RESOLUTION NO: R17-1111
INTRODUCED BY: COUNCIL MEMBER(s) Buckowski

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

WHEREAS, on November 4, 2008 the voters of Jefferson County, Missouri
approved the Home Rule Charter of Jefferson County, Missouri; and
WHEREAS, the Home Rule Charter of Jefferson County, Missouri, created and
conferred certain legislative and other powers upon the Jefferson County, Missouri,
Council (hereinafter sometimes referred to as, the “Council”); and
WHEREAS, pursuant to Article III, Section 3.5.16., the Council must adopt by
resolution, rules of procedure governing the conduct of its business and meetings; and
WHEREAS, on December 1, 2008, the Jefferson County, Missouri, County
Council adopted by Resolution Rules of Procedure Governing Meetings Conducted by
the Jefferson County, Missouri, Council; and
WHEREAS, on August 28, 2017, the Jefferson County, Missouri, County
Council adopted by resolution Amended Rules of Procedure Governing Meetings
Conducted by the Jefferson County, Missouri, Council; and
WHEREAS, the County Council desires to amend the Rules of Procedure.

THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES AS
FOLLOWS:

FILED
DEC 01 2017
RANDY B. HOLMAN
COUNTY CLERK, JEFFERSON COUNTY, MO
Section 1. Definitions. The term "Charter" in these Rules of Procedure means the Home Rule Charter of Jefferson County, Missouri. These Rules of Procedure are sometimes referred to as "these Rules". Unless otherwise defined in these Rules, all capitalized terms in these Rules have their meanings as defined or implied in the Charter.

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

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

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

Section 6. **Emergency Meetings.** Emergency Meetings may only be called to address a situation that will substantially and adversely affect the health, safety or welfare of the citizens of Jefferson County if not immediately remedied. Emergency Meetings may be called by the County Executive, the Chair of the Council, the Vice-Chair of the Council, or any three Council Members and may be held at any location within Jefferson County as directed by the person calling the meeting. The first order of business in each Emergency Meeting shall be to determine whether such an emergency exists.
Section 7. **Work Sessions.** The Council may hold Work Sessions from time to time at a time and place designated by the Chair of the Council. The Chair of the Council shall provide the agenda and shall preside over Work Sessions. In the absence of the Chair, the Vice-Chair of the Council is to preside over the Work Session. Regardless whether a quorum of Council Members are present, in any Work Session no bill or resolution that has been introduced may be read, discussed or voted upon as contemplated by Section 3.5 of the Charter and the Council may not exercise or attempt to exercise any of its powers under Section 3.4 of the Charter. If any member believes any discussion at a Work Session may violate the Sunshine Law or the restrictions in this Section, by majority vote of the members present, the Work Session shall be promptly terminated.

Section 8. **Standing and Ad Hoc Council Committees.**

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

2) Appointment. The standing committees shall be filled by appointment by the fourth regular meeting of the County Council each year. All committee appointments are effective until replacement and substitutions are made, which shall occur no later than the fourth regular council meeting of any year.
3) Chair. When the Chair of the Council makes appointments or reappointments to a standing committee, the Chair may designate one member as the Committee Chair. If the Chair of the Council should not designate a standing Committee Chair, the committee shall elect its own Chair. Such election precludes later designation of the Committee Chair by the Chair of the Council.

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

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

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

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

An Ad Hoc Committee shall be disbanded upon the completion of its task or upon the County Council’s receipt of its final report.
Section 9. Election of Officers. At the first Meeting of the County Council in January of every year, the Council must elect a Chair of the County Council and Vice-Chair of the County Council from among the Council Members. The Chair and Vice-Chair are to serve at the pleasure of the Council and may be replaced upon majority vote of all Council Members.

