TOWN OF GRANNIS, ARKANSAS
TOWN COUNCIL RULES OF ORDER AND PROCEDURES
Adopted on 2 (DATE) Feb, 2026 per Resolution No. 140

A. TOWN COUNCIL MEETINGS

Refer to Ordinance No. 156, adopted on February 22, 2025, for the dates, time, place of town council meetings, and additional rules of procedure.

1. Presentation of Agenda Items

a. Town Council meetings will generally have the following agenda format:

1. Call to Order
2. Roll Call
3. Police/Fire Report
4. Water/Street Report
5. Open to the Public
6. Approval of Minutes
7. Approval of Financial Statements
8. Old Business
9. New Business
10. Ordinances
11. Announcements
12. Adjournment

2 Public Comments.

Public comment will be allowed for all members of the audience. The "Open to the Public" section on the Town Council agenda will be an opportunity for any audience member to address any issue before the Town Council all agenda items and subjects of public hearings. The public may submit photos, petitions, etc. to be distributed to the Town Council. If a member of the public wishes for the Town Clerk to distribute materials to the Town Council before its meeting, such materials should be supplied to the Town Clerk no later than 12:00 P.M. on the day before the Town Council meeting.

Any member of the public who wishes to address the Town Council should notify the Town Clerk no later than 12:00 P.M. on the day before the Town Council meeting, giving their name and a brief statement as to the subject to be discussed. Each speaker must be recognized by the Mayor and will first state his or her name and address, followed by a brief statement as to the subject to be discussed. All remarks will be addressed to the Mayor or the Town Council as a whole and not to any individual member of the Town Council. No person other than the Council members and the person having the floor will be permitted to enter into any discussions without permission of the Mayor. No questions will be directed to a Council member or town staff member except through the Mayor. Each speaker will be limited to three (3) minutes (timed by the designated official.)

3. **Courtesy and Respect**.
All members of the public, all town staff and elected officials will accord the utmost courtesy and respect to each other at all times.

B. DUTIES AND PRIVILEGES OF COUNCILORS AT MEETINGS

1. **Conduct**
During Town Council meetings, all members of the Town Council will preserve order and decorum and will neither by conversation, or otherwise, delay or interrupt the proceedings. All members of the Town Council will accord the utmost courtesy to each other, to town employees, and to members of the public appearing before the Town Council and will refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. Town Council members will confine their questions as to the particular matters before the Town Council and in debate will confine their remarks to the issues before the Town Council.

3. **Voting**
Every member present when a question is put to a vote will vote either "yes" or "no", except that a member may abstain from voting. Except for a question necessary to clarify the meaning of the motion, resolution or ordinance being voted upon, no questions or comments by members of the Town Council including the Mayor will be made during the voting on the pending motion, resolution or ordinance. The Council members will vote in the order they are called upon by the Mayor.

C. PROCEDURES AND PARLIAMENTARY RULES

1. **Agenda**
The Town Council's agenda order will be coordinated by the Mayor. At any meeting of the Town Council, the Mayor may rearrange the order of the Agenda.

2. **Motions to be Stated by the Mayor/Withdrawal**
When a motion is made and seconded, it shall be stated by the Mayor before voting. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it.

3. **Reconsideration**
After the decision of any question, any member of the prevailing side may request a reconsideration of any action at the same or the next succeeding meeting; provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before final execution thereof. A motion to reconsider requires a simple majority for passage. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent.

4. **Items Tabled Indefinitely**

Any item tabled indefinitely may be taken from the table by majority vote of the Town Council during the calendar year in which it was tabled indefinitely. All items tabled indefinitely and remaining on the table at the end of the calendar year shall be deemed denied and rejected for appellate and all other purposes on December 31st and shall not be considered by the Town Council in the future unless brought forward as a new item.

D. CODE OF ETHICS

1. General

Members of the Town Council and the Mayor 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 as to the legality and to the propriety of such transactions.

2. Conflict of Interest

Members of the Town Council and the Mayor shall refrain from making use of special knowledge or information 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 the members of the Town Council and the Mayor of the legal rights and privileges available to all citizens.

3. Responsibility to All Citizens

Members of the Town Council and the Mayor shall conduct themselves so as to bring credit upon the town as a whole and so as to set an example of good ethical conduct for all citizens of the community without respect to race, creed, color, or the economic or social position of individual citizens.

PASSED this 2nd day of February, 2026.

Approved:

Dwight Billings, Mayor

ATTEST:

Barbara Frachiseur, Recorder/Treas.