

State of Arkansas  
County of Jefferson  
Quorum Court

ORDINANCE NO. 2025 - \_\_\_\_\_

AN ORDINANCE ESTABLISHING AND ADOPTING PROCEDURES FOR THE JEFFERSON COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL CALLED MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS FOR THE YEARS 2025 (from date of passage) through the year 2026.

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

WHEREAS, the Jefferson 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 I. The Quorum Court of Jefferson County, Arkansas, adopts in its entirety the rules of procedure as stated in the Procedural Guide for Arkansas County Quorum Court Meetings. 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. This ordinance shall serve as law until its replacement or repeal. The following procedures outlined in this ordinance shall be adopted as necessary procedures to be used to transact the business of the Jefferson County Quorum Court.

ARTICLE II. SCHEDULED MEETINGS.

- A. The Quorum Court of Jefferson County affirms that all regular quorum court meetings of the Jefferson County Quorum Court shall be held on the Monday following the first Tuesday of each month, beginning at 5:30 pm, in the Dr. Vannette Johnson Quorum Court Room of the Jefferson County Courthouse. Regular committee meetings will be held on the first Tuesday of each month at 5:30 pm at the same location.
- B. If the regular meeting date and/or location need to be changed or moved, a majority vote of the quorum court shall be required (phone vote accepted). In the event of public safety issues, holiday conflicts, or public elections conflicts, the County judge is authorized to reschedule the quorum court's regular meeting(s) and committee meeting(s). The Secretariat (County Clerk) of the Quorum Court or designee will then notify all members of the Quorum Court not less than two (2) days before the rescheduled meeting date and location.
- C. The County Judge or a majority (7) of the elected Justices may call special meetings of the Quorum Court with twenty-four (24) hours' notice. A committee chair or two members of any committee may call a special meeting of the committee with 24 hrs. notice to its members and the press in accordance with A.C.A. 14-14-904(c)(1).
- D. The full Quorum Court will hold budget meeting(s) to prepare and present a budget to the Quorum Court to appropriate funding for the upcoming year's budget. All elected officials are required to submit their budget requests to the County Clerk's office by October 15th to allow time for review by the Finance and Budget Committee.
- E. The Quorum Court will review Legislative Audit reports regarding County Government at the first regular Quorum Court meeting following the Audit's release.

ARTICLE III. AGENDA PREPARATION & NOTIFICATION- PUBLICATION

- A. In accordance with Ark Code 14-14-905, a county ordinance or amendment to an ordinance shall be introduced only by a justice of the peace of the county.
- B. Any request requiring Quorum Court action must bear the name of a sponsoring Justice of the Peace prior to its inclusion on the committee and/or quorum court's agenda. All quorum court requests shall be channeled through the appropriate quorum court committee(s). Exception: Items with a Super Sponsorship (five or more sponsors) shall be added to the next Quorum Court meeting agenda. Also, items can bypass committee upon proper motion and passage to suspend the rules and go directly to the full court. (It takes 9 members to suspend the rules).
- C. The Quorum Court has authority to transfer an item to another committee by motion and majority vote.
- D. The preparation of the Quorum Court agenda for all Quorum Court and committee meetings shall be the duty of the County Clerk (Secretariat) or designee. Every legislative or agenda item must bear the name of the sponsoring justice. The County Clerk may accept verbal or written authorization from a sponsor to attach their name to the agenda item.
- E. Agendas will be developed based on timely submission of a request to the appropriate Committee Chairperson or County Clerk. For a request to be timely, it must be submitted to the appropriate committee chairperson or County Clerk by the close of business on the Tuesday before the next committee meeting.
- F. The Secretariat of the Quorum Court or designee shall be responsible for giving timely notice to the Justices of the Peace, individually and in writing, of all Quorum Court and committee meetings. The notice shall include the name of each committee meeting, the time and date of the meetings, and a brief description of each agenda item. Notice sent by email shall be sent the Thursday prior to the meeting by 5 pm, and notices hand delivered shall be delivered the Friday before the meeting by 5 pm.
- G. It shall be the duty of the Secretariat of the Quorum Court or designee thereof to place a copy of the committee meeting scheduled in the legal section of at least one (1) newspaper at least twenty-four (24) hours before the committee meetings convene. The schedule shall include the name of each committee and a brief description of each agenda item.

#### ARTICLE IV. ADDITIONAL MEETING RULES

- A. Committee chairs must entertain non-committee member's questions and comments. However, only committee members can vote on items before the committee.
- B. When five (5) or more Justices sign on to sponsor a legislative request (Super Sponsorship), it shall be added to the most immediate quorum court agenda.

#### ARTICLE V. QUORUM COURT COMMITTEES

- A. The Quorum Court of Jefferson County names the following standing committees: (1) Finance & Budget Committee, (2) Emergency and Public Safety Committee, (3) Human Resources Committee, and (4) Judicial Committee for the years 2025-2026.
- B. The Quorum Court may create any new committees as deemed necessary. The County Judge shall appoint all committee members to all Quorum Court committees subject to the procedural rules outlined in this ordinance.
- C. Each committee will consist of seven (7) members, however, the Finance & Budget Committee will consist of all (13) members of the Quorum Court, upon consent of the County Judge, otherwise, it will also consist of (7) members. Each Quorum Court committee will select its committee chairperson and assistant chairperson, by majority vote. When a committee member is absent, the county judge may appoint a temporary member if a quorum is not present.

- D. A Justice of the Peace may serve as chairperson of only one Quorum Court committee at a time.
- E. No Justice can serve on more than one additional committee than any other Justice.
- F. The quorum court reserves the right to designate a subcommittee to conduct any public hearing concerning county legislative issues, when it is determined that such a forum is in the public's best interest.

#### ARTICLE VI. COUNTY JUDGE - PRESIDING OFFICER

- A. The County Judge shall preside over the Quorum Court meeting without a vote, but with the power to veto. He may not participate in debate in accordance with ACA 14-14-904 although he may be asked to give additional information concerning a particular agenda item.
- B. In the absence of the County Judge, the Quorum Court, by majority vote, shall elect one (1) of their members to preside over the meeting, but without the power to veto.

#### ARTICLE VII. ORDER OF BUSINESS

The following Order of Business shall apply to all meetings of the Quorum Court: (1) Call to Order (2) Moment of Prayer (3) Pledge of Allegiance (4) Roll Call (5) Disposition of Minutes from Previous Meeting (4) Committee Reports (5) Reports of Constitutional Officers (6) Comments/Questions from the Public (7) Unfinished Business (8) Approval of Agenda (9) New Business (10) Announcements (11) Adjournment

#### ARTICLE VIII. Severability Clause

If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the Ordinance which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

#### ARTICLE VIII. Repeal Clause

This ordinance shall repeal any previous procedural ordinances.

ARTICLE IX. This ordinance shall be effective immediately upon passage by the Quorum Court.

SPONSORED BY:

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Justice of The Peace, District \_\_\_\_  
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GERALD ROBINSON  
JEFFERSON COUNTY JUDGE  
JEFFERSON COUNTY, ARKANSAS  
DATED: \_\_\_\_\_

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SHAWNDRAG TAGGART  
JEFFERSON COUNTY CLERK  
JEFFERSON COUNTY, ARKANSAS  
DATED: \_\_\_\_\_