

**CITY OF LONDON LEGISLATIVE BODY  
MUNICIPAL ORDER NO. 2025-01**

**CONDUCT OF LEGISLATIVE BODY MEETINGS**

To provide guidance and to insure that the legislative body meetings of the City of London Kentucky maintains order and completes the business at hand in a professional, successful and constructive manner, the following rules are adopted and become effective upon approval.

**I. OFFICERS**

**A. Presiding Officer**

The presiding officer shall be the Mayor. In the case of the Mayor's absence, the legislative body will elect a temporary presiding officer for the duration of the meeting. A legislative body member serving as the presiding officer retains all of his or her legislative powers and duties.

The duties of the presiding officer are as follows:

1. Call the meeting to order.
2. Control the general flow of the meeting by announcing in proper order the business on the agenda.
3. Recognize members entitled to the floor.
4. Shall state and put to vote all motions, questions and concerns that arise during a meeting and announce the results on all votes.
5. Enforce the legislative body's rule of order and maintain the decorum of the meeting.
6. Expedite business in every way compatible with the rights of the members.
7. Respond to all requests and inquiries of the members present.
8. Declare the meeting adjourned.

**B. Legislative Body Members**

Only members of the legislative body may introduce motions, second motions, debate issues, and vote on matters (except the mayor may vote in case of a tie on some items). Legislative body members, shall be knowledgeable about general parliamentary rules adopted by the body, and refrain from disturbing the meeting.

The duties of the legislative body are as follows:

1. Individual council members shall introduce and/or comment on any item (resolution, municipal order, ordinance, speaker etc..) that was placed on the agenda by the council member(s) or sponsored by council member(s) once that item has been opened and prior to the reading of any related document. Items requiring a vote shall be discussed after a first and second motion and prior to a vote.
2. Individual council members shall introduce any individual that is on the agenda at the request of the council member(s).
3. Individual council members shall have the option to read any new or amended legislation that is sponsored or prepared in part or whole by the member(s).

#### **C. City Clerk**

Listed below are the functions performed by the city clerk at legislative body meetings. In the absence of the city clerk, the presiding officer or legislative body must appoint another individual to perform the duties of the city clerk.

The duties of the city clerk are as follows:

1. Call the roll.
2. Act as timekeeper during debate.
3. Take minutes of the meeting.
4. Track the progress of the meeting and the status of the agenda.
5. Read by title and summary (or in full when necessary) all ordinances, resolutions, orders, and other written items of business introduced for consideration unless read by another member of the city council.
6. Advise the presiding officer when requested to do so.
7. Record the vote on all matters and inform the presiding officer of the vote count, when applicable.
8. Perform any other function required by the rules of the legislative body or requested by the presiding officer.
9. Act as the parliamentarian for all meetings unless alternate is chosen by council.

#### **D. Parliamentarian**

The parliamentarian gives explanations or advice on procedural matters, but he or she does not make rulings. The City Clerk shall act as the parliamentarian. In his or her absence, the council members shall choose from among its members, mayor, presiding officer, council attorney or city attorney to act as parliamentarian during that meeting or until the City Clerk returns.

## **II. AGENDA**

### **A. Preparation**

The agenda will be prepared by the city clerk after consultation with the mayor and members of the legislative body.

### **B. Notice**

1. Agendas for regular meetings, including any supporting documents for items on the agenda, will be included in the individual legislative body member's packet and delivered no later than 5 P.M. two business days prior preceding the regular scheduled legislative body meeting on the first Monday of each month. (Example; for a Monday meeting the related documents shall be received by 5:00 P.M. on the prior Thursday). Any items not received in the above stated timeline **may** still be addressed with majority council approval. Items added late to the agenda shall be marked on the agenda as such. None of the above applies to emergency agenda items. The above on no way interferes with a councilman's right to address any topic at a regular meeting.
2. If a special meeting is called in accordance with KRS 61.823, the agenda and written notice of the meeting will be delivered to each member at least twenty-four (24) hours in advance of the special meeting. In addition, each member will be contacted by phone if possible and informed of the meeting and when the agenda will be delivered. All non-elected officer (city clerk, legal staff, department heads etc.. will be notified of any special meetings that are scheduled and shall be advised if their presence is necessary.
3. News media that has requested notification shall be notified of all meetings as required by statute. Regular and special meetings will be publicized as prescribed by Kentucky Revised Statutes which shall take precedence over all other guidelines.
4. Location of all meeting shall take place in the London Community Center at 529 South Main Street, London Kentucky. Any deviation from this location shall fall under the special called meetings requirements.