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

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

Section 12. Posting of Agenda. The agenda for each Meeting of the County Council, other than an emergency meeting, must be made available to the Public not later than seventy-two (72) hours before the meeting in paper form in a conspicuous place near the assembly room of the Jefferson County Administration Center, located at 729 Maple Street, Hillsboro, Missouri and also on a County sponsored web page or internet on the main page in a searchable electronic form.
Section 13. Preparation and Form of Agenda. The agenda for Council Meetings shall be prepared by the County Executive pursuant to the provisions of the Home Rule Charter of Jefferson County, Missouri and in accordance with procedural rules adopted by the County Council. Items, resolutions or bills on the Agenda shall designate the Department Head or other person responsible for the origination of said item, resolution, or bill. The agenda shall include and be substantially in the following order:

1) Call to Order
2) Invocation
3) Pledge of Allegiance
4) Roll Call
5) Public Comments
6) Approval of the Agenda
7) Approval of the Journal
8) Public Hearings
9) Reports from County Executive
10) Reconsideration of Bills
11) Consideration of Vetoes Bill
12) Consent Agenda
13) Consideration of Items Removed from the Consent Agenda
14) Consideration of Resolutions
15) Introduction of Bills
16) Perfection of Bills

17) Final Passage of Bills

18) Other Matters

19) Reports and Comments from Council Members

20) Closed Session (and purpose)

21) Adjournment

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

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

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

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

Section 17. **Roll Call Votes.** Whenever a Roll Call vote is called by the presiding official, the Council Member whose motion is being acted on shall be the first to vote and voting shall then proceed in council district order.
Section 18. **Resolutions.** A resolution shall be deemed and treated as introduced when, during a Council Meeting, its introduction is moved by a member, or members, of the County Council and that motion is seconded. Every resolution must be in writing and must be read in its entirety at the Council Meeting at which it is introduced; provided that, if written copies have been made available to the public at least thirty-six (36) hours prior to the scheduled starting time of the Council Meeting and otherwise as required by the Charter, and if the resolution is more than two pages long the resolution may be read by title only. Following the reading, Council Members may make comments and ask questions about the resolution and matters addressed by the resolution. Any action with respect to a resolution, other than its final adoption, may be taken only upon a motion made and seconded in accordance with these Rules that is adopted by the affirmative vote of a majority of Council Members present at the Council Meeting at which the motion is made. A Resolution may be finally adopted only upon a motion made and seconded in accordance with these Rules and upon the casting of affirmative votes for adoption by Council Members in at least the minimum number required by the Charter.
Section 19. **Introduction and Readings of Bills.** A bill shall be deemed and treated as introduced when, during a Council Meeting, its introduction is moved by a member, or members, of the County Council and that motion is seconded. No bill may be acted upon in any manner by the County Council until it has been introduced. Every bill must be in writing. Except for bills included on a consent agenda, all bills must be read three times. At any Council Meeting whose agenda includes a bill that has been introduced as provided in these Rules, any Council Member may request that the bill be read for the first or a second or third time, as applicable, but at least two of the readings of a bill must be at separate Council Meetings unless the bill is designated as an emergency bill and the Council has determined that an emergency exists and the bill is germane to that emergency. Readings after the first reading of a bill that has been amended in accordance with these Rules shall be of the bill as amended. If the bill is more than two pages long and if written copies have been made available to the public at least thirty-six (36) hours prior to the scheduled time of the Council Meeting at which the first reading is to occur the bill may be read by title only. The second and third reading of any bill may be by title only. Following each reading, Council Members may make comments and ask questions about the bill and matters addressed by the bill and make motions with respect to the bill. A bill may be moved to perfection only upon a motion made and seconded in accordance with these Rules and upon the casting of affirmative votes for adoption by Council Members in at least the minimum number required by the Charter.
Section 20. Amendment of Bills. A bill may be amended at any time after its first reading and prior to its perfection, but any amendment must be germane to the original purpose of the bill. An amendment may be adopted only upon a motion made and seconded in accordance with these Rules and the affirmative vote of a majority of Council Members present.

