

ORDINANCE NO. 2025-002

**ORDINANCE OF THE TOWN OF INDIAN SPRINGS
VILLAGE, ALABAMA ESTABLISHING THE ORDER OF
PROCEDURE IN ALL INSTANCES FOR MEETINGS OF
THE TOWN COUNCIL.**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN SPRINGS VILLAGE, ALABAMA, that the order of procedure in all instances for meetings of the council shall be as follows:

SECTION 1: That the rules or order of procedure herein contained shall govern deliberations and meetings of the Town Council of Indian Springs Village, Alabama.

SECTION 2: Regular meetings of the Council shall be held on the first and third Tuesday of each month.

SECTION 3: All regular meetings shall convene at the Indian Springs Village Town Hall at 7:00 p.m. and all meetings, regular and special, shall be open to the public, except as noted in Section 5. On special occasions, meetings may be held at the Town Pavilion and on other dates and locations as determined by the Mayor, who shall preside over the meetings. In his absence, the Council Chairman Pro Tem shall preside.

SECTION 4: Special meetings may be held at the call of the Mayor by serving notice on each member of the Council not less than twenty-four hours before the time set for such special meetings. Special meetings may be held as provided by Section 11-43-50 of the *Code of Alabama* (1975), which provides that two Council members may request, in writing, that the Mayor call a special meeting. Should the Mayor refuse to call the special meeting, then the two Council members shall have the right to call such meeting. Notice of all special meetings shall be posted on the Town Hall bulletin board and posted electronically on the Indian Springs Village website.

SECTION 5: All meetings of the Council shall be open to the public, except when the Council meets in executive session as authorized by Section 36-25A-7 of the *Code of Alabama* (1975), as amended. When a Council member makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the majority of the Council votes in favor of the motion to go into executive session, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the Council shall resume its deliberations in public.

SECTION 6: A quorum shall be determined as provided by Section 11-43-48 *Code of Alabama* (1975) as amended.

SECTION 7: The order of business shall be as follows:

1. A call to order

2. Pledge of Allegiance
3. Roll Call by the Town Clerk
4. Review and approval of the minutes of the previous meeting
5. Reports of standing committees (PAZ, ZBA)
6. Reports of Officers (Sheriff, Fire)
7. Financials (when applicable)
8. Reports from Council members
9. Old Business
10. New Business
11. Mayor Report
12. Public Comments – If residents would like to comment, please notify Town Clerk prior to the Town Council Meeting and include subject matter.

SECTION 8: No Council member or officer shall speak more than twice on the same subject without permission of the presiding officer.

SECTION 9: No person, not a member of the Council, shall be allowed to address the same while the Council is in session without the permission of the presiding officer.

SECTION 10: Motions shall be reduced to writing when required by the presiding officer or any member of the Council. All resolutions and ordinances shall be in writing.

SECTION 11: Motions to reconsider must be by a Council member who voted with the majority, and at the same or next succeeding meeting of the Council.

SECTION 12: Whenever it shall be required by one or more members, the “yeas” and “nays” shall be recorded; and any member may call for a division on any question.

SECTION 13: All questions of order shall be decided by the presiding officer with the right of appeal to the Council by any member.

SECTION 14: The presiding officer of the council may, at his or her discretion, call any member to take the chair, allow him or her to address the council, make a motion or discuss any other matter at issue.

SECTION 15: Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the oldest item, and the largest sum shall be first put.

SECTION 16: The rules of the Council may be temporarily suspended by a favorable vote of two-thirds of the members present. The rules of the Council may be amended in the same manner as any other ordinance of a general or permanent nature.

SECTION 17: The chairperson of each respective committee shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

SECTION 18: All ordinances, resolutions or propositions submitted to the Council, which require the expenditure of money, shall lie over until the next meeting; provided that such ordinances resolution or propositions may be considered earlier by unanimous consent of the Council. Such consent shall be by roll call and the vote thereon spread on the minutes. Furthermore, this rule shall not apply to the periodic bills and obligations of a recurring nature, including contractual payments, and wages of the employees of the Town.

SECTION 19: The clerk, engineer, attorney, and such officers or employees of the Town of Indian Springs Village shall, when requested attend all meetings of the Council and shall remain in the Council chamber for such length of time as the Council may direct.

SECTION 20: No Ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent is obtained for the immediate consideration of such ordinance or resolution. Such consent shall be by roll call and the vote thereon spread on the minutes.

SECTION 21: An entire reading of a proposed ordinance or resolution may be dispensed with if unanimous consent is given.

SECTION 22: *Robert's Rules of Order* is hereby adopted as the rules of procedure for this Council in those situations which cannot be resolved by the rules set out in this ordinance.

SECTION 23: These are all parliamentary rules meant to help insure the orderly conduct of business of the Council. As such, they are procedural, not substantive, and are created and adopted by the legislative or deliberative body they are intended to govern. These Rules are not substantive and do not have the force of a public law. These Rules are for the benefit of the members of the Council only, not third parties or participants in proceedings before the Council. A deviation from these Rules shall not render an action of the Council null or invalid or create a private cause of action. As procedural rules for the protection of the members of the Council, if they are not timely challenged by a member raising a point of order, they are waived.

ADOPTED: This the 4th day of November, 2025.

Herb Robins

Printed Name: Herb Robins
Council Chairman Pro Tem

ADOPTED: This the 4th day of November, 2025.

Richard Harley
Richard Harley
Mayor

ATTESTED: This the 4th day of November, 2025.

Vickie Lewis
Vickie Lewis
Town Clerk

CERTIFICATION OF TOWN CLERK

STATE OF ALABAMA)
SHELBY COUNTY)

I, Vickie Lewis, Town Clerk of the Town of Indian Springs Village, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance duly and legally adopted by the Town Council of the Town of Indian Springs Village, Alabama, on the 3rd day of November, 2025, while in special session, and the same appears of record in the minute book of said date of said Town.

The above and foregoing Ordinance was published on the 6th day of November, 2025, by posting copies thereof in three public places within the Town:

1. Indian Springs Village Town Hall;
2. Indian Springs Village Website;
3. Shelby County Fire Station No. 1; and
4. Shelby County Fire Station No. 2.

Witness my hand and seal of office this 4th day of November, 2025.



Vickie Lewis
Vickie Lewis, Town Clerk