### **C. Format**

1. The regular meeting agenda must include the following section.
  - a. Roll call of attendance  
A roll call vote must be taken of all legislative body members to identify which members are present and which members are absent.
  - b. Opening ceremony if requested by mayor or council member.

- c. **Review of minutes**  
Reading of the minutes may be dispensed with by motion and vote. Minutes will not be read in their entirety if they were distributed to the legislative body members at least twenty-four (24) hours prior to the meeting's scheduled call to order time. Minutes may be amended by the legislative body.
- d. **Approval of meeting agenda**  
The legislative body members shall have the opportunity to review and approve the agenda, with any agreed upon amendments prior to the distribution described in section "B. Notice". Once the agenda is agreed to, its order can only be changed through suspension of the rules (see Section III).
- e. **Reports of officers and committees**  
The mayor, appointed city officials, and legislative body committee representatives may report. Items suggested for action by the mayor or appointed city officials may be taken up at this time as long as a motion has been made and seconded by members of the legislative body.
- f. **Unfinished business**  
This includes any items that were under consideration at the time of adjournment of the previous meeting, any unfinished business from the previous meeting that was not acted upon, and any items that were postponed to the current meeting.
- g. **New business**  
Legislative body members can introduce new items for consideration such as simple motions, resolutions, orders, and ordinances. Members may also take from the table any matter that is on the table. As long as any member claims the floor, the presiding officer may not close the floor from new business.
- h. **Legislative body member comments**  
Legislative body members are permitted to offer comments or observations about the community and operations of city business.
- i. **Open forum**  
This allows members of the community to speak about any issue. The rules are as follows:
  - 1) Speaker(s) must register in advance through city council or mayor and be placed on the agenda.

2) Speaker(s) must adhere to a time limit set in advance. Normal time limit shall be limited to 5 minutes. Additional time limit may be extended at the request of a city council member or mayor and shall never exceed 20 minutes without approval of the majority of the city council.

3) Speaker may only speak on agenda items only, must identify oneself or group by name, address the council as a whole, avoid personal attacks, maintaining decorum, and refrain from disruptive behavior.

j. Announcements:

An agenda item call “Announcements” shall be on all regularly scheduled directly after approval of minutes or call to order if there are no minutes to approve. This section is for any city council member or mayor to make a general public information announcement. This may include but not limited to: upcoming community events, public hearings on proposed zoning changes, progress updates on ongoing city projects, new city initiatives, important policy changes, recognition of local achievements, budget updates, road closures due to construction, and reminders to residents about important deadlines or registration periods. Announcements are individually limited to 2 minutes.

J. Public Comments:

An agenda item call “Public Comments” shall be added to all meetings including special called meetings. This item shall be placed at the end of the agenda just before adjournment. This is an opportunity for individuals in attendance to comment on items that were discussed at that meeting only. Public comment does not include the privilege of making presentations to council, multimedia or otherwise, including on personal devices by the speaker. Public comments are limited to 3 minutes.

k. Adjournment

The meeting ends upon adjournment. Adjournment may happen one of three following ways:

- i. A motion may be made to adjourn by a council member. Upon approval by a vote of the legislative body, the presiding officer declares the meeting adjourned.
- ii. The meeting may be immediately adjourned by the majority of the council or presiding officer for safety concerns.

- iii. The presiding officer may, on his or her own, declare the meeting adjourned as long as no business is pending, no legislative body member is attempting to claim the floor, there are no further announcements, there are no objections from the legislative body, and a quorum is no longer present for a period of 5 minutes or more.
2. Action taken at special meetings is limited to items listed on the agenda in the notice. The special meeting agenda items must be limited to only address the specific purpose for which the meeting is called.

