Public Hearing shall provide for 10
11 minutes for the petitioner, 15 minutes for those in favor, 15 minutes for those opposed
12 and 5 minute for rebuttal. Questions from the County Council or County Executive shall
13 not be deducted from the time allotted. At the conclusion of the Public Hearing a motion
14 made, seconded and approved by a majority of Council Members present in accordance
15 with these rules to approve, deny or take under advisement, with or without additional
16 conditions, shall determine whether the recommendation from the Planning and Zoning
17 Commission is placed on the earliest County Council Regular meeting Agenda as a Bill
18 for Approval, a Resolution for Denial, or in Other Matters for Disposition. Should a Bill
19 for Approval not receive the required number of votes to pass it shall be placed on the
20 next County Council Regular meeting Agenda as a Resolution for Denial. There shall be
21 no more than two (2) Planning and Zoning Public Hearings on any Agenda.

1 Section 29. Form of Bills. Except as otherwise required by resolution, all bills
2 shall be in written form as outlined in Exhibit “B-1” and/or “B-2” as attached hereto and
3 shall include each of the following:

- 4
- 5 1) The font of each bill shall be Times New Roman, 12 point.
 - 6 2) The margins of each bill shall be 1.25 inches.
 - 7 3) Each bill shall bear a bill number on the top left corner of the first page of the
8 Bill (“Bill Number”). The Bill Number shall be in the following form: The 2
9 digit Year followed by a Dash, then the 2 digit month followed by a 2 digit
10 sequence number for each unique bill, such as “YY-MM##”.
 - 11 4) Each Amended bill shall have suffix added to the Bill Number in the form of
12 “YY-MM##-Ax” indicating the bill was Amended and the number of
13 amendments made.
 - 14 5) Each bill shall contain:
 - 15 I. A line for entry of the appropriate Ordinance number on the top right
16 corner of the first page of the bill;
 - 17 II. An indication that the bill has been passed, or failed;
 - 18 III. Signature block signed by the Council Chair and witnessed by the Council
19 Administrative Assistant or other designee;
 - 20 IV. An indication that the bill is finally approved and signed by the County

1 Executive, or vetoed and returned;

2 V. An indication, if proper and necessary, that the Council passed the bill
3 over the objections of the County Executive;

4 VI. The Ordinance number shall be numbered with the Year, a dash and be
5 consecutively numbered such as "YY-####".

6 6) The name of the Council Member(s) that introduced the bill shall be written
7 immediately below the bill number.

8 7) Each bill shall include a title, which is germane to the bill. The title shall
9 begin with the words, "An Ordinance". In the event a bill pertains to a
10 specific Council District, that District number shall be contained in the title.

11 8) Following each Bill Title, shall be the Purpose Section which will define the
12 purpose and the authority under which the Jefferson County Council acts in
13 passing the bill.

14 9) Following the Purpose Section in each bill shall be the Enactment Section.
15 The Enactment Section of each bill must begin as follows: "Be It Enacted By
16 The Jefferson County, Missouri, Council" The Enactment Section shall clearly
17 define the legislative action included within the bill.

18 10) Each bill must specify the effective date of the Ordinance.

19 11) Line numbers, up to 25 shall be included on the left margin on every page of
20 every bill. Bills shall be sequentially numbered, including page count, at the

1 bottom center of each page in the form of Page x of x.

2 12) Each bill shall contain an approval section which must start with words,
3 "THIS ORDINANCE BEING DULY INTRODUCED, THE MEMBERS OF
4 THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS
5 FOLLLOWS:"

6 13) Each Bill shall include a record of how each Council Member voted upon the
7 question of final passage of the bill.

8 14) Each bill shall include the date of final passage by the County Council and the
9 signature of the acting Chair of the Council, which shall be witnessed to by
10 the Council Administrative Assistant or other designee.

11 15) Each bill shall include the date of approval by the County Executive and the
12 signature of the County Executive, which shall also be attested to by the
13 County Clerk.

14 16) The dates of each of the required readings of the bill shall be noted on each
15 bill.

16 17) In the event that a reconsidered bill is passed by the Council over the
17 objections of the County Executive, the record of the vote of each Council
18 Member regarding the reconsidered bill shall be so noted on the bill along
19 with the date of final passage of the reconsidered bill.

