

RESOLUTION NO.: R24-1239

INTRODUCED BY COUNCIL MEMBER(s) Groetelie

**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**, on November 27, 2017, the Jefferson County, Missouri, County

**FILED**

DEC 26 2024

Council adopted by resolution Amended Rules of Procedure Governing Meetings Conducted by the Jefferson County, Missouri, Council; and,

**WHEREAS**, on December 27, 2022, the Jefferson County, Missouri, County Council adopted by resolution Amended Rules of Procedure Governing Meetings Conducted by the Jefferson County, Missouri, Council; and,

**WHEREAS**, on December 21, 2023, 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 further amend the Rules of Procedure as set forth in Exhibit A

**THE JEFFERSON COUNTY, MISSOURI, COUNCIL RESOLVES AS  
FOLLOWS:**

Section 1. The County Council adopts the Rules of Procedure as set forth in Exhibit A.

Section 2. Copies of this Resolution and Order shall be kept on file at the County Clerk's Office.

Section 3. This Resolution and Order shall be in full force and in effect from and after the date of its adoption. If any part of this Resolution and Order is invalid for any reason, such invalidity shall not affect the remainder of this Resolution and Order.

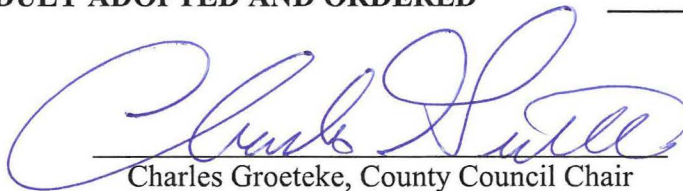


**THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL  
VOTED ON THE ABOVE RESOLUTION AS FOLLOWS:**

Council Member District 1, Brian Haskins	<u>yes</u>
Council Member District 2, Gene F. Barbagallo	<u>yes</u>
Council Member District 3, Lori Arons	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Scott Seek	<u>absent</u>
Council Member District 6, Tim Brown	<u>yes</u>
Council Member District 7, Bob Tullock	<u>yes</u>

**THIS RESOLUTION, AS INTRODUCED AND CONSIDERED BY THE  
JEFFERSON COUNTY, MISSOURI, COUNTY COUNCIL ON DECEMBER 19,  
2024 WAS:**

✓ **DULY ADOPTED AND ORDERED** \_\_\_\_\_ **FAILED**

  
Charles Groeteke, County Council Chair

  
Cherlynn Boyer, Council Executive Assistant

Reading Date: 12/19/2024

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 1.     Definitions. The term "Charter" in these Rules of Procedure means  
2 the Home Rule Charter of Jefferson County, Missouri. A "Quorum" is the majority of the  
3 serving Council Members for the conducting of its business. If a quorum is not present at  
4 a Council Meeting, the only matters upon which the County Council may act is to adjourn  
5 the meeting to its next regularly scheduled date and time. These Rules of Procedure are  
6 sometimes referred to as "these Rules". Unless otherwise defined in these Rules, all  
7 capitalized terms in these Rules have their meanings as defined or implied in the Charter.

8           Section 2.     Rules of Order. The rules of order herein and contained in Exhibit  
9 "A", and The Standard Code of Parliamentary Procedure formerly known as Sturgis  
10 Standard Code of Parliamentary Procedure in cases not covered by the rules of order  
11 contained in Exhibit "A", shall govern all Council Meetings to the extent not inconsistent  
12 with applicable provisions of the Charter and the Laws of Missouri.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

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

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

9           Section 6.   Emergency Meetings.   Emergency Meetings may only be called to  
10 address a situation that will substantially and adversely affect the health, safety, or welfare  
11 of the citizens of Jefferson County if not immediately remedied. Emergency Meetings may  
12 be called by the County Executive, the Chair of the Council, the Vice-Chair of the Council,  
13 or any three Council Members and may be held at any location within Jefferson County as  
14 directed by the person calling the meeting. The first order of business in each Emergency  
15 Meeting shall be to determine whether such an emergency exists.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 7.   Work Sessions. The Council may hold Work Sessions from time to  
2 time at a time and place designated by the Chair of the Council. The Chair of the Council  
3 shall provide the agenda to the County Executive and Members of the County Council and  
4 shall preside over Work Sessions. In the absence of the Chair, the Vice-Chair of the Council  
5 is to preside over the Work Session. Regardless of whether a Quorum of Council Members  
6 are present, in any Work Session no Bill or Resolution that has been introduced may be  
7 read, discussed, or voted upon as contemplated by Section 3.5 of the Charter and the  
8 Council may not exercise or attempt to exercise any of its powers under Section 3.4 of the  
9 Charter. If any member believes any discussion at a Work Session may violate the  
10 Sunshine Law or the restrictions in this Section, by majority vote of the members present,  
11 the Work Session shall be promptly terminated.

12           Section 8.   Standing and Ad Hoc Council Committees.

13           1) Establishment. Standing committees of the County Council shall be  
14 composed of at least 4 members and named as prescribed by resolution.  
15 The resolution shall list the areas of responsibility for each standing  
16 committee. Adoption or change of a resolution establishing standing  
17 committees shall require a two-thirds (2/3) vote of all Council Members  
18 present.

19           2) Appointment. The standing committees shall be filled by appointment by  
20 the fourth regular meeting of the County Council each year. All committee  
21 appointments are effective until replacement and substitutions are made,  
22 which shall occur no later than the fourth regular council meeting of any

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           year.

2           3) Chair. When the Chair of the Council makes appointments or  
3           reappointments to a standing committee, the Chair may designate one  
4           member as the Committee Chair. If the Chair of the Council should not  
5           designate a standing Committee Chair, the committee shall elect its own  
6           Chair. Such election precludes later designation of the Committee Chair by  
7           the Chair of the Council.