### **III. PROCEDURE**

#### **A. Rules**

By vote of the council, meetings will be conducted according to the Roberts Rules of Order as modified in this municipal order.

#### **B. Convening the Meeting**

Before the presiding officer calls the meeting to order, it is his or her duty to determine, although he or she need not announce, that a quorum is present. If a quorum is not present, the presiding officer waits until a quorum is present. If a quorum has not been obtained after 15 minutes, the presiding officer calls the meeting to order, announces the absence of a quorum, and entertains one of the following motions:

1. Take measures to obtain a quorum
2. Recess
3. Adjourn

Once a quorum is present, the presiding officer proceeds according to the meeting agenda.

#### **C. Meeting Date, Time, Location and Attendance ~~(Physical and Video "Zoom")~~**

The City Council of the City of London shall hold its regular meetings on the first Monday of each month, beginning at 5:30 P.M. If that date is on a holiday when the city offices are closed, the meeting will be held on the following day.

The meeting of the City Council shall be held in the London Community Center located at 529 South Main Street in London Kentucky.

All members of the legislative body are expected to attend all regularly scheduled meetings. Members of the body that cannot be in attendance shall contact another member of the body (City Clerk, Mayor or Councilman, Attorney(s)) if possible and inform them that they are unable to attend. ~~Members shall be allowed to attend by video with audio such as Zoom or similar method. Members using this attendance method in a meeting must follow the following rules:-~~

- ~~1. Join the meeting a few minutes prior to the meeting.~~
- ~~2. Ensure and maintain a stable internet connection.~~
- ~~3. Ensure you have a working microphone and camera.~~
- ~~4. Ensure there is limited background noise.~~
- ~~5. When a connection is lost in part or full the meeting shall stop until the connection can be can be reestablished in full. If connection cannot be established within 5 minutes from the time it was lost the member shall be considered absent for the remainder of the meeting. If loosing connection with a member causes the loss of a quorum the meeting shall be adjourned by council vote or the presiding officer.~~

Members shall not be allowed to attend by video with audio such as Zoom or similar method and will require all Council Members to be physically present to cast their vote.

#### **D. Motions**

Motions are how business is brought before the legislative body and are how business is handled. There are five types of motions:

1. Main motions
2. Subsidiary motions
3. Privileged motions
4. Incidental motions
5. Motions that bring a question back before the body

All motions requiring a vote that have received a second motion must be immediately put to a vote by the presiding officer.

The three steps by which motions are normally brought before the body are as follows:

1. A legislative body member makes the motion. (The member says "I Move to ..., I move that..., I offer...")
2. Another member seconds the motion.
3. The presiding officer states the question on the motion. (This should not be confused with putting the question, which is to take a vote.)

## **E. Main Motions**

A main motion is used to begin consideration of an issue. A main motion cannot be made while another motion is being considered. Once it is seconded, it may be debated, amended, adopted, or defeated. All of the subsidiary, privileged, and incidental motions apply to it.

## **F. Subsidiary motions assist the legislative body in treating or disposing of a main motion. Each subsidiary motion outranks, or takes precedence over, the subsidiary motion(s) listed before it. The subsidiary motions are as follows:**

### **1. Postpone Indefinitely**

This motion postpones action on the proposal indefinitely, effectively killing the motion without actually voting on the main motion itself. It requires a second, is debatable, is not amendable, and requires a majority vote.

### **2. Amend**

This motion changes the wording of the main motion (or subsequent motions) by adding, removing, or replacing text. It must also be germane to the underlying main motion. It requires a second, is debatable, is amendable (only one additional level of amendment), and requires a majority vote.

### **3. Commit or Refer to a Committee**

This motion refers the main motion and any related amend motions to a committee of the legislative body. It requires a second, is debatable, is amendable, and requires a majority vote.

### **4. Postpone Definitely or to a Certain Time**

This motion postpones consideration of the main motion and related amend or commit motions to a point later in the meeting or to the next regular meeting. It requires a second, is debatable, is amendable, and requires a majority vote.

