SHERWOOD CITY COUNCIL

Rules & Procedures for Calendar Year 2026

THE SHERWOOD CITY COUNCIL RULES AND PROCEDURES

REVISED FEBRUARY 2026

Section 1. City Council Meetings, Generally:

Regular Meetings: Time, Date, & Location

The Sherwood City Council shall conduct regular business meetings at 6:00 p.m. on the fourth Monday of each month at Sherwood Police & Courts Building at 2201 E. Kiehl A venue. The City Council by majority vote may reschedule or cancel meetings as it deems necessary on a meeting-by-meeting basis. [A.C.A. 14-43-502 (b)(2)(A)] In the event of inclement weather that results in safety concerns for travel to meetings of the City Council, the Mayor shall be designated as the proper official to determine a postponement should occur and to announce said postponement. Any meeting so postponed will be rescheduled on a later date upon a determination that a quorum can be present.

All City Council meetings, to the extent possible and as otherwise provided, will be held in the City Council Chamber at the above address and shall be videoed and broadcast to the general public on the city Web Site. To review meetings held before March of 2025, go to https://www.youtube.co/%40CityofSherwoodArkansas. To view meetings after March of 2025 go to https://www.sherwoodar.gov/watchnow.

Open to the Public:
City Council meetings are always open to the public [A.C.A. 14-43-502 (b)(2)(A)]. However, meeting attendance is limited to the fire safety capacity of the meeting room.

Special Meetings:
Special or emergency meetings of the City Council may be called by the Mayor or by any three (3) City Council members by submittal of the time and place of the scheduled meeting and its agenda to the Mayor, the City Clerk, the City Attorney, and all City Council members by the designated electronic or written and electronic means given for notification [A.C.A. 14-43-502 (b)(2)(B)].

Proper Notification:
Proper notification for special or emergency meetings for all elected officials, all media in the county, and/or all persons desirous of being notified shall comply with the two-hour notification requirement [A.C.A. 25-19-106(b)(2)]. Notification shall be deemed given when all such parties have been contacted or when an attempt to contact them has been made by every means of instant communications submitted for notification purposes.

Section 2. Agenda

Agenda items can arise out of city commissions and committees by right, may be submitted by the Mayor for city departments or for the administration, or may be submitted by city council members. Items for a regular City Council meeting agenda shall be due to the City Clerk no

later than noon the Tuesday prior to the meeting. Items may be added after the agenda deadline by a suspension of these rules by a two-thirds vote of the City Council during the meeting.

The City Clerk must deliver the City Council agenda packet electronically to the City Council, to all media, and to all those who have requested to be notified no later than noon on the Wednesday prior to the meeting. City Council members may address citizen concerns under New Business.

Section 3. Conduct of a City Council Meeting:

Quorum:

A quorum is defined as a majority of all members of the City Council. [A.C.A.14-43-501 (a)(2)(A)]. The Mayor shall have a vote to establish a quorum as per state law. [A.C.A 14-43-50 I (b)(1)(B)].

Chairman:
The Mayor shall be the ex-officio President of the City Council and preside at its meetings [A.C.A. 14-43-501(b)(l)(A)]. In the absence of the Mayor, the City Council shall elect a president pro tempore to preside over City council meetings. [A.C.A. 14-43-50l (b)(2)].

Procedure:
The conduct of the City Council meeting shall generally follow an informal, standard parliamentary order with the following allowances: 1.) the City Attorney and City Clerk may speak without suspension of the rules, and 2.) City Council members do not have to be recognized by the Mayor to speak as long as the right of each speaker to not be interrupted is respected.

Reading Requirement for Ordinances:
All ordinances shall be fully and distinctly read on three (3) different days unless two-thirds (2/3) of all members of the City Council shall dispense with the rule. [A.S.A. 14-55-202(b)]

Voting Procedure:
The City Clerk shall create a new, random roll call list for each separate meeting and shall use that list as necessary for all roll call votes taken during the meeting. Voting will be by voice vote.

Approval of the City Council:
A majority of all members of the City Council is required for the passage of a bylaw, ordinance, resolution, or order. {A.S.A 14-55-203(b)]. The Mayor shall have a vote when his or her vote is needed to pass any ordinance, bylaw, resolution, order, or motion. [A.S.A. 14-43-501 (b)(l)(B)]

Emergency Clause:
For ordinances that include an emergency clause, a second roll call vote must be taken immediately upon the passage of the ordinance in order to enact the emergency clause.

Allowance of Non-City Council Comment:
Comment and discussion on items on the agenda are reserved for the City Council, Mayor, City Attorney, and City Clerk except as provided below.

Comment on Agenda Items: City Staff & Petitioner Comment:
City staff and petitioners may present information and commentary to the City Council as directed by the Mayor or meeting chair during the introduction of an item of business prior to a motion to approve that item of business. Staff and petitioners may also answer questions from the City Council during discussion of a motion.

Comment on Agenda Items: Public Comment:
Comment from the public on specific agenda items may be allowed by the City Council at its discretion, as directed by the Mayor or meeting chair. Public comment is allowed on a 'first come, first serve' basis and must be made from the public podium provided for that purpose. Members of the public wishing to speak must sign in on the provided form identify themselves and their address for the record in advance of speaking. Comments must be germane to the topic and will be limited to three minutes in length. Individuals not signing in properly will not be recognized to speak. Repetitive comment is strongly discouraged and may be curtailed. The City Council may further restrict such public comment in any fashion including, but not limited to, the total number of speakers, the total time allotted for public comment, and the cessation thereof. Citizens may also answer questions from the City Council during discussion of a motion.

Rule Regarding Public Comment
All comments by citizens to the elected officials, shall be comments to the elected officials by citizens and will not be a discussion between elected officials and the citizen speaking.

Meeting Decorum:
Citizens and visitors attending City Council meetings are not allowed to comment, discuss, or audibly or visibly demonstrate during the meeting except in the manner described above. Open comment or audible or visible demonstration of any kind from the audience is prohibited.
Comments from the podium or otherwise must not be personal, impertinent, profane, or slanderous and must not be boisterous in nature. Violations of meeting decorum will be called down by the Mayor and excessive or continued disregard of meeting decorum could result in removal from the room for the remainder of the meeting. City Council members may appeal to the chair to intervene as needed or, by majority vote, remove the offenders.