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

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

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

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

20          An Ad Hoc Committee shall be disbanded upon the completion of its task, if it  
21          fails to meet for a period of 90 days or more, or upon the County Council's  
22          receipt of its final report.



RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 9.     Election of Officers. At the first Meeting of the County Council in  
2     January of every year, the Council must elect a Chair of the County Council and Vice-Chair  
3     of the County Council from among the Council Members. The Chair will be elected first  
4     after a motion and second. After the Chair is elected, a motion, second and vote for the  
5     Vice-Chair will be held. The Council will not vote for a slate of candidates for Chair and  
6     Vice-Chair. The Chair and Vice-Chair are to serve at the pleasure of the Council and may  
7     be replaced upon majority vote of all Council Members. In the event that the Chair can no  
8     longer serve or is unwilling to serve, for whatever reason, the Vice-Chair shall assume the  
9     position of Chair and a new Vice-chair shall be elected for the remainder of the year at the  
10    next regular Council Meeting.

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

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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 12.   Posting of Agenda. The agenda for each Meeting of the County  
2 Council, other than an emergency meeting, must be made available to the Public not later  
3 than seventy-two (72) hours before the meeting in paper form in a conspicuous place near  
4 the assembly room of the Jefferson County Administration Center, located at 729 Maple  
5 Street, Hillsboro, Missouri and also on a County sponsored web page or internet on the  
6 main page in a searchable electronic form.

7           Section 13.   Preparation and Form of Agenda. The agenda for Council Meetings  
8 shall be prepared by the County Executive pursuant to the provisions of the Home Rule  
9 Charter of Jefferson County, Missouri and in accordance with procedural rules adopted by  
10 the County Council. Items, resolutions, or bills on the Agenda shall designate the  
11 Department Head or other person responsible for the origination of said item, resolution,  
12 or bill. The agenda shall include and be substantially in the following order:

- 13           1) Call to Order
- 14           2) Invocation
- 15           3) Pledge of Allegiance
- 16           4) Roll Call
- 17           5) Reports and Comments from Council members
- 18           6) Public Comments
- 19           7) Approval of the Agenda
- 20           8) Approval of the Journal
- 21           9) Public Hearings
- 22           10) Reports from County Executive

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

- 1           11) Reconsideration of Bills
- 2           12) Consideration of Vetoed Bills
- 3           13) Consent Agenda
- 4           14) Consideration of Items Removed from the Consent Agenda
- 5           15) Consideration of Resolutions
- 6           16) Introduction of Bills
- 7           17) Perfection of Bills
- 8           18) Final Passage of Bills
- 9           19) County Council Motions Regarding Future Agendas
- 10          20) Other Matters
- 11          21) Closed Session (and purpose)
- 12          22) Adjournment

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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

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

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

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

14          Section 17.   Roll Call Votes. Whenever a Roll Call vote is called by the presiding  
15   official without the use of an electronic voting device, the Council Member whose  
16   motion is being acted on shall be the first to vote and voting shall then proceed in council  
17   district order.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1       Section 18.   Resolutions.   A resolution shall be deemed and treated as  
2 introduced when, during a Council Meeting, its introduction is moved by a member, or  
3 members, of the County Council and that motion is seconded. Every resolution must be in  
4 writing and must be read in its entirety at the Council Meeting at which it is introduced;  
5 provided that, if written copies have been made available to the public at least thirty-six  
6 (36) hours prior to the scheduled starting time of the Council Meeting and otherwise as  
7 required by the Charter, and if the resolution is more than two pages long the resolution  
8 may be read by title only. Following the reading, Council Members may make comments  
9 and ask questions about the resolution and matters addressed by the resolution. Any action  
10 with respect to a resolution, other than its final adoption, may be taken only upon a motion  
11 made and seconded in accordance with these Rules that is adopted by the affirmative vote  
12 of a majority of Council Members present at the Council Meeting at which the motion is  
13 made. A Resolution may be finally adopted only upon a motion made and seconded in  
14 accordance with these Rules and upon the casting of affirmative votes for adoption by  
15 Council Members in at least the minimum number required by the Charter. Pursuant to the  
16 Home Rule Charter, Section 3.5.12 The County Executive can only vote on matters on the  
17 agenda in the event to break a tie vote on the adoption of a Resolution.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 19.   Introduction and Readings of Bills. A bill shall be deemed and  
2   treated as introduced when, during a Council Meeting, its introduction is moved by a  
3   member, or members, of the County Council and that motion is seconded. No bill may be  
4   acted upon in any manner by the County Council until it has been introduced. Every bill  
5   must be in writing. Except for bills included on a consent agenda, all bills must be read  
6   three times. At any Council Meeting whose agenda includes a bill that has been introduced  
7   as provided in these Rules, any Council Member may request that the bill be read for the  
8   first or a second or third time, as applicable, but at least two of the readings of a bill must  
9   be at separate Council Meetings unless the bill is designated as an emergency bill and the  
10   Council has determined that an emergency exists, and the bill is germane to that emergency.  
11   Readings after the first reading of a bill that has been amended in accordance with these  
12   Rules shall be of the bill as amended. If the bill is more than two pages long and if written  
13   copies have been made available to the public at least thirty-six (36) hours prior to the  
14   scheduled time of the Council Meeting at which the first reading is to occur the bill may  
15   be read by title only. The second and third reading of any bill may be by title only.  
16   Following each reading, Council Members may make comments and ask questions about  
17   the bill and matters addressed by the bill and make motions with respect to the bill. A bill  
18   may be moved to perfection only upon a motion made and seconded in accordance with  
19   these Rules and upon the casting of affirmative votes for adoption by Council Members in  
20   at least the minimum number required by the Charter.



RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 20.   Amendment of Bills. A bill may be amended at any time after its  
2   first reading and prior to its perfection final passage, but any amendment must be germane  
3   to the original purpose of the bill. An amendment may be adopted only upon a motion  
4   made and seconded in accordance with these Rules and the affirmative vote of a majority  
5   of Council Members present.

