CITY OF CEDARVILLE, ARKANSAS

RESOLUTION NO. 2026-01-20-03

A RESOLUTION SETTING THE POLICIES AND PROCEDURES FOR THE CITY COUNCIL OF THE CITY OF CEDARVILLE.

WHEREAS, the Cedarville City Council has determined that the city will be better served with a set of formally adopted policies and procedures governing the operation of the City Council of Cedarville, Arkansas.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDARVILLE, ARKANSAS, AS FOLLOWS:

SECTION 1: MEETING SCHEDULE

The City Council will meet at 6:00 p.m. at the City of Cedarville, City Hall, City Council Chambers, on the third Tuesday of each month except for the month of December.

A regularly scheduled meeting cannot be cancelled prior to the meeting's date and time. It can be cancelled if, after 15 minutes past the start time, a quorum is not present.

If a quorum is present, but the mayor is absent, the city Recorder/Treasurer shall serve as president pro tempore.

SECTION 2: AGENDA

The Mayor shall delegate collection, initial organization, and distribution of the final draft of the agenda to the City Recorder/Treasurer; however, the Mayor shall maintain responsibility for and control of the agenda. At a regular meeting of the City Council, the Council, by majority vote, may rearrange the order of the agenda.

All items for discussion at regular City Council meetings shall be organized under the following headings:

1. Call to order by Mayor
2. Moment of silence
3. Pledge of Allegiance
4. Roll Call by the City Recorder/Treasurer
5. Approval of Previous Meeting Minutes
6. Approval of Financials
7. Department Reports
8. Public Comments
9. Unfinished business
10. New business
11. Adjournment

Any citizen of Cedarville may have an item placed on the agenda by contacting the City Recorder/Treasurer no later than 12:00 p.m. noon on the Thursday immediately preceding each regular city council meeting. All items for discussion or action at the regular city council meeting shall be included in a Final Agenda provided by the Recorder/Treasurer to the Aldermen, the Mayor, and the City Attorney no later than 12:00 p.m. noon on the Monday immediately preceding the regular city council meeting.

Any ordinance or resolution which was not included on the Final Agenda may only be brought before the Council after approval by majority vote of the City Council.

The City Council shall provide thirty (30) minutes during each regular council meeting for public comment on non-agenda business. Each individual is required to limit his or her comments to three (3) minutes. The City Council reserves the right to suspend the rules for extra time, if necessary.

SECTION 3: SPECIAL MEETINGS

If during a regular city council meeting the council schedules a special meeting (by majority vote), the date, time, and place and reason for the meeting shall be stated and proper notice as required by the Arkansas Freedom of Information Act shall be made. The mayor shall also post the notice of the meeting at City Hall and if practicable other city owned signage.

A public hearing may also be scheduled by a majority vote of the City Council as to date, time, place, and subject. The discussion shall be only on one subject. The meeting shall be noticed just as a special meeting.

A special meeting may also be scheduled if the Mayor decides that a special meeting is necessary. The required two (2) hour notice shall be given as required by the Arkansas Freedom of Information Act and if practicable the Mayor shall provide the same notice as for any other meeting.

SECTION 4: PARLIAMENTARY RULES

Unless specifically addressed in this resolution, the City Council of the City of Cedarville shall follow the parliamentary rules as described in the *Procedural Rules for Municipal Officials* as published by the Arkansas Municipal League in the May 2014 edition. A copy of the said pamphlet is attached as Exhibit A to this resolution, and copies of said pamphlet shall be maintained at city hall for inspection by the public. The public or officials may order individual copies by contacting the Arkansas Municipal League.

SECTION 5: PUBLIC COMMENT

The citizens of Cedarville shall be allowed to make public comments at city council meetings subject to the procedures in this resolution. Public comments shall only be made during the public comment period unless an Alderman shall recognize a citizen during the discussion of an agenda item.

