

**ORDINANCE NO. 1 OF 2019****AN ORDINANCE TO AMEND ARTICLE II: CITY COUNCIL § 2-22;  
DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES**

WHEREAS, it is the desire of this governing body to amend Article II: City Council § 2-22 of the Code of Cabot regarding organization of the City Council, pursuant to A.C.A. § 14-43-501 et seq.

WHEREAS, it is also the desire of this governing body to amend Article II: City Council § 2-26 for the purpose of changing the title of said section from Council Agenda Meeting to City Council Work Session.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF  
CABOT, ARKANSAS, THAT:**

**SECTION 1:** Article II: City Council § 2-22 of the Code of Cabot, is hereby amended, as delineated in Exhibit “A” attached hereto and incorporated herein by this reference, and the same provisions thereof shall be controlling from the date on which this ordinance shall take effect.

**SECTION 2: SEVERABILITY.** If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions thereof which are valid, and that such valid portions shall be and remain in full force and effect.

**SECTION 3: REPEAL.** Any portion or portions of the amendment to the UDC adopted herein which are contrary to existing Ordinances of the City of Cabot, Arkansas shall prevail, and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**SECTION 4: EMERGENCY.** Pursuant to A.C.A. § 14-43-501 et al., the members of this governing body shall assemble and organize annually; therefore, this governing body has done so to ensure the City of Cabot has a well-organized City

Council in order to protect the property and lives of the citizens of our city. Therefore, an emergency is hereby declared to exist and this ordinance being necessary for the immediate protection of the public peace, health and safety shall take effect immediately upon its passage and approval.

**SPONSOR:**

\_\_\_\_\_  
Doug Warner, Ward 2, Position 2

**ADOPTION: 7-0 with changes**

**DATE: 01/14/2019**

**EMERGENCY CLAUSE: 7-0**

\_\_\_\_\_  
Ken Kincade, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jim Taylor, City Attorney

**ATTEST:**

\_\_\_\_\_  
Tammy Yocom, City Clerk~Treasurer

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**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:**

**SECTION 1:** Article II: City Council § 2-22 of the Code of Cabot, is hereby amended, as delineated in Exhibit "A" attached hereto and incorporated herein by this reference, and the same provisions thereof shall be controlling from the date on which this ordinance shall take effect.

**SECTION 2:** Article II: City Council § 2-26 is hereby now titled City Council Work Session.

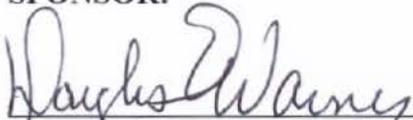
**SECTION 3: SEVERABILITY.** If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions thereof which are valid, and that such valid portions shall be and remain in full force and effect.

**SECTION 4: REPEAL.** Any portion or portions of the amendment to the UDC adopted herein which are contrary to existing Ordinances of the City of Cabot, Arkansas shall prevail, and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of the conflict.

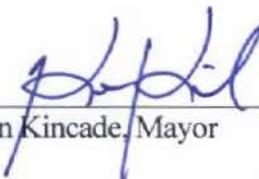


**SECTION 5: EMERGENCY.** Pursuant to A.C.A. § 14-43-501 et al., the members of this governing body shall assemble and organize annually in January; therefore, this governing body has done so to ensure the City of Cabot has a well-organized City Council in order to protect the property and lives of the citizens of our city. Therefore, an emergency is hereby declared to exist and this ordinance being necessary for the immediate protection of the public peace, health and safety shall take effect immediately upon its passage and approval.

**SPONSOR:**

  
\_\_\_\_\_  
Doug Warner, Ward 2, Position 2

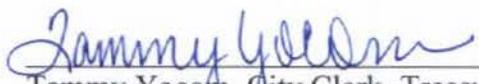
**ADOPTION:** 7-0 with changes  
**DATE:** 1-14-2019  
**EMERGENCY CLAUSE:** 7-0

  
\_\_\_\_\_  
Ken Kincade, Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Jim Taylor, City Attorney

**ATTEST:**

  
\_\_\_\_\_  
Tammy Yocum, City Clerk~Treasurer

AS AMENDED

Sec. 2-22. - Time of filing ordinances, resolutions, contracts and other matters; form.

- (a) *Deadlines.* The purpose of this section to set forth deadlines to ensure the timely filing of ordinances, resolutions, contracts and other matters; form thereof.

The city council shall only consider proposed ordinances, resolutions, or other items of legislation that are filed with the city attorney's office prior to 4:30 p.m. on Friday, two weeks prior to the regular city council meeting. The city attorney's office should file all legislation with the city clerk prior to 4:30 p.m. on Tuesday of the week prior to regular city council meeting. Proposed ordinances, resolutions, or other items of legislation filed after the deadline will not be considered until the next month's meeting. Any requestor that feels that there is an emergency may contact the mayor, city attorney, or chairperson of the committee to which the proposed ordinance, resolution, or other item of legislation may be assigned and request that the proposed ordinance, resolution, or other item of legislation be considered at the next meeting of the city council. In such cases where the deadline falls on a holiday, the filing date shall then be 24 hours subsequent to that time.