6           Section 21.   Perfection of Bills. At any time following the second reading of a  
7   bill, the bill may be perfected. A bill shall be deemed and treated as perfected only upon a  
8   motion made and seconded in accordance with these Rules and upon the casting of  
9   affirmative votes for adoption by Council Members in at least the minimum number  
10   required by the Charter. ~~the affirmative vote of a majority of Council Members present.~~

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

20          Section 23.   Presentment. Every bill that is finally passed shall be presented to  
21   the County Executive for signature within five (5) calendar days after the date of final  
22   passage.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 24.   Action on Returned Bills. If a Bill is vetoed and returned by the  
2   County Executive, the written objections of the County Executive shall be entered into the  
3   Journal. If the Council desires to reconsider any vetoed Bill, after it is returned, it must do  
4   so at the next County Council Meeting, under the heading "Consideration of Vetoed Bills".  
5   A reconsidered Bill shall be read at least once and may be read by title only if it is more  
6   than two pages in length and if written copies are made available to the public at least  
7   thirty-six (36) hours prior to the time scheduled for reading. Any Council Member may  
8   move for reconsideration of a Bill. Upon a motion made and seconded in accordance with  
9   these Rules and the affirmative vote of 5 of the 7 Council Votes the vetoed bill shall be  
10  deemed and treated as enacted over the veto and objections of the County Executive.

11           Section 25.   Postponed Bills. Prior to final passage of a bill, any member of the  
12  County Council may move to postpone until a date certain. Upon a second, and upon the  
13  affirmative vote of a majority of the Council Members present, the bill shall be deemed  
14  and treated as postponed until the agreed upon date. Postponed bills shall be automatically  
15  placed on a future agenda. Any Council Member may move to reconsider a postponed Bill.  
16  Upon a second, and upon an affirmative vote of a majority of the Council Members present,  
17  the Bill shall be considered in the same manner as if it had not been postponed.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 26.   Consent Agenda. The following items may be included in a consent  
2 agenda: award or acceptance of agreements, contracts, bids, change orders, or addenda to  
3 contracts. Items on the consent agenda may be adopted without a second or third reading.  
4 Items on a consent agenda must be in the form of a bill or resolution. Multiple related  
5 items may be included in the same bill. The Consent Agenda may be considered as a whole  
6 by unanimous consent assuming each bill listed is more than two pages in length as  
7 provided for in these rules. A Council Member may make a motion to pass all items on the  
8 consent agenda in total. Any Council Member may move for approval of the consent  
9 agenda by unanimous consent in total. Upon a second, and upon an affirmative vote of a  
10 majority of All Council Votes, the consent agenda shall be considered approved and all  
11 bills so approved shall be forwarded to the County Executive for signature. Prior to  
12 approval of a consent agenda, any Council Member may request by motion that any  
13 singular item included on the consent agenda be removed from the consent agenda or  
14 amended. If the motion moves for a bill to be removed, upon a second, and upon an  
15 affirmative vote a majority of the Council Members present, the item shall be removed  
16 from the consent agenda and shall be placed on the consent agenda for consideration at the  
17 next Council Meeting or under items removed from the consent agenda at the current  
18 meeting. Any item removed from the regular Consent Agenda and moved for consideration  
19 shall be read and discussed one time either at the next meeting or at the current meeting  
20 separately and individually item by item.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 27.   Public Comments

2           1) During the public comments portion of any Council meeting where public  
3           comments are set on the Agenda, any person who desires to make public  
4           comment shall:

5           I.           Prior to the meeting, submit a speaker's request card containing the  
6           speaker's name, address, and subject matter to the Council Clerk and upon  
7           being recognized during the Public Comment portion of the meeting by the  
8           Presiding Officer, such person may speak on any topic relevant to the  
9           business of Jefferson County, Missouri as set forth on the speaker request  
10          card; and,

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

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

20          IV.         Speak only once and in the order that they signed up to speak.  
21          Second opportunities for the public to speak on the same issue will not be  
22          permitted.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           V.           Understanding that a person making a request to speak does so on  
2                   their own behalf. For this reason and to guarantee all persons an ample  
3                   opportunity to be heard, all speakers will be recognized for the same amount  
4                   of time. No speaker will be allowed to yield part or all of their time to  
5                   another speaker, and no speaker will be credited with time requested but not  
6                   used by another.

7           VI.          Do so in an orderly manner and shall not engage in conduct that  
8                   disrupts, disturbs, or otherwise impedes the orderly conduct of the Council  
9                   meeting. Any person, who so disrupts the meeting shall, at the direction of  
10                  the Presiding Officer, or a majority of the Council Members, be subject to  
11                  removal from that meeting.

12          VII.        There shall be no personal attacks against when making public  
13                   comments.

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           2) Evidence may be presented by a speaker and taken by the County Council.

2           However, all such evidence must pertain to matters of public comment and shall  
3           not be evidence to be presented or considered regarding a zoning change or any  
4           other issue or item that is, or has been, an agenda item set for a Public Hearing.

5           Any evidence attempted to be presented after the date and time on a matter  
6           which was previously set for Public Hearing will not be considered as timely  
7           and shall not be considered since the record for that hearing has been closed.

8           Any speaker who desires to present any document, picture, or other evidence,  
9           shall be allowed to do so, however all such evidence must be retained by the  
10          County, will become part of the Record for that meeting and shall be kept by  
11          the County Clerk. Parties displaying models and large exhibits may withdraw  
12          them, but it is highly recommended that such large models or exhibits be also  
13          presented in a reduced, manageable, and retainable format.