20 18) All bills submitted to the County Council shall be in a uniform format, shall

1 have all attachments referenced therein attached, and shall have been
2 reviewed by the County Counselor for proper form and legality.

3 19) The Chair or a majority of Council Members present may remove any
4 noncompliant Bill from any Meeting of the County Council: however, a vote
5 of five-sevenths (5/7) of all serving Council Members can stop such removal.

6 20) All items required by paragraphs 12 through 17 shall not be counted as part of
7 the number of pages of the bill.

8 Section 30. Form of Resolutions. Except as otherwise required by resolution,
9 all Resolutions shall be in written form as outlined in Exhibit “C-1” as attached hereto
10 and which shall include each of the following:

11

- 12 1) The font of each Resolution shall be Times New Roman, 12 point.
- 13 2) The margins of each Resolution shall be 1.25 inches.
- 14 3) Each Resolution shall bear a Resolution Number (“Resolution Number”) on
15 the top left corner of the first page of the Resolution. The Resolution Number
16 shall be in the following form, The Letter “R” followed by a 2 digit Year
17 followed by a Dash, then the 2 digit month followed by a 2 digit sequence
18 number for each unique bill, such as “RYY-MM##”.
- 19 4) Each Amended Resolution shall have suffix added to the bill number in the
20 form of “RYY-MM##-Ax” indicating the resolution was amended and the

- 1 number of amendments made.
- 2 5) The name of the Council Member(s) that introduced the resolution shall be
3 written immediately below the resolution number.
- 4 6) Each resolution shall include a title, which is germane to the resolution. The
5 title shall begin with the words, "A Resolution". In the event a resolution
6 pertains to a specific Council District, that District number shall be contained
7 in the title.
- 8 7) Following each Resolution Title, shall be the Purpose Section which will
9 define the purpose and the authority under which the Jefferson County
10 Council acts in passing the resolution.
- 11 8) Following the Purpose Section in each resolution shall be the Enactment
12 Section. The Enactment Section of each resolution must begin as follows:
13 "THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES:" The
14 Enactment Section shall clearly define the legislative action included within
15 the resolution.
- 16 9) Line numbers, up to 25 shall be included on the left margin on every page of
17 every resolution. Resolutions shall be sequentially numbered, including page
18 count, at the bottom center of each page in the form of Page x of x. Each
19 resolution shall contain an approval section as set forth in Exhibit "C-1"
20 attached hereto.

- 1 10) Each resolution shall include a record of how each Council Member voted
2 upon the question of final passage of the resolution.
- 3 11) Each resolution shall include the date of final passage by the County Council
4 and the signature of the Chair of the Council or acting Chair of the Council,
5 which shall be witnessed by the Council Administrative Assistant or other
6 designee.
- 7 12) The dates of each of the required reading of the resolution shall be noted on
8 each resolution.
- 9 13) Copies of Resolutions and Orders, and all Exhibits attached thereto and made
10 part of, shall be kept on file at the County Clerk's Office.
- 11 14) All resolutions submitted to the County Council shall be in a uniform format,
12 shall have all attachments referenced therein attached, and shall have been
13 reviewed by the County Counselor for proper form and legality.
- 14 15) The Chair or a majority of Council Members may remove any noncompliant
15 resolution from any Meeting of the County Council; however, a vote of five-
16 sevenths (5/7) of all serving Council Members can stop such removal.
- 17 16) All items included in Sections 9 through 12 shall not be counted as part of the
18 number of pages of the resolution.

1 Section 31. Journal of the Council. It is the responsibility of the Clerk of
2 Jefferson County to keep a journal of all proceedings of the Council as required by the
3 Charter. The Journal of Council Meetings must include the minutes duly adopted by the
4 Council. The Journal of Council Meetings must also include a record of all Council
5 Meetings and votes taken by the Council on any matter. On any question put to a vote,
6 the “Yes”, “No” or “Abstain” vote of each Council Member voting must be entered in the
7 Journal. All recordings and original ordinances and resolutions and other matters referred
8 to in the Journal of Council Meetings having been passed by the Council shall be kept on
9 file at the County Clerk’s office. Any bill or resolution that fails to be fully enacted shall
10 also be recorded in the Journal.