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

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

Section 23. Presentment. Every bill that is finally passed shall be presented to the County Executive for signature within five (5) calendar days after the date of final passage.
Section 24. **Action on Returned Bills.** Any bill vetoed and returned by the County Executive shall automatically be placed on the agenda for the next meeting of the County Council under the heading “Consideration of Vetoed Bills”. The objections of the County Executive to the vetoed bill shall be entered in the Journal. Upon a motion made and seconded in accordance with these Rules and the affirmative vote of a majority of Council Members present, the vetoed bill shall be deemed and treated as under reconsideration and shall be read at that Council Meeting. It may be read by title only if it is more than two pages in length and if written copies have been made available to the public at least seventy two (72) hours prior to the scheduled time of that Council Meeting. Following the reading, at the same or any subsequent Council Meeting, any Council Member may move that the bill be enacted over the veto and objections of the County Executive. Upon a second, and upon the casting of affirmative votes for passage by Council Members in at least the minimum number required by the Charter, the vetoed bill shall be deemed and treated as enacted over the veto and objections of the County Executive.
Section 25. Postponed Bills. Prior to final passage of a bill, any member of the County Council may move to postpone until a date certain. Upon a second, and upon the affirmative vote of a majority of the Council Members present, the bill shall be deemed and treated as postponed until the agreed upon date. Postponed bills shall be automatically placed on a future agenda. Any Council Member may move to reconsider a postponed Bill. Upon a second, and upon an affirmative vote of a majority of the Council Members present, the Bill shall be considered in the same manner as if it had not been postponed.
Section 26. **Consent Agenda.** The following items may be included in a consent agenda: award or acceptance of agreements, contracts, bids, change orders, or addenda to contracts. Items on the consent agenda may be adopted without a second or third reading. Items on a consent agenda must be in the form of a bill or resolution. Multiple related items may be included in the same bill. After all items on the Consent Agenda have been read by title (bills and resolutions more than two pages in length may be read by title only as provided in these Rules), a Council Member may make a motion to pass all items on the consent agenda. Any Council Member may move for approval of the consent agenda. Upon a second, and upon an affirmative vote of a majority of All Council Votes, the consent agenda shall be considered approved and all bills so approved shall be forwarded to the County Executive for signature. Prior to approval of a consent agenda, any Council Member may request by motion that any item included on the consent agenda be removed from the consent agenda or amended. If the motion moves for a bill to be removed, upon a second, and upon an affirmative vote a majority of the Council Members present, the item shall be removed from the consent agenda and shall be placed on the consent agenda for consideration at the next Council Meeting or under items removed from the consent agenda at the current meeting.

Section 27. **Public Comments**

1) During the public comments portion of any Council meeting where public comments are set on the Agenda, any person who desires to make public comment shall:
I. Prior to the meeting, submit a speaker’s request card containing the speaker’s name, address and subject matter to the Council Clerk and upon being recognized during the Public Comment portion of the meeting by the Presiding Officer, such person may speak on any topic relevant to the business of Jefferson County, Missouri as set forth on the speaker request card; and,

II. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Council, each speaker shall limit comments to five (5) minutes. Time shall be kept by Presiding Officer and that person shall let the speaker know that their time has expired and said speaker shall stop speaking.

III. If a large number of people wish to speak, the speaking time may be shortened by the Presiding Officer to no less than three (3) minutes per speaker so that the number of persons wishing to speak may be accommodated within the time available

IV. Speak only once and in the order that they signed up to speak. Second opportunities for the public to speak on the same issue will not be permitted.
V. Understanding that a person making a request to speak does so on their own behalf. For this reason and to guarantee all persons an ample opportunity to be heard, all speakers will be recognized for the same amount of time. No speaker will be allowed to yield part or all of their time to another speaker, and no speaker will be credited with time requested but not used by another.

