

RESOLUTION NO.: R24-1239

INTRODUCED BY COUNCIL MEMBER(s) Gretelle

**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

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.

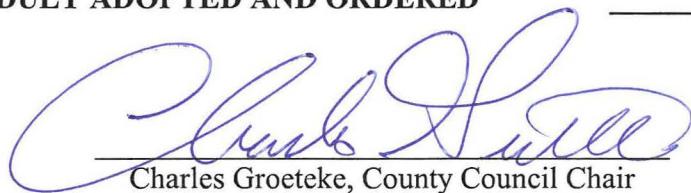
Section 3. This Resolution and Order shall be in full force and in effect from
and after the date of its adoption. If any part of this Resolution and Order is invalid for
any reason, such invalidity shall not affect the remainder of this Resolution and Order.

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)

1 Section 28. County Council Hearings

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

3 Subsection A: Planning & Zoning Hearings;

4 Subsection B: Hearings involving a Petition;

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

6 Subsection A. Planning & Zoning Hearings.

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

9 i. All persons who testify or present evidence, other than members of the planning
10 staff, shall be sworn. All documents submitted as evidence shall be marked with
11 sequential identifying numbers or letters.

12 ii. The first persons to be heard shall be the Planning Division staff, who shall explain
13 the matter to the County Council and County Executive and report to the Council
14 and Executive on the investigations and recommendations of the staff.

15 iii. When the Planning Division staff has finished their presentation and report, the
16 members of the County Council and the County Executive shall have the
17 opportunity to ask questions of the staff about the matter.

18 iv. When the members of the County Council and the County Executive have no
19 further questions of the planning staff, the applicant, and the applicant's
20 representatives (if present) shall have ten (10) minutes to testify and present
21 evidence to the County Council and County executive concerning the matter.

22 v. When the applicant and the applicant's representatives have finished their
23 testimony and presented their evidence, or when their time has elapsed, (whichever

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

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 COUNCIL (EXHIBIT TO RESOLUTION)

1 to Deny on a future County Council Meeting agenda or may vote to place the matter
2 on a future agenda under Other Matters, for further discussion.

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

5
6 Subsection B. Other Hearings, Triggered by a Petition. Whenever a non-
7 Planning & Zoning Public Hearing takes place at a County Council Meeting, and is one
8 that is triggered by the filing of a petition, such as one to Vacate an Easement or to Create
9 a Community Improvement District, or other such action, the following rules shall govern
10 the hearing:

11 i. All persons who testify or present evidence, other than members of County staff,
12 shall be sworn. All documents submitted as evidence shall be marked with
13 sequential identifying numbers or letters.

14 ii. The petitioner and the petitioner's representatives (if present) shall have up to ten
15 minutes to testify and present evidence to the County Council and County
16 Executive concerning the petition.

17 iii. When the petitioner, including the petitioner's representatives, has finished the
18 petitioner's presentation or explanation, the members of the County Council and
19 the County Executive shall have the opportunity to ask questions of the petitioner
20 (or the petitioner's representatives) relevant to the petition.

21 iv. When the members of the County Council and the County Executive have no
22 further questions of the petitioner (including petitioner's representatives), members
23 of the public present at the meeting shall have a total of fifteen minutes to present

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

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 COUNCIL (EXHIBIT TO RESOLUTION)

1 Council Meeting, and is one that is triggered by the actions of County Staff or a County
2 Commission, such as revisions to the traffic codes, revisions to the Unified Development
3 Order, or revisions to other County codes, or some other such matter, the following rules
4 shall govern the hearing:

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

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

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

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

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

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

13 Section 29. Form of Bills. Written sample forms of bills are attached as Exhibits

14 "B-1" and "B-2". Except as otherwise required by resolution, all bills shall be in written form

15 as outlined in Exhibit "B-1" and/or "B-2" as attached hereto and shall include each of the

16 following:

17 1) The font of each bill shall be Times New Roman, 12 point.

18 2) The margins of each bill shall be 1.25 inches.

19 3) Each bill shall bear a bill number on the top left corner of the first page of the Bill ("Bill
20 Number"). The Bill Number shall be in the following form: The 2-digit Year followed
21 by a Dash, then the 2-digit month followed by a 2-digit sequence number for each
22 unique bill, such as "YY MM##" a format that is systematic and chronological.

23 4) Each Amended bill shall have suffix added to the Bill Number in the form of "YY

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

1 MM##-A#” a format indicating the bill was Amended and the number of amendments
2 made.

3 5) Each bill shall contain:

4 I. A line for entry of the appropriate Ordinance number on the top right corner of the
5 first page of the bill;

6 II. An indication that the bill has been passed, or failed;

7 III. Signature block signed by the Council Chair and witnessed by the Council
8 Administrative Assistant or other designee;

9 IV. An indication that the bill is finally approved and signed by the County Executive,
10 or vetoed and returned;

11 V. An indication, if proper and necessary, that the Council passed the bill over the
12 objections of the County Executive;

13 VI. The Ordinance number shall be numbered with the Year, a dash and be
14 consecutively numbered such as "YY-#####".

15 6) The name of the Council Member(s) that introduced the bill shall be written
16 immediately below the bill number.

