



## SOUTH HILL TOWN COUNCIL RULES OF ORDER AND PROCEDURE

Adopted June 9, 2025

### **Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the South Hill Town Council ("Council"). Their purpose is to help Council conduct its affairs in a timely, effective, and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised*, including the provisions for Procedure in Small Boards, and applicable Virginia laws. **The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so.** When Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Council to strictly comply with the rules of procedure shall not invalidate any action of Council.

### **SECTION 1 - PURPOSE AND BASIC PRINCIPLES**

#### **Section 1-1. Purpose of Rules of Procedure**

- A. To enable the South Hill Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Council on any matter.

#### **Section 1-2. Basic Principles Underlying Rules of Procedure**

- A. The business of the Council should proceed in the most efficient manner possible;
- B. Council's rules of procedure should be followed consistently;
- C. Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Council at one time;

- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member has equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

## **SECTION 2 -- MEETINGS**

### **Section 2-1. When and Where Regular Meetings are Held**

The time and place of regular meetings of the Council are established by ordinance. Meetings shall be held in the Town Council Chamber in the Town Hall as provided by ordinance as follows:

Second Monday of the month, at 7:00 p.m.

The Council may call or hold additional meetings at other locations and times, or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the public and the press as required by the Code of Virginia of 1950, as amended (the "Code").

#### **Section 2-1.1. Continued Meetings – Inclement Weather**

A regular meeting shall be continued to the immediately following Monday, or to the next regularly scheduled meeting, at the same time and place as the regular meeting if the Mayor, or the Vice Mayor if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the Council members, the press and public as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting without the need for further advertisement, unless the Town Manager determines that re-advertisement is necessary or advisable.

### **Section 2-2. Special Meetings**

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient. A special meeting of the Council shall be called pursuant to Sections 15.2-1417 and 15.2-1418 of the Code.

B. Special meetings may be called by the Mayor or any two (2) members of the Council in writing to the Clerk of Council ("Clerk") for the purpose stated in the notice of the

special meeting. The Clerk shall timely notify the members of the Council of the time and place designated and the purpose of the meeting. Notice of the special meeting shall be delivered to each member of the Council via email to the Councilors' town email addresses. Only matters specified in the notice of the special meeting shall be considered unless the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice to the public of any special meeting shall be given contemporaneously with the notice provided the members of the Council, the Town Attorney, and the Town Manager in accordance with Section 2.2-3707 of the Code.

### **Section 2-3.           Legal Holiday**

When a regularly scheduled meeting falls on a state-recognized legal holiday, the meeting shall be held on the following business day.

### **Section 2-4.           Adjourned or Recessed Meetings**

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

### **Section 2-5.           Cancellation or Rescheduling of Meetings**

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor shall approve any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore.

### **Section 2-6.           Organizational Meeting**

A. The first meeting in January following a Mayoral election, in which there is a change to the Mayoral seat, shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of four years.

C. Following the election of the Vice Mayor, the Council shall adopt its Rules of Procedure.

**Section 2-7. Procedure for Election Vice Mayor**

A. The Mayor shall preside during the election of the Vice Mayor which shall proceed as follows:

1. The Mayor or presiding officer shall call for nominations from the membership.
2. Any Council member, after being recognized by the Mayor or presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor or presiding officer shall close the nominating process and open the floor for discussion.
4. After discussion the Mayor or presiding officer shall call for the vote.
5. Voting shall be conducted by roll call, with each member stating the name of the candidate for whom they are casting their vote. The Clerk shall record and tally the votes, then publicly announce each nominee and the number of votes received.
6. Each member shall cast one vote for any one nominee.
7. In the case of a three-way race, the candidate receiving the least number of votes will be dropped from the slate of nominees, and another vote will be taken.
8. A majority of those voting shall be required to elect the Vice Mayor.

B. The Vice Mayor shall serve until replaced.

**SECTION 3 -- OFFICERS**

**Section 3-1. Mayor and Vice Mayor**

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary Mayor or presiding officer.

**Section 3-2. Clerk**

The Clerk shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings.

**Section 3-3. Parliamentarian**

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code, as may be directed by the Mayor or presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

**Section 3-4. Preservation of Order**

A. At meetings of the Council, the Mayor or presiding officer shall preserve order and decorum. In addition to any other powers conveyed by law, the Mayor or presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

B. A decision by the Mayor or presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the Mayor or presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The Mayor or presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

**SECTION 4 – AGENDA**

**Section 4-1. Preparation**

A. The Clerk of Council shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".

B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the regular Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting following the request.

