

RESOLUTION NO. R2025- 8

**CITY OF HECTOR, ARKANSAS
A RESOLUTION FOR THE PROCEDURES OF THE CITY COUNCIL
FOR THE CITY OF HECTOR, ARKANSAS**

Whereas, the City Council is charged with setting the rules for its proceedings and the City Council finds that the following rules should be followed in order to promote efficient consistent, and fair City Council meetings and to promote the city officials obligations to the citizens of Hector, Arkansas.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF HECTOR, ARKANSAS**

Section 1. Council Members and Duties: There shall be five (5) Council members as established by law. With respective positions designated: Position #1, Position #2, Position #3, Position #4, and Position #5. Candidates for the position of Council Members shall reside within the corporate limits at the time they file as candidates for Council Members and while holding that office.

Members of the city council shall have all powers and duties as set forth in state law.

Section 2. Regular Meetings: All regular meetings of the City Council shall be held on the Third (3rd) Monday of each month at 6:30pm. Should a holiday or conflicting event occur on any such Monday, the regular meeting shall be re-scheduled for the following Monday or a date established by the City Council.

Section 3. Special Meetings: The Mayor shall have the power to call a special meeting of the City Council. The Mayor shall notify the City Recorder/Treasurer and each Council Member of the date, time and subject matter of the meeting.

Further, three (3) Council Members may call a special meeting by signing and submitting a notice to the Mayor and other members of the City Council. The notice shall state the date, time, place and subject of the meeting. Said notice shall be filed with the Recorder/Treasurer (or authorized designee) who shall notify the Mayor and the City Council members of the date, time, place and subject matter of the meeting.

The notification to Council Members of a special meeting shall be made by personal service, or by telephone, or by e-mail.

Only the Council Member who requested the special meeting or the Mayor, if he or she requested the special meeting, may cancel the special meeting.

At any special meeting, no other business shall be transacted beyond that for which the special meeting was called. All such meetings shall be open to the public and press and media that have requested notice must be given at least two (2) hours advance notice.

Section 4. Emergency Meetings: The Mayor shall have the power to call an emergency meeting of the City Council. The Mayor shall notify the City Recorder/Treasurer and each Council Member of the date, time, and subject matter of the meeting. All such meetings shall be open to the public and press and media that have requested notice must be given at least two (2) hours advance notice.

Section 5. Executive Sessions: Executive Sessions shall only be convened by the City Council when one is permitted according to state law and specifically the State Freedom of Information Act, which shall be strictly observed at all times.

Section 6. Work Sessions and Committee Meetings: All work sessions and committee meetings of the City Council shall be open to the public and subject to notifications as required by law.

Section 7. Duty of Council Members to Attend: It shall be the duty of each Council Member to attend all meetings. A.C.A. 14-43-501 states that governing bodies can compel the attendance of absent members.

Section 8. Penalty for Absence: Any Council Member who fails to attend a council meeting shall forfeit any monthly stipend or remuneration which might be provided. Continuous absence from regular, special, or emergency meetings will result in the remedies provided by A.C.A. 14-43-501, including a finding of vacancy in the council position.

Section 9. Quorum: A quorum of the Hector City Council shall be constituted in accordance with state law. A.C.A. 14-45-105 establishes that the mayor of an incorporated town may vote to establish a quorum and vote when their vote is necessary to pass an ordinance, by-laws, resolutions, orders, or motions.

Section 10. Presiding Officer: As set forth in state law: the Mayor shall preside at a meeting of the City Council and shall have a vote, as provided in state law. In the absence of the Mayor, the Recorder/Treasurer shall serve as presiding officer of the City Council meeting. The presiding officer may appoint a city employee, member of the city council or citizen of the city to serve as Recorder of the meeting.

Section 11. Duty of Police Chief to Attend: It shall be the duty of the Chief of Police or an officer assigned by the Chief of Police, to be present and on duty at all regular, emergency, and special meetings of the City Council.

Section 12. Meeting Journal: The Recorder/Treasurer shall in accordance with state law keep a journal of the proceedings of all regular, emergency, and special meetings of the City Council which shall be open for inspection and examination as set forth in state law.

Section 13. Order of Business: Regular sessions of the City Council shall proceed under the following pattern which shall be reduced to writing in the form of an agenda distributed to Council Members prior to the meeting.

- Meeting Called to Order
- Pledge of Allegiance
- Prayer
- Approval of minutes and financial reports
- Department Reports/Announcements
- Public Comment
- Old Business
- New Business
- Review and approval of monthly transactions
- Adjournment

Section 14. Public Comment Period: Public comment will be administered by the Mayor. Individuals wishing to provide public comment will be required to sign in and provide their name and address. In order to ensure efficiency of the meeting, each member of the public wishing to speak will be provided three (3) minutes. Public comment will also be provided prior to any vote or action on an Ordinance of the city.

This resolution is approved on this 17th day of March 2025.

Sandra Baer

Recorder

3/17/2025
Date

Andy Smith

Mayor

3/17/2025
Date

Present: 5

Absent: 0

Recused: 0

Opposed: 0

In Favor: 5