VI. Do so in an orderly manner and shall not engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the direction of the Presiding Officer, or a majority of the Council Members, be subject to removal from that meeting.
2) Evidence may be presented by a speaker and taken by the County Council. However, all such evidence must pertain to matters of public comment and shall not be evidence to be presented or considered regarding a zoning change or any other issue or item that is, or has been, an agenda item set for a Public Hearing. Any evidence attempted to be presented after the date and time on a matter which was previously set for Public Hearing will not be considered as timely and shall not be considered since the record for that hearing has been closed. Any speaker who desires to present any document, picture or other evidence, shall be allowed to do so, however all such evidence must be retained by the County, will become part of the Record for that meeting and shall be kept by the County Clerk. Parties displaying models and large exhibits may withdraw them, but it is highly recommended that such large models or exhibits be also presented in a reduced, manageable and retainable format.
Section 28. **P&Z Matters.** Any recommendation from the Planning and Zoning Commission shall be placed on the earliest County Council Regular meeting Agenda as either a Bill for Approval if recommended for approval or a Resolution for Denial if recommended for denial unless there has been a valid Protest petition filed. Should a recommendation not receive the required number of votes to pass it shall be placed on the next County Council Regular meeting Agenda in the opposite form unless there is a specific motion made, seconded and approved by a majority of Council Members present in accordance with these rules. Whenever a Public Hearing is required by the County Council it shall be placed on earliest County Council Regular meeting Agenda subject to the Posting requirements for Public Hearings. The Public Hearing shall provide for 10 minutes for the petitioner, 15 minutes for those in favor, 15 minutes for those opposed and 5 minute for rebuttal. Questions from the County Council or County Executive shall not be deducted from the time allotted. At the conclusion of the Public Hearing a motion made, seconded and approved by a majority of Council Members present in accordance with these rules to approve, deny or take under advisement, with or without additional conditions, shall determine whether the recommendation from the Planning and Zoning Commission is placed on the earliest County Council Regular meeting Agenda as a Bill for Approval, a Resolution for Denial, or in Other Matters for Disposition. Should a Bill for Approval not receive the required number of votes to pass it shall be placed on the next County Council Regular meeting Agenda as a Resolution for Denial. There shall be no more than two (2) Planning and Zoning Public Hearings on any Agenda.
Section 29. **Form of Bills.** Except as otherwise required by resolution, all bills shall be in written form as outlined in Exhibit “B-1” and/or “B-2” as attached hereto and shall include each of the following:

1) The font of each bill shall be Times New Roman, 12 point.

2) The margins of each bill shall be 1.25 inches.

3) Each bill shall bear a bill number on the top left corner of the first page of the Bill (“Bill Number”). The Bill Number shall be in the following form: The 2 digit Year followed by a Dash, then the 2 digit month followed by a 2 digit sequence number for each unique bill, such as “YY-MM##”.

4) Each Amended bill shall have suffix added to the Bill Number in the form of “YY-MM##-Ax” indicating the bill was Amended and the number of amendments made.

5) Each bill shall contain:

I. A line for entry of the appropriate Ordinance number on the top right corner of the first page of the bill;

II. An indication that the bill has been passed, or failed;

III. Signature block signed by the Council Chair and witnessed by the Council Administrative Assistant or other designee;

IV. An indication that the bill is finally approved and signed by the County
Executive, or vetoed and returned;

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

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

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

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

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

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

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

11) Line numbers, up to 25 shall be included on the left margin on every page of
every bill. Bills shall be sequentially numbered, including page count, at the
12) Each bill shall contain an approval section which must start with words, “THIS ORDINANCE BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:”

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

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

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

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

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

18) All bills submitted to the County Council shall be in a uniform format, shall
have all attachments referenced therein attached, and shall have been
reviewed by the County Counselor for proper form and legality.

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

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

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

1) The font of each Resolution shall be Times New Roman, 12 point.

2) The margins of each Resolution shall be 1.25 inches.

3) Each Resolution shall bear a Resolution Number ("Resolution Number") on
the top left corner of the first page of the Resolution. The Resolution Number
shall be in the following form, The Letter "R" followed by a 2 digit Year
followed by a Dash, then the 2 digit month followed by a 2 digit sequence
number for each unique bill, such as “RYY-MM###”.

4) Each Amended Resolution shall have suffix added to the bill number in the
form of “RYY-MM###-Ax” indicating the resolution was amended and the
number of amendments made.

5) The name of the Council Member(s) that introduced the resolution shall be written immediately below the resolution number.

6) Each resolution shall include a title, which is germane to the resolution. The title shall begin with the words, “A Resolution”. In the event a resolution pertains to a specific Council District, that District number shall be contained in the title.

7) Following each Resolution Title, shall be the Purpose Section which will define the purpose and the authority under which the Jefferson County Council acts in passing the resolution.

8) Following the Purpose Section in each resolution shall be the Enactment Section. The Enactment Section of each resolution must begin as follows: “THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES:” The Enactment Section shall clearly define the legislative action included within the resolution.