14         3) Any comment or comments and/ or documents on a matter that has already had  
15          a public hearing may only be addressed as either "for" or "against". No  
16          ancillary comments or documents shall be allowed either as those comments  
17          and/or documents shall be considered additional evidence which are not  
18          allowed. Ancillary comments shall be defined and construed as attempts, i.e.  
19          on zoning matters to address crime, traffic, flooding, density, in and around the  
20          neighborhoods, etc. that should have been addressed at the zoning hearing(s)  
21          and shall be ruled out of order.



RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

Section 28. County Council Hearings

The Rules regarding County Council Hearings are divided into three subsections:

Subsection A: Planning & Zoning Hearings;

Subsection B: Hearings involving a Petition;

Subsection C: Hearings on actions by County Staff or Commissions.

Subsection A. Planning & Zoning Hearings.

Whenever a Public Hearing relating to a Planning & Zoning matter takes place at a County Council Meeting, the following rules shall govern the hearing:

- i. All persons who testify or present evidence, other than members of the planning staff, shall be sworn. All documents submitted as evidence shall be marked with sequential identifying numbers or letters.
- ii. The first persons to be heard shall be the Planning Division staff, who shall explain the matter to the County Council and County Executive and report to the Council and Executive on the investigations and recommendations of the staff.
- iii. When the Planning Division staff has finished their presentation and report, the members of the County Council and the County Executive shall have the opportunity to ask questions of the staff about the matter.
- iv. When the members of the County Council and the County Executive have no further questions of the planning staff, the applicant, and the applicant's representatives (if present) shall have ten (10) minutes to testify and present evidence to the County Council and County executive concerning the matter.
- v. When the applicant and the applicant's representatives have finished their testimony and presented their evidence, or when their time has elapsed, (whichever

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
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is shorter), the members of the County Council and the County Executive shall have the opportunity to ask them any questions relevant to the matter being considered.

vi. When the members of the County Council and the County Executive have no further questions for the applicant and the applicant's representatives, members of the public present at the meeting shall have a total of fifteen minutes to present testimony and evidence concerning the matter being considered. Time shall be apportioned as follows: a total of five minutes shall be allowed for those members of the public who are in favor of the matter; and, a total of ten minutes shall be allowed for those members of the public who are opposed to the matter. There shall be a five-minute limit for any one speaker. The applicant and/or the applicant's representatives shall not be allowed to speak during the time allotted for public comments.

vii. When the members of the public have finished their testimony and presented their evidence, or when their time has elapsed, (whichever is shorter), members of the County Council and the County Executive shall have the opportunity to ask them any questions relevant to the matter being considered.

viii. When the members of the County Council and the County Executive have no further questions for members of the public who testify or present evidence, the applicant and the applicant's representatives shall have five minutes to rebut the testimony and evidence presented by members of the public.

ix. When the applicant and the applicant's representatives have finished their rebuttal, or when their time for doing so has elapsed, (whichever is shorter), the County Council may deliberate and may vote to place a Bill for Approval or a Resolution

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
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to Deny on a future County Council Meeting agenda or may vote to place the matter  
on a future agenda under Other Matters, for further discussion.

- x. There shall be no more than two (2) Planning & Zoning Public Hearings on any  
one Agenda.

Subsection B. Other Hearings, Triggered by a Petition. Whenever a non-  
Planning & Zoning Public Hearing takes place at a County Council Meeting, and is one  
that is triggered by the filing of a petition, such as one to Vacate an Easement or to Create  
a Community Improvement District, or other such action, the following rules shall govern  
the hearing:

- i. All persons who testify or present evidence, other than members of County staff,  
shall be sworn. All documents submitted as evidence shall be marked with  
sequential identifying numbers or letters.
- ii. The petitioner and the petitioner's representatives (if present) shall have up to ten  
minutes to testify and present evidence to the County Council and County  
Executive concerning the petition.
- iii. When the petitioner, including the petitioner's representatives, has finished the  
petitioner's presentation or explanation, the members of the County Council and  
the County Executive shall have the opportunity to ask questions of the petitioner  
(or the petitioner's representatives) relevant to the petition.
- iv. When the members of the County Council and the County Executive have no  
further questions of the petitioner (including petitioner's representatives), members  
of the public present at the meeting shall have a total of fifteen minutes to present

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testimony and evidence concerning the petition being considered. Time shall be apportioned as follows: a total of five minutes shall be allowed for those members of the public who are in favor of the petition; and, a total of ten minutes shall be allowed for those members of the public who are opposed to the petition. No one speaker shall be allowed to speak for more than five-minutes. A petitioner and/or a petitioner's representative shall not be allowed to speak during the time allotted for public comments.

v. When each member of the public has finished his or her testimony and presented his or her evidence, or when his or her time has elapsed, (whichever is shorter), members of the County Council and the County Executive shall have the opportunity to ask them any questions relevant to the petition.

vi. When the members of the County Council and the County Executive have no further questions for members of the public who testify or present evidence, the petitioner (including the petitioner's representatives) shall have five minutes to rebut the testimony and evidence presented by members of the public.

vii. When the petitioner and the petitioner's representatives have finished their rebuttal, or when their time for doing so has elapsed, (whichever is shorter), the County Council may deliberate and vote to place the matter on a future agenda for action or discussion.

viii. There shall be no more than two (2) such Public Hearings on any one (1) Agenda.

Subsection C. Other Hearings, Triggered by County Staff, or Commissions.

