

**Ordinance No.25-006**

**Revision to Ordinance 23-008 An Ordinance providing RULES AND PROCEDURES OF REGULAR AND SPECIAL MEETINGS for the Town Council of White Hall**

BE IT ORDAINED BY THE TOWN COUNCIL OF WHITE HALL

**Section I. Council Meetings**

1.1 Place of meetings The designated place for meetings of the Town Council of White Hall shall be the White Hall Public Safety Building, 118 Tygart Mall Loop, White Hall, West Virginia.

1.2 Regular Meetings The Council shall meet in regular session on the second and fourth Monday of each month at **6:00 p.m.** prevailing time unless another day and hour be fixed by resolution of the Council. When the meeting falls on a national or legal holiday, Town Council will consider each individual Holiday as needed and vote on the day that works the best for the Council.

On the second Monday in January of each year the Town Administrator will prepare and post, and leave posted throughout the year to which it applies, at a conspicuous place in the Town Office, a notice setting forth the times and places of the Council's regularly scheduled meetings for the ensuing year, as set by the Mayor and Council. Such notice shall be of size and style to give sufficient notice and shall be of quality sufficient to withstand deterioration throughout the year to which it applies.

In the event of any modification in the time or place of a regularly scheduled meeting of the Council, notice of such modification shall be given to the public by posting at the Town Hall, on the Towns website and social media,, not less than forty-eight (48) hours prior to the time of such regularly scheduled meeting.

1.3 Special Meetings Special meetings may be called by written request of three or more members of the Council, or by the Mayor. At the request of the Mayor or Council, the Town Administrator shall prepare a notice of the special session stating the time, place, and purpose of the special meeting, and this notice shall be served personally upon each member of the Council, or left at their usual place of residence at least forty- eight (48) hours before the time of the meeting. It shall also be the duty of the Town Administrator, immediately upon receipt of written request, to make every diligent effort to notify each member of Council in person, either by telephone or otherwise, of such special session. Concurrently, notifying the members of Council, the Town Administrator shall also post the notice of the special meeting in a conspicuous place in the Town Hall and shall notify the public in the same manner as a regular meeting. Only matters set forth in the notice of the meeting shall be discussed and/or acted upon. This provision of this rule may not be suspended.

1.4 Adjourned Meeting Any session of Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting thereafter. Notice of adjournment of a meeting and of the time and place for the continuation or reconvening thereof publicly given during such adjourned meeting shall be adequate notice to the public and news media of the time and place thereof.

1.5 **Quorum** Four members of Council shall constitute a quorum. In the event a quorum is not obtained, the members present may adjourn the meeting "sine die" or to a specific date and time.

**Section II. Duties of Council Officers**

2.1 **Presiding Officer.** The Mayor, or in his absence, the Deputy Mayor, shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The roll shall be then called by the recorder, who shall enter into the minutes of the meeting the names of the members present. The presiding officer shall preserve decorum and decide all questions or order subject to appeal to Council.

The presiding officer may move, second and debate from the chair, subject only to such limitations as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council member by reason of acting as presiding officer.

The Mayor shall operate as the Chief Executive Officer in conjunction with the Town Administrator and Chief of Police. The Mayor shall oversee administrative actions as needed with the Chief of Police and the Town Administrator, with reports being generally provided to Council. The Mayor will suggest and request actionable items to the Town's management team with Council approval as needed. It will be the responsibility of the Town Administrator to keep the Mayor informed of any out of the ordinary events, complaints, and compliments.

The Town's Mayor will attend social events as a positive reflection and representative of the Town of White Hall.

It will be the responsibility of the Mayor to keep the Deputy Mayor informed of all out of the ordinary events, complaints, and compliments.

2.2 **Presiding Officer-Pro-Tern** In case of the absence of the proper presiding officer, the Deputy Mayor shall call the Council to order. If a quorum is found to be present, Council shall proceed to elect, by a majority vote of the Council, a presiding officer of the meeting to act until the proper presiding officer appears.

It will be the responsibility of the Deputy Mayor to fill in for the Mayor as needed.

2.3 **Recorder** The Recorder shall attend all meetings of the Council, perform a roll call at council meetings and sign off on payroll sheets. The Recorder will take roll calls during the meeting as needed for vote confirmation, review meeting minutes for accuracy. In the absence of the recorder, the Town Administrator will take roll call. The Recorder will review the minutes prior to council voting.

2.4 **Town Administrator** Consistent with the Ordinances of the Town, specifically those related to the creation of the Town Administrator position, the Town Administrator will serve as the Chief Administrative Officer and shall attend all Town Council meetings and will have the right to speak, but may not vote. The Town Administrator will take roll call in the absence of the Recorder, record all meetings, and oversee the preparation of the draft of the minutes. The Town Administrator, with the input of the Mayor and Council, will oversee the index of Resolutions and Ordinances.

2.5 **Chief of Police** The Chief of Police will be required to attend all Town Council Meetings and report to Council on monthly calls and Police Department Updates. The Chief of Police may be excused from a Council meeting with the occurrence of Police business.

2.6 **City Attorney** The Town Attorney will attend Town Council meetings as requested by the Mayor or Town Administrator. The Town Administrator and Mayor shall be the points of contact for legal advice in the course of the Town's normal business. During a Town Council Meeting all members of Council shall have the ability to ask the Town's Attorney questions and to receive comment from the Town Attorney.

2.7 **Town Employees** Town Employees may be called to attend a Town Council meeting by the Town Administrator.

### **Section III Council Procedure**

3.1 **Order of Business** The Town Council will follow the most current, effective version of Roberts Rules to conduct Town Council Meetings.

3.2 **Minutes Provided Council Members** Each member of Council shall be provided a copy of the minutes in advance of the regular meeting whenever practicable. The presiding officer may inquire "whether or not there are any additions or corrections to the minutes as furnished Council members and as are set forth in the minute book of Council". If there are no corrections or additions such minutes shall stand approved and shall be signed by the presiding officer and validated by the recorder.

3.3 **Preparation of Agenda** The Town Administrator, with the input of the Mayor and Council, will prepare the Agenda for Town Council meetings with the Mayor having final approval prior to posting. The Agenda will consist of recommendations from the Town Administrator and requests from Council.

3.3 **Copies of Agenda** Copies of the agenda shall be made available to the public after its delivery to the members of the Council. A sufficient number of copies of the agenda shall be available to the public at public meetings and posted on the Town's Website and social media pages.

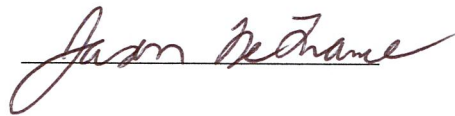
3.4 **Decorum of Town Employees** If requested, the members of the administrative staff and employees shall observe the same rules of procedure and decorum applicable to members of Council. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and city employees are concerned, the Town Administrator and Chief of Police will also be responsible for the orderly conduct and decorum of all Town employees under their direction and control.

First Reading: June 9, 2025

Public Hearing: June 16, 2025

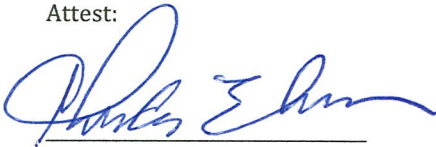
Second Reading: June 16, 2025

Passed by the Town Council on this Day 16th of June, 2025.



Jason DeFrance, Mayor

Attest:



Charles Mason, Recorder