

ORDINANCE NO. 2023 - 1

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

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE BAXTER COUNTY QUORUM COURT FOR FISCAL YEARS 2023 AND 2024.

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 the 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 6:00pm, 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 Court Clerk of the date, and the County Clerk shall notify all member of the Quorum Court not less than four (4) days prior to the new meeting date.

Article 4. Order of Business:

- (a) The following Order of Business shall apply to regular and special called meeting of the Quorum Court:

- (1) Call to Order and Roll Call
- (2) Pledge of Allegiance and Moment of Silent Prayer
- (3) Disposition of Minutes from Previous Meeting
- (4) Committee Reports
- (5) Unfinished Business
- (6) New Business
- (7) Comments/Questions from the Public
- (8) Announcements
- (9) Adjournment

- (b) The procedure distribution of the Quorum Court Agenda was established in Baxter County Ordinance 2013-01, Section 4: The office of the County Clerk shall



F202300002

BAXTER CO, AR FEE \$0.00

PRESENTED: 01-04-2023 11:18:01 AM

RECORDED: 01-04-2023 11:18:01 AM

CANDA REESE

COUNTY AND CIRCUIT CLERK

BY: AMANDA SCHILLING

DEPUTY

ORDINANCE

3 Pages

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 5: 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 6: 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. (see Section 2 (a))

(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 7: Repealer. This ordinance shall repeal that part of any previous ordinance with which it conflicts.

Article 8: Emergency Clause. This Ordinance shall be effective immediately upon passage by the Quorum Court.

APPROVED:

Kevin Litty

KEVIN LITTY, COUNTY JUDGE

Date Signed: 01/03/2023

ATTEST:

Canda J. Reese

CANDA J. REESE, COUNTY CLERK

SPONSOR: Steele

Date Adopted: 01/03/2023

Votes: For: 10 Against: 0

Abstain: 0 Present: 0 Absent: 1