C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular agenda for consideration.

D. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

E. Any individual or group who wishes to address the Council during a regular meeting on any item of Town business shall submit a written request to be on the agenda to the Clerk of Council by noon on the Tuesday preceding the Council meeting.

#### **Section 4-3. Delivery of Agenda**

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney the Thursday prior to the Monday Council meeting. Delivery by electronic means is the preferable method. Each Councilor shall advise the Clerk of Council of their delivery preference. If there is a delay in delivery, the Clerk shall so advise Council of the reason at the meeting. In no event shall delay of delivery create an objection to the meeting or prevent the meeting from occurring and matters presented be considered by Council at such meeting.

#### **Section 4-4. Public Access to Agenda Materials**

The Clerk of Council shall post the agenda documents for all Council meetings on the Town website for public information as promptly as possible. Copies of the agenda and agenda documents will also be available at the Town Hall for public inspection. Paper copies of agenda documents will be provided for a fee upon request to the Clerk.

### **SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS**

#### **Section 5-1. Order of Business**

A. At regular meetings of the Council on the 2nd Monday of the month, the order of business shall generally be as follows:

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Agenda

5. Special Recognitions (if any)
6. Citizens to Address Council (Public Presentations)
7. Public Hearings
8. Consent Agenda (Reports to Accept as Presented)
  - o Approval of Minutes
  - o Monthly Financial Report
9. Staff Reports Requiring Council Action
10. Committee Reports (if any)
11. Appointments (if any)
12. Other Business (if any)
13. Adjournment

B. The above order of business may be modified by the Clerk of Council to facilitate the business of the Council.

**Section 5-2. Citizen Participation**

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Presentations

1. Individuals or groups wishing to speak at a regular Council meeting must submit a request to the Clerk of Council by noon on the Tuesday preceding the meeting. Additionally, a sign-up sheet will be available in the Council Chambers prior to the start of the meeting for any additional speaker registrations.
2. Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
3. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
4. The Mayor or presiding officer shall open the Public Presentations.
5. Each speaker shall clearly state his or her name and locality of residence.
6. There shall be a time limit for each individual speaker of 3 minutes.
7. A representative of a group may have up to five (5) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.
8. Speakers are not permitted to donate time to other speakers.
9. There shall be no comment during Public Presentations on a matter for which a public hearing is scheduled during the same meeting.

10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.

11. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time. Such written comments shall be submitted through the Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Mayor.

D. The Mayor or presiding official shall strictly enforce time limits and rules of decorum. No speaker's time shall be extended except by the Mayor.

E. Anyone wishing to submit written statements for distribution to the Council prior to a Council meeting must provide twelve (12) copies to the Clerk by noon on the day of the meeting. These statements will be reviewed and approved by the Mayor before being distributed at the meeting. Submissions received after the deadline should still be submitted to the Clerk and, following the Mayor's review and approval, will be forwarded to the Council at a later date.

### **Section 5-3.            Prohibited Conduct**

A. Persons appearing before the Council will not be allowed to:

1. Campaign for public office;
2. Promote private business ventures;
3. Use profanity or vulgar language or gestures;
4. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
5. Make non-germane or frivolous statements;
6. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
7. Engage in behavior that intimidates others;
8. Address the Council on issues that do not concern the services, policies or affairs of the Town.

B. The Mayor or presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal



to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the Mayor or presiding officer, subject to appeal to the Council, or by motion passed by the Council.

#### **Section 5-4. Public Hearings**

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

B. The Town Manager or his/her designee shall be the presiding officer and conduct all public hearings.

C. The order of public hearings shall be as follows:

1. The presiding officer shall open the public hearing.

2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.

3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of five (5) minutes for the applicant's or his or her representative's presentation.

4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and locality of residence. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Mayor may allow any speaker to proceed past the time limit.

5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.

D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.

E. Following the close of the public hearing, the Mayor may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

**Section 5-5.                    Staff Reports Requiring Council Action**

This section of the agenda shall include items of a general business nature to be considered by the Council such as staff reports requiring Council action.

**Section 5-6.                    Consent Agenda**

A. The consent agenda shall include, by way of illustration but not limitation, the following:

1. Approval of minutes.
2. Monthly financial report.

B. The consent agenda shall be introduced by a motion "to accept", and shall be considered by the Council as a single item.

C. There may be a short discussion of consent agenda items to answer questions or clarify a matter.

D. Upon request of any Council member, an item shall be removed from the Consent Agenda. The item shall be considered separately after acceptance of the Consent Agenda.