If the mayor, city attorney, and committee chair person unanimously agree, then the item will be considered by the city council on an emergency basis.

- (b) *City council committees.* The purpose of this section is to establish a procedure for implementation of a committee system within the city council.

The city attorney's office will assign the proposed ordinances, resolutions, or other items to one of the appropriate committees.

The City Council shall, no later than the first agenda meeting of each year, select five of its members to each standing committee. Each committee shall elect its respective chairperson and vice-chairperson. No member shall serve as chairperson of more than one committee. A committee chairperson may serve as vice-chairperson of one other committee. Standing committees are as deemed necessary.

In the absence of any other agreement or procedure from the city council to construct the standing committees, each city council member shall list in order of preference, the committees they want to serve on. Should a city council position become vacant, and later filled by any means, the new city council member will assume the committee position of the council member replaced. If that city council member was a chairperson or vice-chairperson of a committee, the respective committee will decide who will fill the respective chairperson/vice-chairperson duties. If the vacant city council position is not filled, any council member may be assigned to the shorthanded committee(s).

Each committee shall meet as often as the members thereof think necessary for action and consideration of proposed ordinances, resolutions, and other items referred to it.

Each committee shall act upon and give consideration to proposed ordinance, resolution, or other items, voting thereon, reporting to the full city council its recommendations.

(Code 1992, § 30.03(A); Ord. No. 3-2007, § 1, 1-15-2007; Ord. No. 1-2015, § 1, 1-19-2015; Ord. No. 1-2017, §§ 1, 2, 1-2-2017)

**State Law reference**— Procedure for adoption of ordinances, A.C.A. § 14-55-201 et seq.

**CABOT, ARKANSAS CITY COUNCIL  
2019 COMMITTEE ASSIGNMENTS  
PROCEDURES FOR CONDUCTING BUSINESS**

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**Fire and Police**

**Meeting First Monday of Month @ 6:30 pm 3<sup>rd</sup> on Agenda**

**Damon Bivins – Chair**

**Ron Waymack – Vice Chairman**

**Kevin Davis**

**James Reid**

**Doug Warner** *Matt Webber*

**Agenda – Mayor or his designee**

**Minutes – Tammy Yocom**

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**Budget and Personnel Committee**

**Meeting First Monday of Month @ 6:30 pm 2<sup>nd</sup> on Agenda**

**Doug Warner – Chair**

**Kevin Davis**

**Matt Webber – Vice Chairman**

**Damon Bivins**

**James Reid**

**Agenda – Mayor or his designee**

**Minutes – Tammy Yocom**

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**Municipal Services Committee**

**Meeting First Monday of Month @ 6:30 pm 1<sup>st</sup> on Agenda**

**Ed Long – Chair**

**James Reid – Vice-Chairman**

**Norma Naquin**

**Damon Bivins**

**Kevin Davis**

**Agenda – Mayor or his designee**

**Minutes – Tammy Yocom**

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**Community Development Committee**

**Meeting First Monday of Month @ 6:30 pm 4<sup>th</sup> on Agenda**

**Kevin Davis – Chair**

**Damon Bivins – Vice-Chairman**

**Ed Long**

**Norma Naquin**

**James Reid**

**Agenda – Mayor or his designee**

**Minutes – Tammy Yocom**

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**City Council**

**Meeting Third Monday of Month @ 7 pm**

**Agenda – Mayor and his designee**

**FOR INFORMATIONAL PURPOSES ONLY  
NOT INTENDED FOR INCLUSION IN LEGISLATION**

Minutes – Tammy Yocom

**NOTES:**

Effective July 8, 2013 per Ed Long Committee Chairman  
Annexations, Tax Liens, and Zoning, including re and pre will go directly to Council from Planning Commission and City Attorney

Action requested from City Council from other Commissions will generally go directly to City Council; however, the Director of Operations will check with the appropriate Committee Chairman for any other specific direction and effectuate preferred action

The City Council Committee concept has been most productive and healthy since its inception in the prior Administration. It has been streamlined and enhanced from three evenings monthly to one. With this move it is more conducive to maintain the subject Committee concept yet evolve to an agenda concept for the one meeting night as has been discussed in Committee meetings and with the Committee Chairman

This will streamline and enhance the effectiveness; the agendas will be facilitated by the subject Committee Chairman with all Council members at the table to participate in discussion and voting on preference to include a particular resolution or ordinance on the regular meeting agenda. This action will enhance a seamless approach to consideration of resolutions and ordinances as agenda items for City Council Meetings

Agenda items will be directed to committees based first on functionality and then to Budget and Personnel whenever it transitions to a budget related matter that needs Council action

Any subject Committee may hold separate meeting(s) with appropriate notification to the press. That Committee can make recommendations to any Council Agenda Meeting for consideration to place on the Council Agenda.

The Mayor may appoint at any time Council subcommittees for specific consideration and proposed actions.

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