11 Section 32. Suspension of Rules. These rules may be suspended at any time
12 upon a motion made and seconded by any Council Member and upon an affirmative vote
13 of five-sevenths (5/7) of all Council Members present. A bill may be introduced and
14 perfected, or perfected and finally passed, on a single agenda, without suspension of the
15 rules, as long as all notice provisions required by these rules, the Missouri Sunshine Law,
16 and the Home Rule Charter of Jefferson County, Missouri have been met and complied
17 with. Unless a Bill is treated as an emergency bill, no bill can be finally passed until ten
18 days have elapsed from the time that the bill was first introduced.

19 Section 33. Approval of Proposed Appointments. Any proposed appointment
20 that requires the advice and consent of the Council shall not be considered unless:

21

22 1) Notification is provided to all Council Members at least ten (10) calendar days

1 prior to any Meeting of the County Council in which such proposed
2 appointment will be presented for a vote.

3
4 2) Each proposed appointment includes notice and a brief statement of the
5 qualifications of the nominee for the position to be filled.

6
7 3) Approval of proposed appointments may be included on the consent agenda.

8 Section 34. Subpoenas.

9
10 1) Authority & Service

11
12 Whenever the Council shall, by Resolution, authorize an investigation of any
13 question or matter on which the Council may lawfully take action, said
14 Resolution may also empower the Council pursuant to the terms of the
15 Jefferson County Charter at §3.4.2.27 and §3.4.3.2 to issue a subpoena or
16 subpoenas in the name of the Jefferson County Council and to command the
17 Sheriff of Jefferson County to send for persons and papers. The Council shall
18 have authority to issue *writs of subpoena* and *subpoena duces tecum*, attached
19 hereto as Exhibit "D", on the Council's own motion or in the Council's
20 discretion upon application by any party to a hearing or other matter before
21 the Council. Such *writs* shall be signed by the Chair, or, in case of his/her
22 absence or inability to act, by the Vice-Chair of the Jefferson County, County

1 Council and shall be attested by the County Clerk or the Clerk's designee.
2 Every such *writ* shall be served and the return thereof made by the Sheriff of
3 Jefferson County to the Chair or Vice-Chair in like manner and with like
4 effect as such *writs* issued from the Circuit Court are served and returned by
5 the Sheriff.
6

7 2) Authority-Failure to appear-Issuance of writ of attachment-Fine.
8

9 In case any person named in any writ, under the provisions of Section 1
10 above, and who was personally served therewith, fails to appear before the
11 Council at the time and place named in the writ or fails to appear with the
12 requested papers, the Council shall have authority to issue a *writ of*
13 *attachment* against the body of such person, to be signed as *writs of subpoena*
14 are required to be signed and to be executed and returned to the Chair by the
15 Sheriff in like manner and with like effect as such *writs of attachment* issued
16 by the Circuit Court are executed and returned by the Sheriff. Any person
17 refusing to be arrested or resisting the Sheriff in the case provided for by this
18 section shall be fined by the Council not less than Five hundred dollars
19 (\$500.00) and not more than One thousand dollars (\$1000.00) This violation
20 shall be prosecuted in the Jefferson County Municipal Court by the Jefferson
21 County Municipal Prosecutor.
22

1 3) Authority-Contempt-Warrant-Penalty.

2
3 If any person appearing before the Council in obedience to a *writ of subpoena*
4 or of *subpoena duces tecum* or of a *writ of attachment*, refuses or fails to
5 answer any question propounded to him by the Council, or fails to produce
6 and submit to the examination of the Council any book, record or paper which
7 he is required to produce by a *subpoena duces tecum*, or is in the presence of
8 the Council, guilty of contemptuous or disorderly behavior, the Chair, Vice-
9 Chair or acting Chair shall immediately make note of the same on the record
10 and advise the person that they are in contempt of the proceedings. The Chair,
11 if so directed by a unanimous vote of the Council, shall issue a warrant signed
12 by the Chair and directed to the Sheriff commanding him to arrest such
13 witness and have his body before the Council at its first meeting held
14 thereafter to answer for contempt.

15
16 The Sheriff shall execute the warrant. On hearing of the matter the Council, if
17 it shall adjudge the witness to be in contempt of its authority, may punish him
18 by a fine of not more than Three hundred dollars (\$300.00). Any person fined
19 under the provisions of these sections shall, on default of payment thereof, be
20 committed to the County Jail for a term not to exceed three (3) days and can
21 cure said default by payment of One hundred dollars (\$100.00) in lieu of each
22 day sentenced.