9) Line numbers, up to 25 shall be included on the left margin on every page of every resolution. Resolutions shall be sequentially numbered, including page count, at the bottom center of each page in the form of Page x of x. Each resolution shall contain an approval section as set forth in Exhibit “C-1” attached hereto.
10) Each resolution shall include a record of how each Council Member voted upon the question of final passage of the resolution.

11) Each resolution shall include the date of final passage by the County Council and the signature of the Chair of the Council or acting Chair of the Council, which shall be witnessed by the Council Administrative Assistant or other designee.

12) The dates of each of the required reading of the resolution shall be noted on each resolution.

13) Copies of Resolutions and Orders, and all Exhibits attached thereto and made part of, shall be kept on file at the County Clerk’s Office.

14) All resolutions submitted to the County Council shall be in a uniform format, shall have all attachments referenced therein attached, and shall have been reviewed by the County Counselor for proper form and legality.

15) The Chair or a majority of Council Members may remove any noncompliant resolution from any Meeting of the County Council; however, a vote of five-sevenths (5/7) of all serving Council Members can stop such removal.

16) All items included in Sections 9 through 12 shall not be counted as part of the number of pages of the resolution.
Section 31. Journal of the Council. It is the responsibility of the Clerk of Jefferson County to keep a journal of all proceedings of the Council as required by the Charter. The Journal of Council Meetings must include the minutes duly adopted by the Council. The Journal of Council Meetings must also include a record of all Council Meetings and votes taken by the Council on any matter. On any question put to a vote, the “Yes”, “No” or “Abstain” vote of each Council Member voting must be entered in the Journal. All recordings and original ordinances and resolutions and other matters referred to in the Journal of Council Meetings having been passed by the Council shall be kept on file at the County Clerk’s office. Any bill or resolution that fails to be fully enacted shall also be recorded in the Journal.

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

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

1) Notification is provided to all Council Members at least ten (10) calendar days
prior to any Meeting of the County Council in which such proposed
appointment will be presented for a vote.

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

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

Section 34. Subpoenas.

1) Authority & Service

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

Every such writ shall be served and the return thereof made by the Sheriff of
Jefferson County to the Chair or Vice-Chair in like manner and with like
effect as such writs issued from the Circuit Court are served and returned by
the Sheriff.

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

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

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

The Sheriff shall execute the warrant. On hearing of the matter the Council, if it shall adjudge the witness to be in contempt of its authority, may punish him by a fine of not more than Three hundred dollars ($300.00). Any person fined under the provisions of these sections shall, on default of payment thereof, be committed to the County Jail for a term not to exceed three (3) days and can cure said default by payment of One hundred dollars ($100.00) in lieu of each day sentenced.
Section 35. **Governing Law.** To the extent that any rule or procedure set forth herein conflicts with any provision of the Charter, that provision of the Charter shall govern.

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

Section 37. **Prior Rules.** The rules and amendments adopted by this resolution shall supersede any prior procedural rules adopted by the County Council. To the extent that prior rules are inconsistent with this resolution, they are hereby deemed repealed, and 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

Council Member District 2, Renee Reuter

Council Member District 3, Phil Hendrickson

Council Member District 4, Charles Groeteke

Council Member District 5, Oscar J. "Jim" Kasten

Council Member District 6, Daniel Stallman

Council Member District 7, James Terry

 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:

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

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.

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>INTERRUPT SPEAKER?</th>
<th>SECOND NEEDED?</th>
<th>MOTION DEBATABLE?</th>
<th>VOTE NEEDED***</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incidental Motions:</strong> Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Appeal a decision of the chair</td>
<td>I appeal the chair’s decision.</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>2) Suspend the rules</td>
<td>I move to suspend the rules and....</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3) Point of order</td>
<td>I rise to a point of order.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>4) Raise a question relating to procedure.</td>
<td>I rise to a parliamentary inquiry.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>5) Withdrawal of a motion</td>
<td>I move to withdraw my motion.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>6) Separate a multi-part question for voting purposes</td>
<td>I move division on the question.</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

*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:

Page 2 of 2
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