Whenever a non-Planning & Zoning Public Hearing takes place at a County

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
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Council Meeting, and is one that is triggered by the actions of County Staff or a County Commission, such as revisions to the traffic codes, revisions to the Unified Development Order, or revisions to other County codes, or some other such matter, the following rules shall govern the hearing:

- i. All persons who testify or present evidence, other than members of County staff, shall be sworn. All documents submitted as evidence shall be marked with sequential identifying numbers or letters.
- ii. At the beginning of the hearing, County staff may address the County Council and County Executive to explain the proposed changes to the County Council and County Executive.
- iii. When County staff, has finished its explanation, the members of the County Council and the County Executive shall have the opportunity to ask questions of staff relevant to the proposed changes.
- iv. When the members of the County Council and the County Executive have no further questions of County staff, members of the public present at the meeting shall have a total of fifteen minutes to present testimony and evidence concerning the petition being considered. Time shall be apportioned as follows: a total of five minutes shall be allowed for those members of the public who are in favor of the petition; and, a total of ten minutes shall be allowed for those members of the public who are opposed to the petition. No one speaker shall be allowed to speak for more than five-minutes.
- v. When each member of the public has finished his or her testimony and presented his or her evidence, or when his or her time has elapsed, (whichever is shorter),

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members of the County Council and the County Executive shall have the  
opportunity to ask them any questions relevant to the matter being considered.

vi. When the members of the County Council and the County Executive have no  
further questions for members of the public who testify or present evidence, County  
staff may further address the County Council and County Executive regarding any  
of the evidence or testimony from the members of the public and may respond to  
further questions from the County Council Members or Executive regarding the  
proposed changes.

vii. Following this the County Council may deliberate and vote to place the matter on  
a future agenda for action or discussion.

viii. There shall be no more than two (2) such Public Hearings on any one Agenda.

Section 29. Form of Bills. Written sample forms of bills are attached as Exhibits  
"B-1" and "B-2". 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##" a format that is systematic and chronological.
- 4) Each Amended bill shall have suffix added to the Bill Number in the form of "YY-



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~~MM##-A#~~ **a format** 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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
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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 may be included on the left margin on every page of every bill.

Bills shall be sequentially numbered, including page count, at the bottom center of each  
page in the form of Page x of x.

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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

Counselor for proper form and legality.

19) A majority of Council Members present may remove any noncompliant Bill from any Meeting of the County Council.

20) All items required by paragraphs 12 through 17 shall be counted as part of the number of pages of the bill.

Section 30. Form of Resolutions. A written sample form of a resolution is attached as Exhibit "C-1". 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##"~~ a format that is systematic and chronological.
- 4) Each Amended Resolution shall have a format ~~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

**RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY COUNCIL (EXHIBIT TO RESOLUTION)**

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 may 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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

County Counselor for proper form and legality.

15) A majority of Council Members may remove any noncompliant resolution from any Meeting of the County Council.

16) All items included in Sections 9 8 through 12 shall 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. 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 (10) days have elapsed from the time that the bill was first introduced, with the exception of bills on the Consent Agenda .

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1           Section 33.   Appointment to a Vacant Council Position. For a County Council Member  
2 to resign and his or her position to be considered vacant, the County Council Member must tender  
3 a signed and dated letter of resignation to the Office of the County Clerk. The outgoing County  
4 Council Member should provide the other Council Members, County Executive, and County  
5 Counselor with a copy of said letter of resignation, but failure to do so does not affect the validity  
6 of the resignation. The only exception to this process would be if Council Member is incapacitated  
7 or has passed away. When a County Council seat becomes vacant it is the responsibility of the  
8 Council to appoint a new representative. Within ten (10) business days of a vacancy, the position  
9 shall be posted to the public on the County Website and any applicable social media available.  
10 (Application attached as Exhibit E) Following posting, there shall be a period of fourteen (14)  
11 business days during which applicants can complete an application and return the same to the  
12 address listed on the application. Applications will be verified, and background checks will be  
13 completed. Any required missing information, or unsigned applications, will be automatically  
14 disqualified. Qualification Requirements are pursuant to Section 3.3 of the Home Rule Charter of  
15 Jefferson County Missouri, and include, but are not limited to: Applicants must be of the same  
16 political party of the person they are replacing, be current on all state and county taxes, be 24 years  
17 of age, be a resident of the Council District for 12 months prior, be a registered voter of the State  
18 of Missouri for 12 months prior. A consent form as part of the application must be fully executed.  
19 All qualified applicant packets will be reviewed by the Office of the County Counselor for  
20 compliance. All qualified applicant packets will be provided to each of the remaining Council  
21 Members no later than Five (5) business days after verification by the County Counselor. Each  
22 Council Member will have Ten (10) business days to review all applications and make contact with  
23 perspective candidates for further vetting if they choose. Once this process is complete the County

**RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY COUNCIL (EXHIBIT TO RESOLUTION)**

1 Counselor will notify the County Executive and County Council and shall place on the next  
2 available Regular Meeting Agenda an Item for "Council Member Appointment" whereby the  
3 Nominee/Applicants will be publicly interviewed by the Council. Each interview will be selected  
4 by a draw. Afterwards the Council will adjourn into Closed Session pursuant to Section 610.021(3)  
5 RSMo for the purposes of Personnel to discuss and vote on the selection of a new Council Member.  
6 That vote shall take place in the Closed Session, (Voting Procedures attached as Exhibit F), and  
7 must immediately be made public once the Council Returns to Open Session. The new Council  
8 Member shall be sworn in five (5) business days, or earlier, if necessary, by the County Clerk or  
9 Deputy/Designee. The Vote in Closed Session will be formally memorialized as an "Order of the  
10 Council" and drawn up by the County Counselor's Office, signed by the Council members, posted  
11 pursuant to the Chapter 610 RSMo, and filed in the regular manner in the Office of the County  
12 Clerk and kept on file with that Office.

13       A.           If it is known, in advance of an actual vacancy, that a Council Position will  
14       become vacant due to a member being for example - elected, appointed, or otherwise  
15       selected to a higher or other office, the application process may begin no sooner than  
16       fourteen days (14) prior to said vacancy occurring due to said election, appointment or  
17       selection. However, in no event shall the sitting member who is vacating his/her position  
18       have any input, participation or involvement in the application, selection, or appointment  
19       process whatsoever of any potential replacement for the future vacant position in keeping  
20       with the spirit and intent of Charter Section 12.3.4.



RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

1 B. County Executive: In the event of a vacancy of a County Executive and the necessity  
2 of appointment by the Council for that position, the Appointment of a County Executive  
3 by the Council shall be in substantially the same manner and in accordance with Section  
4 33 of these Rules, (Voting Procedures attached as Exhibit F), the County Charter Section  
5 12.3.3, ~~and no member of the County Council may vote for themselves to fill the County~~  
6 ~~Executive vacancy.~~

7 Section 34. Approval of Proposed Appointments. Any proposed appointment that  
8 requires the advice and consent of the Council shall not be considered unless:

- 9 1) Notification with supporting documentation to include the Application, Resume, and  
10 any other supporting documents for the Council to review is provided to all Council  
11 Members at least Five (5) business days prior to any Meeting of the County Council in  
12 which such proposed appointment will be presented for a vote. Social security numbers  
13 or other like information shall be redacted by the County Counselor.
- 14 2) Each proposed appointment includes notice and a brief statement of the qualifications  
15 of the nominee for the position to be filled.
- 16 3) Approval of proposed appointments shall be made by Resolution.

17 Section 35. Subpoenas.

18 1) Authority & Service

19 Whenever the Council shall, by Resolution, authorize an investigation of any question  
20 or matter on which the Council may lawfully take action, said Resolution may also  
21 empower the Council pursuant to the terms of the Jefferson County Charter at §3.4.2.27  
22 and §3.4.3.2 to issue a subpoena or subpoenas in the name of the Jefferson County  
23 Council and to command the Sheriff of Jefferson County to send for persons and papers.



RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

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

RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)

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

11          The Sheriff shall execute the warrant. On hearing of the matter the Council, if it shall  
12          adjudge the witness to be in contempt of its authority, may punish him by a fine of not  
13          more than Three hundred dollars (\$300.00). Any person fined under the provisions of  
14          these sections shall, on default of payment thereof, be committed to the County Jail for  
15          a term not to exceed three (3) days and can cure said default by payment of One hundred  
16          dollars (\$100.00) in lieu of each day sentenced.

17          Section 36.   Governing Law. To the extent that any rule or procedure set forth herein  
18          conflicts with any provision of the Charter, that provision of the Charter shall govern.

19          Section 37.   Effective Dates. The form of bills and resolutions as set forth herein shall  
20          take effect as of the date of this Resolution and remain in effect until further amended. The  
21          remaining rules of this Resolution shall be in full force and effect from and after the date of its  
22          adoption unless and until further amended. If any part of this Resolution is invalid for any reason,  
23          such invalidity shall not affect the remainder of this Resolution.

**RULES OF PROCEDURE GOVERNING MEETINGS CONDUCTED BY COUNTY  
COUNCIL (EXHIBIT TO RESOLUTION)**

- 1           Section 38.   Prior Rules. The rules and amendments adopted by this resolution shall  
2   supersede any prior procedural rules adopted by the County Council. To the extent that prior rules  
3   are inconsistent with this resolution, they are hereby deemed repealed, and this resolution adopted  
4   in their place and in lieu thereof.

## EXHIBIT A

### Common Motions in Order of Precedence:

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

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.

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

\*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 B-2

THIS BILL WAS VETOED AND RETURNED TO THE JEFFERSON COUNTY, COUNCIL, WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201--, AND SO ENTERED IN THE JOURNAL OF THE COUNCIL ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20--,

A RECONSIDERATION OF A VETOED BILL WAS VOTED ON 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)	_____

NOW ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20--, BILL NUMBER \_\_\_\_\_ BY AN AFFIRMATIVE VOTE OF 2/3<sup>RD</sup> OF ALL COUNCIL VOTES OVER THE OBJECTION OF THE COUNTY EXECUTIVE;

\_\_\_\_\_ PASSED      \_\_\_\_\_ FAILED

\_\_\_\_\_  
(Name), County Council Chair

\_\_\_\_\_  
(Name), Council Administrative Assistant

\*To be used in only in the event of a veto.



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:**

EXHIBIT D



*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

# **JEFFERSON** **COUNTY, MISSOURI**

**COUNTY COUNCIL  
Application for Appointment  
Vacancy – District XX**

**Council Offices  
Justice Center  
400 First Street  
3rd Floor, Room 301  
Hillsboro, MO 63050**

**Send All Completed Applications to the Attention of:  
XXX XXXXX – Executive Assistant to the Council  
[xxx@jeffcomo.org](mailto:xxx@jeffcomo.org)**

**Phone: 636-797-5517  
Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)**

**Council Members  
Council Member District 1,  
Council Member District 2,  
Council Member District 3,  
Council Member District 4,  
Council Member District 5,  
Council Member District 6,  
Council Member District 7,**

**Council  
District  
Map  
of  
Vacant District**

**Information, Eligibility, Timeline, Instructions and Application County  
Council Vacancy – District XXX**

The Jefferson County-County Council is required by the Home Rule Charter of Jefferson County, Missouri to fill a vacancy on the Council which occurs prior to the end an elected term. The Council is responsible for appointing an eligible person to fill a vacancy until the expiration of the current term for District XXX which is the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

This Application, when submitted, will serve as written notice that an applicant may be eligible and wishes to be considered for the current Council vacancy in District XXX. If selected, your service will begin: a) after selected by a majority vote of the Council; and, b) after the applicant is sworn in. The appointee will continue to serve until the end of the current term, which is the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_. All eligible applicants for the current vacancy are welcome to consider running as a candidate for election in 20\_\_\_\_ for a full term which will begin on January 1, 20\_\_\_\_\_.

