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BAXTER CO, AR FEE \$0.00

PRESENTED: 01-08-2025 01:32:40 PM

RECORDED: 01-08-2025 01:32:40 PM

CANDA REESE

CIRCUIT CLERK

BY: LISA PEMBERTON

DEPUTY

ORDINANCE NO. 2025 - 1

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

ORDINANCE

3 Pages

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE BAXTER COUNTY QUORUM COURT FOR FISCAL YEARS 2025 AND 2026.

Article 1. Affirmation. This Court affirms that the Baxter County Quorum Court is required by Arkansas Code Annotated § 14-14-904 to determine its rules of procedure in order to properly conduct business of county government.

Article 2. Adopts. The Quorum Court of Baxter County, Arkansas adopts in its entirety the rules of procedure as stated in the *Procedural Guide for Arkansas County Quorum Court Meetings*, published by the Association of Arkansas Counties. In those instances where this guide does not explicitly address the situation, Robert's Rules of Order Newly Revised (RONR) shall be the standard procedural guide for all meetings.

Article 3. Meeting Dates.

- (a) The regular monthly meeting of the Baxter County Quorum Court shall be held on the first Tuesday of each month, beginning at 5:30 pm, in the 2nd floor courtroom of the Baxter County Courthouse.
- (b) If the date of the regular meeting needs to be rescheduled, the County Judge is authorized and empowered to choose another date for the Quorum Court to meet. The County Judge shall notify the County Clerk of the date, and the County Clerk shall notify all members of the Quorum Court not less than four (4) days prior to the new meeting date.

Article 4. Public Comment. Any portion of any regular meeting, committee meeting, or subcommittee meeting of the quorum court during which a person has requested and been recognized to address the body.

- (1) At the discretion of the presiding officer, public comment during the deliberation and before a vote of a proposed item at a regular meeting, may be permitted.
- (2) Public comment will only be allowed on items currently stated on the meeting agenda.
- (3) A time limit of three (3) minutes shall be observed by any person who has requested and been recognized by the presiding officer to address the body.
- (4) The presiding officer shall provide equal time for debate between persons for and against a proposed item when appropriate and announce that intention prior to the first public comment.
- (5) A member of the quorum court may request an extension of the three (3) minute time limit or request that a time limit be placed on debate between two (2) sides. This shall require a motion to extend or limit debate (non-debatable) (non-amendable) (two thirds (2/3) or quorum court).

Article 5. Agenda of Proposed Items – Filing Deadlines. The purpose is to provide quorum court members adequate time to review and prepare ordinances that affect the county's welfare as well as informing the public in a timely manner on items that are of interest.

- (1) All proposed items to be included in the agenda of the quorum court meeting shall be filed by the close of business on the eighth day prior to the first Tuesday of the month excluding holidays or emergencies. All proposed items to be included in a quorum court committee meeting shall be filed by the close of business on the eighth day prior to the meeting date excluding holidays or emergencies.
- (2) Proposed items that are submitted after the deadline may be considered at a regular meeting of the quorum court but will require a suspension of rules before the item can be introduced for consideration and placed on first, second, or third reading (non-debatable) (non-amendable) (two thirds (2/3) of membership). Proposed items submitted after the deadline for committee meetings require a motion and a second to be considered (no vote).
- (3) All proposed items shall be sponsored and/or submitted by a quorum court member.
- (4) The procedure for distribution of the Quorum Court Agenda was established in Baxter County Ordinance 2013-01, Section 4: The office of the County Clerk shall distribute, via electronic or US Mail, the Quorum Court agenda and supporting documentation at least seven (7) days prior to the Quorum Court meeting.

Article 6. Order of Business:

- (a) The following Order of Business shall apply to regular and special called meetings of the Quorum Court.
 - (1) Call to Order and Roll Call
 - (2) Pledge of Allegiance and Moment of Silence
 - (3) Disposition of Minutes from Previous Meeting
 - (4) Treasurer's Report
 - (5) Committee Reports
 - (6) Presentations (Limited to 10-15 minutes)
 - (7) Old Business
 - (8) New Business
 - (9) Comments/Questions from the Public (Limited to 3 minutes per person)
 - (10) Announcements
 - (11) Adjournment

Article 7. Committee Appointments

- (a) The following standing committees have been established:
 - (1) Budget Committee, comprised of five (5) members
 - (2) Building Committee, comprised of five (5) members
 - (3) Environmental Committee, comprised of five (5) members
 - (4) Economic Development Committee, comprised of five (5) members
 - (5) Legislative Affairs Committee, comprised of five (5) members
 - (6) Personnel Committee, comprised of five (5) members
 - (7) Rural Fire Committee, comprised of all justices in whose district there exists a rural fire department.

- (b) The County Judge shall appoint members to the standing committees and to the ad hoc committees from the members of the Quorum Court. Appointments shall be made at the beginning of the Quorum Court's new term and before the February meeting of that term.

Article 8. Per Diem

- (a) All justices of the peace of the quorum court shall receive a per diem of \$375.00 for each regular scheduled meeting.
- (b) All justices of the peace who attend their assigned committee meetings shall receive a per diem of \$50.00 per meeting.
- (c) In the event a member of the Quorum Court incurs expenses in the pursuit of official county business, he/she may request reimbursement for such expenses. To receive reimbursement, the member must submit to the County Judge the original, itemized receipts for all expenses and provide a description and explanation of the county business conducted. Approval for overnight expense reimbursement must be obtained from the County Judge in advance of this activity.

Article 9. Repealer. This ordinance shall repeal that part of any previous ordinance with which it conflicts.

Article 10. Emergency Clause. This Ordinance shall be effective immediately upon passage by the Quorum Court.

APPROVED:

Kevin Litty
KEVIN LITTY, COUNTY JUDGE
Date Signed: 1-7-25

ATTEST:

Canda J Reese
CANDA J. REESE, COUNTY CLERK

Sponsor: Edge

Date Adopted: 01/07/2025

Votes: For: 5 Against: 5

Abstain: 0 Present: 0 Absent: 1

Judge Litty voted yes as the tie-breaking vote.

Ordinance 2025- 1