17 7) Each bill shall include a title, which is germane to the bill. The title shall begin with
18 the words, "An Ordinance". In the event a bill pertains to a specific Council District,
19 that District number shall be contained in the title.

20 8) Following each Bill Title, shall be the Purpose Section which will define the purpose
21 and the authority under which the Jefferson County Council acts in passing the bill.

22 9) Following the Purpose Section in each bill shall be the Enactment Section. The
23 Enactment Section of each bill must begin as follows: "Be It Enacted By The Jefferson

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

1 County, Missouri, Council" The Enactment Section shall clearly define the legislative
2 action included within the bill.

3 10) Each bill must specify the effective date of the Ordinance.

4 11) Line numbers, up to 25 may be included on the left margin on every page of every bill.
5 Bills shall be sequentially numbered, including page count, at the bottom center of each
6 page in the form of Page x of x.

7 12) Each bill shall contain an approval section which must start with words, "THIS
8 ORDINANCE BEING DULY INTRODUCED, THE MEMBERS OF THE
9 JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:"

10 13) Each Bill shall include a record of how each Council Member voted upon the question
11 of final passage of the bill.

12 14) Each bill shall include the date of final passage by the County Council and the signature
13 of the acting Chair of the Council, which shall be witnessed to by the Council
14 Administrative Assistant or other designee.

15 15) Each bill shall include the date of approval by the County Executive and the signature
16 of the County Executive, which shall also be attested to by the County Clerk.

17 16) The dates of each of the required readings of the bill shall be noted on each bill.

18 17) In the event that a reconsidered bill is passed by the Council over the objections of the
19 County Executive, the record of the vote of each Council Member regarding the
20 reconsidered bill shall be so noted on the bill along with the date of final passage of the
21 reconsidered bill.

22 18) All bills submitted to the County Council shall be in a uniform format, shall have all
23 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
Exhibit "C-1". Except as otherwise required by resolution, all Resolutions shall be in written
form 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)

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
All 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 duly 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 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 may 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 vacaney.

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)

1 The Council shall have authority to issue *writs of subpoena* and *subpoena duces tecum*,
2 attached hereto as Exhibit "D", on the Council's own motion or in the Council's
3 discretion upon application by any party to a hearing or other matter before the Council.
4 Such *writs* shall be signed by the Chair, or, in case of his/her absence or inability to act,
5 by the Vice-Chair of the Jefferson County, County Council and shall be attested by the
6 County Clerk or the Clerk's designee. Every such *writ* shall be served, and the return
7 thereof made by the Sheriff of Jefferson County to the Chair or Vice-Chair in like
8 manner and with like effect as such *writs* issued from the Circuit Court are served and
9 returned by the Sheriff.

10 2) Authority-Failure to appear-Issuance of writ of attachment-Fine.

11 In case any person named in any writ, under the provisions of Section 1 above, and
12 who was personally served therewith, fails to appear before the Council at the time and
13 place named in the writ or fails to appear with the requested papers, the Council shall
14 have authority to issue a *writ of attachment* against the body of such person, to be
15 signed as *writs of subpoena* are required to be signed and to be executed and returned
16 to the Chair by the Sheriff in like manner and with like effect as such *writs of*
17 *attachment* issued by the Circuit Court are executed and returned by the Sheriff. Any
18 person refusing to be arrested or resisting the Sheriff in the case provided for by this
19 section shall be fined by the Council not less than Five hundred dollars (\$500.00) and
20 not more than One thousand dollars (\$1000.00) This violation shall be prosecuted in
21 the Jefferson County Municipal Court by the Jefferson County Municipal Prosecutor.

22 3) Authority-Contempt-Warrant-Penalty.

23 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?*** |
|---|--|--------------------|----------------|-------------------|------------------------------|
| Privileged Motions: 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 |
| Subsidiary Motions: 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 |
| Main Motions: 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?*** |
|--|-------------------------------------|--------------------|----------------|-------------------|------------------------------|
| Incidental Motions: 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) _____

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 2/3RD 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 RESOLUTON, 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:



County of Jefferson, State of Missouri
SUBPOENA

STATE OF MISSOURI)
COUNTY OF JEFFERSON) SS
)

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

Phone: 636-797-5517
Web Address: 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, 3rd Floor, Room 301, Hillsboro, MO 63050 or can be found on-line at www.jeffcomo.org.

All completed Applications must be e-mailed only to: 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.

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.

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

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

Applications must be filed by e-mail ONLY to: 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?

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

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

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

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

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

13. The Council meets 2x(s) per month on the 2nd and 4th 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.

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.

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):

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

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: XXXXXX – Executive Assistant
to the County Council
BY EMAIL ONLY:
XXXX@jeffcomo.org

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

Exhibit F

**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.