The Council requires all individuals who wish to be eligible for appointment to the Council to meet the eligibility requirements for Council candidates under the County Charter. **This position is a partisan position.** Since the vacating Councilmember is \_\_\_\_\_(Party), this Application is for a \_\_\_\_\_(Party) seat as required under the terms of the Charter. Therefore, to be eligible for appointment to the Council you must:

- Be a Registered Voter in Jefferson County at the time of applying for the vacant Council position;
- Be affiliated with the \_\_\_\_\_ party;
- Be a resident of Jefferson County Council District XXX for the twelve (12) months before applying for the vacant Council position (See map of District XXX on page 2 of the Application package);
- Be at least 24 years of age;
- Be a Citizen of the United States for twelve (12) months before applying for the vacant Council position;
- A Person must meet the same minimum requirements throughout his or her period of service;
- Not be delinquent in the payment of any state income taxes, personal property taxes in Jefferson County, municipal taxes or real property taxes on your place of residence as listed on this form. If an applicant is a past or present corporate officer of any fee office, that office cannot be delinquent in the payment of any taxes owed the state;
- Not have been found guilty of nor pled guilty to a felony or misdemeanor under the federal laws of the United States of America or to a felony under Missouri law or an offense committed in another state that would be considered a felony in Missouri;
- Not be registered or required to be registered as a sex offender; and,
- Have filed, or are the treasurer of any existing candidate committee, has filed all required campaign disclosure reports with the Missouri Ethics Commission, when applicable, for all previous elections in which you were a candidate.

**To declare candidacy for the District XXX position:**

Complete the Application and submit to the Council's Executive Assistant by email **ONLY** to:  
XXX@jeffcomo.org

1. Application and all associated paperwork set forth herein;
2. Attach a Resume (Biography Sheet will be accepted if no resume is available); and,
3. Attach a Copy of Your Driver's License (to show residency) and for background check.

*Note: Candidates cannot be a current employee of Jefferson County Government.*

Further Information about County Government and Representation requirements may be found on the County/State websites at: www.jeffcomo.org and https://mec.mo.gov.

1. A copy of the Home Rule Charter of Jefferson County, Missouri;
2. A copy of the Council Rules of Procedure;
3. Conflict of interest/ethics policy (Jefferson County Code of Ordinances); and,
4. Notice of your potential obligation to file a personal financial disclosure statement with the Missouri Ethics Commission within 30 days of your appointment to the position.

**Schedule**

- The \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ Publish Notice of Application to: The Leader Newspaper, Posting at The Administration Center, Justice Center, District XXX posting place, County Webpage and Facebook Page to inform the public of the eleven (11) day period when applicants are available to apply.
- Applications for candidates interested in being appointed to fill the vacancy for the remainder of the term for the Council District XXX will be available on-line at www.jeffcomo.org and can be picked up from the County Council's Executive Assistant, \_\_\_\_\_, at the Jefferson County Justice Center, 400 First Street, Room 301, Hillsboro, MO 63050 beginning the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_, at 8:00 a.m. to 4:30 p.m. daily until the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_. The Deadline to apply is the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.
- Date: Background checks will be conducted, and Applications received from interested candidates are distributed to the Council for their review.
- Date: 6:00 p.m. Special Council Meeting – Assembly Room – Administration Center, 729 Maple Street, Hillsboro, MO. The Jefferson County Council will interview candidates. Interview order will be determined per Council Rules.
- Date: After interviews, the Council will vote to fill the District XXX vacancy and make appointment by majority vote per the County Charter per Council Rules. Swearing-in and Oath of Office administered to the appointee for the remainder of the term of the vacancy. A Formal Swearing-in may occur at a regular Council Meeting.



**Other Procedures and Application Information**

The Council has made available the following packet for a resident-taxpaying citizen of District XXX who may wish to apply for the District XXX vacancy on the County Council. If you are interested in serving on the Jefferson County Council, please carefully read and fully fill out the following Application packet. Incomplete packets will not be considered.

Please note that completed applications will be accepted beginning no sooner than 8:00 a.m. on the \_\_\_\_ Day of \_\_\_\_ 20\_\_\_\_. An Application can be picked up in-person at the Justice Center, 400 First Street, 3<sup>rd</sup> Floor, Room 301, Hillsboro, MO 63050 or can be found on-line at [www.jeffcomo.org](http://www.jeffcomo.org).

All completed Applications must be e-mailed only to: [XXX@jeffcomo.org](mailto:XXX@jeffcomo.org). The Application deadline is the \_\_\_\_ Day of \_\_\_\_ 20\_\_\_\_, at 4:30 p.m. Any applications received after that date and time will not be considered. Applications will not be considered if delivered by hand, in-person, by regular mail or by any other method other than e-mail to Ms. Schlette at the e-mail address: [XXX@jeffcomo.org](mailto:XXX@jeffcomo.org).

Interviews will be held by the Council on the \_\_\_\_ Day of \_\_\_\_ 20\_\_\_\_ at 6:00 p.m., in the Assembly Room of the Administration Building 729 Maple, Hillsboro, MO, during a Special Meeting of the County Council.

If you have any questions, please contact the Council's Executive Assistant, Pat Schlette at: [XXX@jeffcomo.org](mailto:XXX@jeffcomo.org).

**Filing Dates:**

Filing Opens	Date
Filing Closes	Date

**No applications will be accepted after this time.**

Applications may be found on-line at [www.jeffcomo.org](http://www.jeffcomo.org)

Applications can be picked up at the Council Offices (address above)

Applications must be filed by e-mail ONLY to: [XXX@jeffcomo.org](mailto:XXX@jeffcomo.org)

**AND MUST INCLUDE:**

1. Council Member Vacancy Questionnaire/Application Form – Signed.
2. A Resume (Biography Sheet will be accepted if no resume is available)
3. A Copy of Your Driver's License (to show residency and for Background Check)

**\*Candidates cannot be a current employee of Jefferson County Government.  
Incomplete applications will be rejected.**

# JEFFERSON

## COUNTY, MISSOURI

### County Council Application for Appointment

Supplying this information will help in determining that you meet specific requirements and qualifications as stated in the County Charter, County Ordinances and/or the Revised Statutes of the State of Missouri. Please complete the entire application form and include a resume.