### **5. Limit or Extend Limits of Debate**

This motion either imposes stricter time limits on debate or extends the time limits during debate. It requires a second, is not debatable, is amendable, and requires a two-thirds majority vote.

### **6. Previous Question**

This motion stops debate and requires an immediate vote(s). It requires a second, is not debatable, is not amendable, and requires a two-thirds majority vote.



7. Lay on the Table

This motion sets aside the main motion and related subsidiary motions for a more pressing matter. It requires a second, is not debatable, is not amendable, and requires a majority vote. (See “take from the table” in subsection G.)

**G. Privileged Motions**

Privileged motions deal with special matters of immediate importance. Each privileged motion outranks, or takes precedence over, the privileged motion(s) listed before it and all subsidiary motions. The privileged motions are as follows:

1. Call for the Orders of the Day (Enforce Rules)

This motion requires the body to take up the regular orders if they have strayed from the agenda. It does not require a second, is not debatable, is not amendable, and requires a ruling from the presiding officer.

2. Raise and Question of Privilege

This motion is used when a pressing situation affects the rights of the legislative body members, such as if the room is too hot or loud. It does not require a second, is not debatable, is not amendable, and requires a ruling from the presiding officer.

3. Recess

This motion is used to get a short intermission of the meeting without calling for adjournment. It requires a second, is not debatable, is amendable (only the time), and requires a majority vote.

4. Adjourn

This motion is used to end the meeting. It requires a second, is not debatable, is not amendable, and requires a majority vote.

**G. Incidental Motions**

Incidental motions deal with the main motion or related motions dealing with procedure. These motions are dispensed with immediately and do not outrank each other. Some of the valid incidental motions include the following:

1. Point of Order

This motion is used to point out a breach in proper procedure. The chair must then make a ruling on the point of order, which can be appealed by the legislative body.

2. Appeal

This motion is used to appeal the ruling of the presiding officer and put the ruling to a vote. This motion requires a second, is usually debatable, is not amendable, and requires a majority vote.

3. Suspend the Rules

This motion can temporarily suspend some of the standing rules of the legislative body, such as time limits used in debate or the order of the agenda. This motion requires a second, is not debatable, is not amendable, and requires a two-thirds majority vote.

4. Parliamentary Inquiry

This request asks the presiding officer's opinion on a matter of parliamentary procedure as it relates to the business at hand. The presiding officer replies, but does not officially issue a ruling.

5. Point of Information

This request is made to find out facts affecting the business at hand. It is directed to the chair or, through the chair, to another member.

6. Request to Withdraw or Modify a Motion

This motion is used to withdraw or modify a motion. If it has not been stated by the presiding officer, then the maker may withdraw or modify the motion based on another member's request. If the motion has been stated by the presiding officer, it requires a second if the maker of the original motion makes the request, is not debatable, is not amendable, and requires a majority vote.

**H. Motions to Bring a Question Back**

These motions bring a question again before the legislative body. These motions can usually only be made while no other business is pending.

1. Take from the Table

This motion is used to resume consideration of an item of business that was laid on the table (when the motion to "lay on the table" was used earlier in the meeting or at the most recent regular meeting). This motion requires a second, is not debatable, is not amendable, and requires a majority vote.

**2. Amend Something Previously Adopted or Repeal**

This motion is used to repeal or amend something previously adopted. These motions require a second, are debatable, are amendable, and require a two-thirds majority vote unless notice was given at the previous regular meeting or with the agenda (then only a majority vote is necessary).

**3. Discharge a Committee**

This motion is used to bring an item that was previously referred to a committee back before the entire legislative body. This motion requires a second, is debatable, is amendable, and requires a two-thirds majority vote unless notice was given at the previous regular meeting or with the agenda (then only a majority vote is necessary).

**4. Reconsider**

This motion is used to vote again on eligible items of business that were adopted earlier in the same meeting. Only a legislative body member who voted with the prevailing side (one who voted “aye” when the motion carried or voted “no” when the motion failed) may move to reconsider. This motion requires a second, is not debatable, is not amendable, and requires a majority vote.