**Section 5-7.                    Items Not on the Agenda**

With the Council's consent, items may be added to the agenda to respond to situations and/or questions of a *critical nature* which have arisen after the deadline has passed for items to be placed on the agenda. The deadline for submitting items to the Town Clerk is Noon on Wednesday prior to the Council meeting.

**Section 5-8.                    Closed Meetings**

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. In order for any resolution, ordinance, rule, contract, regulation or motion deliberated in a Closed Meeting to become effective, the Council must reconvene in an open meeting and take a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the Mayor or presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue. It is the practice of Council that the Town Manager and Town Attorney be present in Closed Meetings.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential.

## **SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS**

### **Section 6-1. Quorum**

A. As provided by Section 15.2-1415 of the Code, a majority of the members of the Council must be present to conduct business. A quorum is a majority of the entire membership of the Council, including any vacant seats.

B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.

C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk of Council shall enter such adjournment in the minute book of the Council and shall notify absent members thereof in the same manner as required for special meetings.

D. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code provide that a majority of the remaining members of the Council shall constitute a quorum.

**Section 6-2. Priority in Speaking on the Council**

When two or more members of the Council wish to speak at the same time, the Mayor or presiding officer shall name the one to speak.

**Section 6-3. Comments, Queries of Council Members**

Council members are to observe the following rules during the discussion of agenda items:

A. The Mayor or presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The Mayor or presiding officer shall rule other comments out of order.

B. Council members may address questions to the Town Manager or staff present at the meeting. Staff members should be at a microphone when answering Council members' questions. All legal questions should be addressed to the Town Attorney.

**Section 6-4. Action by the Council**

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent when a matter is presented for unanimous consent.

**Section 6-5. Motions**

A. Except as otherwise described herein, motions shall be considered and dealt with in accordance with *Robert's Rules of Order Newly Revised*, including the provisions for Procedure in Small Boards.

B. Informal discussion of a subject is permitted while no motion is pending.

- B. Any member, including the Mayor or presiding officer, may make a motion.
- C. Members are required to obtain the floor before making motions or speaking.
- D. A member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

#### **Section 6-6. Debate**

A. The Mayor or presiding officer shall state the motion and then open the floor to debate. The Mayor or presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. The Mayor or presiding officer may participate in the debate prior to declaring the matter ready for a vote.
4. Council members shall not engage in electronic communications amongst themselves or others regarding a motion that is on the floor for debate.

#### **Section 6-7. Duty to Vote**

A. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the Mayor or presiding officer shall ask if any of the remaining members object.

B. If there is an abstention, it shall be the responsibility of the Clerk of Council to note the abstention and, when available, the reason for abstaining for the record.

#### **Section 6-8. Method of Voting**

A. After debate, the Mayor or presiding officer shall ensure that the motion is clear and call for the vote.

B. All issues submitted to the Council requiring a vote shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.

E. All questions submitted to the Council for decision shall be decided by a vote of the Council. Except as otherwise required by law, the question shall be decided by an oral vote of "aye" or "nay". Any member may request a roll call vote. In any case, the Mayor or presiding officer shall announce the results of the vote.

#### **Section 6-9. Decisions on Points of Order**

Any Council member may raise a point of order without being recognized by the Mayor or presiding officer. The Mayor or presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor or presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor or presiding officer to the full Council which shall decide the matter by majority decision.

### **SECTION 7 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES**

#### **Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees**

A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Council to serve specified terms as may be deemed to be appropriate by the Council.

B. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

#### **Section 7-2. Standing Committees Roles and Guidelines**

A. The roles of and the operating guidelines for standing or appointed committees shall be as adopted from time-to-time by a majority of the Council.

### **SECTION 8 -- GENERAL OPERATING POLICY**

#### **Section 8-1. Broadcasting Council Meetings**

Regular meetings of the Council may be broadcast or streamed live whenever possible.

**Section 8-2.                    Numbering and Indexing of Resolutions and Ordinances**

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions and ordinances shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 2023, the resolution number would be shown as: #R-01-23. Ordinances shall also be numbered consecutively.

**Section 8-3.                    Minutes of the Council Meetings**

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

**Section 8-4.                    Amending the Rules of Procedure**

These rules may be amended at any regular meeting, or at any properly called special meeting, that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of a two-thirds majority of the Council membership.

**Section 8-5.                    Special Rules of Procedure**

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a two-thirds majority of a quorum of the Council.