#### Application for County Council District XXX Vacancy

#### PLEASE PRINT

☐ Mr. ☐ Mrs. ☐ Ms. E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_  
                     Last                                      First                                      MI                                      Preferred Name

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different than Home Address):

\_\_\_\_\_  
 PO Box / Street                                      City                                      State                                      Zip

Please check preferred contact number:

Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Business: (\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_

Please Answer the following (Check or Circle if applicable):

1. Party Affiliation: Republican \_\_\_\_\_ Democrat \_\_\_\_\_

2. Are you a registered Voter in Jefferson County, Missouri?                      Yes                      No

3. Have you resided in Jefferson County for at least twelve (12) months?                      Yes                      No

4. Are you current on your Jefferson County Real Estate and Personal Property Taxes?                      Yes                      No

5. Have you been a citizen for twelve (12) months prior to application?                      Yes                      No

6. How long have you lived in District XXX ? \_\_\_\_\_

**7. Why do you want to serve on the Jefferson County Council?**

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**8. Please describe your current and past involvement with nonprofit or community organizations:**

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**9. Please list skills you have that you believe would be an asset to the County Council:**

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**10. In one or two sentences, describe your vision for District XXX:**

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**11. What are your views of and knowledge about the Jefferson County budget?**

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**12. In one or two sentences, explain what you believe to be the proper role of the County Council:**

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**13. The Council meets 2x(s) per month on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 6:30 p.m. (unless Monday is a holiday). In addition to Council meetings, you will be expected to allocate time to adequately prepare for meetings, perform committee work and possibly complete training sessions both in and occasionally outside the District. The Council occasionally has work-sessions on the First Monday of the Month, and you may be asked to serve on a committee as well. The minimum weekly time commitment for a Council Member is about five hours per week, although special circumstances and constituent services may require significantly more time.**

**Are you aware of any conflicts that would regularly interfere with your ability to commit to this amount of time?**    Yes                      No                      Please state those conflicts:

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**14. Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments, or elected office(s)?**    Yes                      No

**If yes, please list dates and positions held.**

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- 15. Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were appointed to the position for which you have applied?**                      Yes                      No

**If yes, please list possible conflicts (See Chapter 105 RSMo and Section 115 Jefferson County Code of Ordinances):**

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- 16. List any professional licenses or certificates, not limited to Missouri, the date you were originally licensed, and the licensing agency.**

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**CERTIFICATION:** Please read carefully before signing. If you have any questions regarding the following statements please ask for assistance. I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in the application are correct and complete. I understand that any false information may prevent acceptance as an appointee, may disqualify me from office or may be grounds for future removal from office.

I hereby release Jefferson County, Missouri from any liability for any damage whatsoever resulting from giving such information.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRIVACY ACT STATEMENT:**

**GENERAL:** This information provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals applying for positions with Jefferson County, Missouri.

**ROUTINE USES:** The Social Security Number and Drivers' License Number are used to identify applicants and verify qualifications. The Social Security Number is also used in tracking training qualifications.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the above information may prevent acceptance as an appointee.

**BACKGROUND INVESTIGATION\*\***

I, \_\_\_\_\_, understand that to be considered for an appointment with Jefferson County, Missouri, as a Council Person there may be a necessity to do some investigation into my background and character. I also understand that part of this investigation there will be a Criminal Background check and that check includes a Wants and Warrants search conducted by the Human Resources Department. I give my full and unqualified permission for the character background check to be done by the Jefferson County, Missouri, Human Resources Division, or a designee.

I also understand that a copy of this release will be used to procure this information and it will stand as an original.

I also understand that a copy of this release will be used to procure this information and it will stand as an original.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*Please return completed form  
along with Completed Application,  
resume and a copy of driver's license to:*

Jefferson County, Missouri  
Offices of the County Council  
ATTN: XXXXXXXX – Executive Assistant  
to the County Council  
**BY EMAIL ONLY:**  
XXXX@jeffcomo.org

**\*\*INCOMPLETE APPLICATIONS AND MISSING DOCUMENTS  
WILL BE CAUSE FOR REJECTION OF APPLICATIONS.**

**VOTING PROCEDURE FOR  
SECTION 33. APPOINTMENT TO A VACANT COUNCIL POSITION**

**Voting Procedures are as follows:**

After a motion and second by ~~voting~~ Council Members **present**, the Council Chair, or Vice-Chair, (in case of the absence of the Chair), shall call for a straight up vote **(which means each Council Member shall have one vote to give to only one of the qualified candidates)** to appoint one of the qualified candidates to complete the term of the Vacant Council Position by voting on each of the qualified candidates in the same order as they appeared in the interview process. If the first round of voting results in a tie, with no clear majority, the Council Chair or Vice-Chair in the case of the absence of the Chair shall repeat this process one additional time.

If the second vote still results in a tie, with no clear majority, the Council Chair or Vice-Chair in case of the absence of the Chair shall provide ballots to the Council Members present, this will be a "rated" or "ranked" ballot with the names of each qualified candidate in the order as they appeared in the interview process.

Each Council Member present, shall rate or rank each candidate from #1, #2, #3, and so-on, rating **EVERY** qualified candidate on the ballot with #1 being the highest rating or rank. The candidate with the lowest total shall be the person appointed to complete the term of the Vacant Council Position.

**NOTE:** All ballots must be complete with all qualified being rated. Ballots that are not fully completed will NOT be counted and must be considered disqualified.

This voting process will be held in Closed Session pursuant to Chapter 610.021 (3) RSMo and the results of the vote will be made public immediately after the Closed Session.