**I. Lack of a Quorum During a Meeting**

When a member of the legislative body exits the meeting, the meeting shall continue in his or her absence if a quorum remains. If a quorum does not exist, the presiding officer must announce the absence of a quorum and entertain one of the following motions:

1. Take measures to obtain a quorum
2. Recess
3. Adjourn

If no motions are made at the time a quorum does not exist, the presiding officer may order a recess of no longer than fifteen (15) minutes or declare the meeting adjourned. If at the end of the recess ordered by the presiding officer a quorum still does not exist, the presiding officer shall declare the meeting adjourned.

**J. Parliamentary Authority**

In all cases of meeting procedure not addressed by Kentucky Revised Statutes, city ordinance, or this municipal order, the governing authority shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

## **IV. MINUTES**

### **A. Preparation**

Minutes will be promptly recorded and will be made available for public view once they have been approved by the legislative body. Minutes will be prepared and recorded in a brief and specific manner. Votes and formal action taken regarding proclamations, municipal orders, motions, resolutions, or ordinances must be recorded. Motions must be entered in their entirety. Proclamations, resolutions, municipal orders and ordinances shall be entered by descriptive title and reference. Ordinances will be assigned identifying numbers only after they have been approved by the legislative body. Discussions during debates or conversations are not required to be entered into the minutes.

### **B. Format**

The minutes of the legislative body or committees thereof should include the following:

1. Type of meeting (regular or special)
2. Day, date, time, and place of meeting
3. The word “minutes” in the heading
4. Name of meeting body
5. Members present, beginning with presiding officer
6. Members absent
7. Guests and staff present
8. Time the presiding officer calls the meeting to order
9. Presence of a quorum
10. Action taken on last meeting’s minutes
11. Committee reports, if applicable
12. Unfinished business
13. New business
14. Adjournment (including day, date, time, and place of next meeting if announced)
15. Signature lines for the city clerk and presiding officer

### **C. Official Copy**

The official copy of the minutes, which contains all changes that were made and bears the signatures of individuals required to sign the minutes, must be maintained in the minutes book of the city.

## **V. STANDING RULES**

### **A. Time Limits**

The following time limits apply unless suspended pursuant to this order:

1. Legislative body members are allowed during debate to speak twice on a particular issue for no longer than three (3) minutes each time. Members may not yield any unexpired time to another member or reserve such time for him or herself. Time will not be charged to the original speaker if he or she yields to another member's question through a Point of Information.
2. Official reports from non-legislative body members are limited to ten (10) minutes, exclusive of direct questions asked by the legislative body.
3. Legislative body member comments immediately following new business or those made while reporting as chairman from a committee are limited to five (5) minutes.
4. Public comments during an open forum are limited to three (3) minutes.
5. Announcements just before adjournment are limited to two (2) minutes.

### **B. Open Forum Requirements**

Members of the public may only publicly address the legislative body during the open forum of the agenda, if included. Any member of the public who wishes to address the legislative body during that time must provide his or her name and address and business or organization he or she is representing, if any, prior to stating his or her comments

### **C. Meeting Etiquette**

Comments made during debate by members of the legislative body must be germane to the issue at hand and must never attack or question the motives of other members.

Any individual who, in the opinion of the presiding officer or the legislative body, becomes abusive, belligerent, profane, or disruptive to the meeting shall be asked to remain orderly or to leave the meeting. The presiding officer or legislative body may require that the individual be escorted from the meeting room if necessary for the orderly conduct of the meeting.

Municipal Order No. 2025-01 has been reviewed and agreed upon by the legislative body of the City of London Kentucky and shall remain in effect until repealed, superseded, or amended by the legislative body. This municipal order supersedes all current or previous municipal orders that address meeting conduct and rules.

A copy of this municipal order will be posted and remain in the legislative body chambers for viewing of all persons.

This order was presented to the legislative body of the City of London during their special called ~~regularly~~ scheduled meeting conducted on March 10, 2025.