All public comments shall be limited to three (3) minutes unless the City Council shall by majority vote move to suspend the rules to allow more time. Public comments shall be made to the City Council as a whole and may not be directed to any individual. A question may be asked of council members or city employees, but must be directed through the Mayor or other presiding officer.

Citizens desiring to make public comments during the comment period must sign up on the sheet in the back of the council chamber prior to the start of any city council meeting. Citizens may not make comments until recognized by the Mayor or presiding officer.

Individuals shall approach the microphone and speak into it during their entire comment period. Immediately after being recognized by the Mayor or presiding

officer, the individual making a public comment must state his or her full name and legal address for the record.

Repetitive comments should be avoided. All members of the public are requested to accord the utmost courtesy to members of the City Council, to other members of the public, and to city staff or employees, and are asked to refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

SECTION 6: DECORUM

There will be no smoking or tobacco usage of any kind allowed in the City Hall. With the exception of on-duty emergency services personnel, cell phones and pagers must be turned off or put in silent mode and not used within the Council Chambers during meetings.

SECTION 7: CODE OF ETHICS

(a) General

Aldermen, other elected city officials and the city's administrative officers and department heads occupy positions of public trust. All business transactions of such officials dealing in any manner with public funds, either directly or indirectly must be subject to the scrutiny of public opinion both to the legality and to the propriety of such transactions.

(b) Conflict of Interest

Aldermen, other elected officials and the city's administrative officers and department heads shall refrain from making use of special knowledge or information gained by virtue of their elected office or position before it is made available to the general public; shall refrain from making or influencing decisions involving business associates, customers, clients, competitors, and immediate family members and shall comply with all lawful actions, directives and orders of duly constituted municipal officers as such may be issued in the normal and lawful discharge of the duties of these municipal officers. Nothing herein, however, shall serve to deny any of the above-mentioned of their legal rights and privileges available to all Cedarville citizens.

(c) Responsibility to All Citizens

Aldermen, other elected officials and the city's administrative officers and department heads shall conduct themselves so as to bring credit upon the city as a whole and so as to set a good example of good ethical conduct for all citizens of the community. Aldermen other elected officials and the city's administrative officers and department heads shall bear in mind at all times their responsibility to all Cedarville citizens, shall refrain from actions benefiting special interest groups at the expense of the city as a whole, and shall do everything in their power to ensure equal and impartial law enforcement throughout the city without respect to race, creed, color, sex, or the economic or social position of individual citizens.

(d) Responsibility to Disclose

In an effort to allow the public full knowledge of financial and personal interests, Aldermen and other elected officials are expected to file an annual statement of financial interest as required in Ark. Code Ann. § 21-8-701. Aldermen, and other elected officials and the city's administrative officers and department heads are also expected to disclose any business or financial interest which could affect or be affected by decisions of the City Council, other elected city officials or the city's administrative officers or department heads. This language shall be interpreted to include real estate holdings and business or financial interests held by the individual, his/her spouse, children, parents or siblings or beneficial interests in a partnership, corporation or any other legal entity.

Aldermen, and other elected officials and the city's administrative officers and department heads shall also disclose any familial relationships with any other city official or employee which could affect or be affected by decisions of the City Council, the Mayor, a city administrative officer or department head.

The financial and familial disclosures should be made in writing and filed with the City Recorder/Treasurer before February 1st of each year; any changes in disclosure information during the year must be filed with the City Recorder/Treasurer within thirty (30) days of such change.

No non-elected city officials and employees are required to include his or her home address on disclosure documents per Ark. Code Ann. § 25-19-105

PASSED AND APPROVED THIS 20th DAY OF JANUARY 2026.

Deborah Pinkerton
MAYOR

Sandra Cook
RECORDER/TREASURER

ACKNOWLEDGED:

ALDERMAN

ALDERMAN

ALDERMAN

ALDERMAN

ALDERMAN

ALDERMAN

ALDERMAN

ALDERMAN