1 Section 35. Governing Law. To the extent that any rule or procedure set forth
2 herein conflicts with any provision of the Charter, that provision of the Charter shall
3 govern.

4 Section 36. Effective Dates. The form of bills and resolutions as set forth in
5 Sections 29 and 30 of this Resolution shall take effect on January 13, 2014. The
6 remaining rules of this Resolution shall be in full force and effect from and after the date
7 of its adoption. If any part of this Resolution is invalid for any reason, such invalidity
8 shall not affect the remainder of this Resolution.

9 Section 37. Prior Rules. The rules and amendments adopted by this resolution
10 shall supersede any prior procedural rules adopted by the County Council. To the extent
11 that prior rules are inconsistent with this resolution, they are hereby deemed repealed, and
12 this resolution adopted in their place and in lieu thereof.

**THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL
VOTED ON THE ABOVE RESOLUTION AS FOLLOWS:**

Council Member District 1, Don Bickowski	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Phil Hendrickson	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>No</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

**THIS RESOLUTION, AS INTRODUCED AND CONSIDERED BY THE
JEFFERSON COUNTY, MISSOURI, COUNCIL ON THIS 27th DAY OF
NOVEMBER 2017 WAS:**

DULY ADOPTED AND ORDERED **FAILED**



Renee Reuter, County Council Chair



Pat Schlette, Council Administrative Assistant

Reading Date: 11-27-2017

EXHIBIT A

Common Motions in Order of Precedence:

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?***
Privileged Motions: Motions of urgency entitled to immediate consideration.					
1) *Adjourn the meeting	I move that we adjourn.	NO	YES	YES**	MAJORITY
2) *Recess the meeting	I move that we recess until...	NO	YES	YES**	MAJORITY
3) Questions of Privilege (Noise, temperature, etc.)	I raise the question of privilege....	YES	NO	NO	Decided by presiding officer
Subsidiary Motions: Motions which alter the main motion, or delay or hasten its consideration.					
4) Close debate	I move to close debate and vote immediately.	NO	YES	NO	TWO THIRDS
5) *Limit or extend debate	I move that the debate on this question be limited to...	NO	YES	YES**	TWO THIRDS
6) *Postpone to a certain time	I move we postpone this matter until...	NO	YES	YES**	MAJORITY
7) *Refer to committee	I move we refer this matter to committee.	NO	YES	YES**	MAJORITY
8) *Amend the motion	I move that we amend this motion by....	NO	YES	YES	MAJORITY
Main Motions: Motions bringing substantive proposals before the assembly for consideration and action.					
10) *Main motions and restorative main motions	I move that...	NO	YES	YES	MAJORITY

The following motions can be offered whenever they are needed and have no order of precedence. They should be handled as soon as they arise.

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?***
Incidental Motions: Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting.					
1) Appeal a decision of the chair	I appeal the chair's decision.	YES	YES	YES	MAJORITY
2) Suspend the rules	I move to suspend the rules and....	NO	YES	NO	TWO THIRDS
3) Point of order	I rise to a point of order.	YES	NO	NO	Decided by presiding officer
4) Raise a question relating to procedure.	I rise to a parliamentary inquiry.	YES	NO	NO	Decided by presiding officer
5) Withdrawal of a motion	I move to withdraw my motion.	YES	NO	NO	MAJORITY
6) Separate a multi-part question for voting purposes	I move division on the question.	NO	NO	NO	MAJORITY

*Can be amended.

**Debatable if no other motion is pending.

*** Unless Charter requires otherwise

EXHIBIT "B-1"

BILL NO.: YY-MM##-Ax

ORDINANCE NO.: _____

INTRODUCED BY: COUNCIL MEMBER(S) _____

1 AN ORDINANCE TO ,

2 _____

3 _____

4 _____ LOCATED IN COUNCIL DISTRICT __.

5 WHEREAS, _____; and

6 WHEREAS, _____; and

7 BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI,

8 COUNCIL, AS FOLLOWS:

9 Section 1. _____.

10 Section 2. _____.

11 Section 3. _____.

12 Section 4. This Ordinance shall be in full force and effect from and after its date

13 of approval. If any part of this Ordinance is invalid for any reason, such invalidity shall

14 not affect the remainder of this Ordinance.

EXHIBIT "B-1"

**THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE
JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:**

Council Member District 1, (Name) _____

Council Member District 2, (Name) _____

Council Member District 3, (Name) _____

Council Member District 4, (Name) _____

Council Member District 5, (Name) _____

Council Member District 6, (Name) _____

Council Member District 7, (Name) _____

THE ABOVE BILL ON THIS _____ DAY OF _____, 20__:

_____ **PASSED** _____ **FAILED**

(Name), County Council Chair

(Name), Council Administrative Assistant

EXHIBIT "B-1"

THIS BILL WAS _____ APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS _____ DAY OF _____, 20__.

THIS BILL WAS _____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 20__.

(Name), Jefferson County, Missouri, Executive

ATTEST:

(Name), County Clerk

BY: _____

Reading Date:

EXHIBIT C-1

RESOLUTION NO: RYY-MM##-Ax

INTRODUCED BY: COUNCIL MEMBER(S) _____

1 **A RESOLUTION** _____.

2 **WHEREAS**, sample sample; and

3 **WHEREAS**, sample.

4 **THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES AS**

5 **FOLLOWS:**

6 Section 1. sample.

7 Section 2. If any part of this Resolution and Order is invalid for any reason,

8 such invalidity shall not affect the remainder of the Resolution and Order.

EXHIBIT C-1

**THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL
VOTED ON THE ABOVE RESOLUTION AS FOLLOWS:**

Council Member District 1, (Name) _____
Council Member District 2, (Name) _____
Council Member District 3, (Name) _____
Council Member District 4, (Name) _____
Council Member District 5, (Name) _____
Council Member District 6, (Name) _____
Council Member District 7, (Name) _____

**THIS RESOLUTION, AS INTRODUCED AND CONSIDERED BY THE
JEFFERSON COUNTY, MISSOURI, COUNCIL ON THIS ____ DAY OF
_____, 20___, WAS:**

___ **DULY ADOPTED AND ORDERED** ___ **FAILED**

(Name), County Council Chair

(Name), Council Administrative Assistant

Reading Date:



County of Jefferson, State of Missouri

SUBPOENA

STATE OF MISSOURI)
) SS
COUNTY OF JEFFERSON)

IN THE MATTER OF: _____

THE JEFFERSON COUNTY, COUNTY COUNCIL SENDS GREETINGS TO:

YOU are hereby commanded to appear in person before the Jefferson County, County Council, in the Council Assembly Room, Administration Center, 729 Maple Street, Hillsboro, Missouri, on the _____ Day of _____, 20____, at the hour of _____ o'clock ____M., to testify in a matter now pending before the Jefferson County, County Council concerning:

and to bring with you, and to produce before said Council, the following: _____

_____ to be used as evidence.

Disobedience of this Subpoena or the refusal to testify (except upon Constitutional grounds) as Authorized by the Jefferson County Charter at Sections 3.4.2.26; 3.4.2.27; and, 3.5.16; Ordinance No.: _____ and, Resolution No.: _____ may subject you to sanctions and penalties authorized by the applicable Charter provisions, Resolutions and Ordinances set forth herein.

REQUESTED BY A PARTY/ATTORNEY IN COMPLIANCE WITH RESOLUTION
_____:

Name: _____
Address: _____
Telephone: _____
MO BAR # _____

In Witness Whereof, I have hereunto set my hand and affixed the Seal of Jefferson
County, Missouri this _____ Day of _____, 20_____.

SEAL

Wes Wagner
Clerk-Jefferson County Missouri

SHERIFF'S RETURN

Note to Serving Officer: A copy of the Subpoena with a signed return should be returned to
the County Clerk within ten (10) days of service. The County Clerk will then forward to the
County Council immediately upon receipt.

I hereby certify that I have served the above Subpoena on the above stated witness this
_____ Day of _____, 20 ____.

Printed Name of Sheriff

Signature of Sheriff

Must be sworn before a notary if not served by an authorized officer:

Subscribed and sworn to before me on the _____ Day of _____, 20 ____.

My Commission Expires on: _____

Seal:

Notary Public