



CITY OF ODESSA *MISSOURI*

RULES OF MEETING PROCEDURE
BOARD OF ALDERMEN

Rules of Procedure for Board of Aldermen Meetings

City of Odessa, Missouri - Fourth Class City

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Authority

These rules are established under the authority granted to fourth-class cities under Chapter 79, RSMo., and are designed to guide the procedures and conduct of the Board of Aldermen of the City of Odessa, Missouri.

Mayor and Board of Aldermen

The governing body consists of the Mayor and six Aldermen, two elected from each ward. They are responsible for legislative policy and oversight.

Purpose

The purpose of these rules is to promote the efficient, orderly, and transparent conduct of all meetings of the Board of Aldermen. They are intended to ensure consistency in meeting structure and decorum, facilitate effective decision-making, and encourage meaningful public participation, while encouraging transparency and public engagement.

Mayor

The Mayor presides over all meetings, represents the City ceremonially, and only votes to break a tie. The Mayor ensures that meeting rules are followed and maintains order.

Mayor Pro-Tem

In the absence of the Mayor, the Mayor Pro-Tem (elected annually by the Board) performs all duties of the Mayor during meetings.

Planning Commission Liaison

The Planning Commission Liaison, appointed by the Mayor, shall attend all Planning Commission meetings and provide an update to the Board of Aldermen at the next scheduled meeting.

City Clerk

The City Clerk prepares agendas, attends all meetings, records minutes, maintains records, provides notice of meetings, and ensures compliance with the Sunshine Law.

City Attorney

The City Attorney serves as legal counsel to the Board, reviews and interprets legislation, advises on procedure and decorum, protects the City's legal interest, participates in closed sessions, and assists with conflict-of-interest issues.

Duties of Mayor

The Mayor presides at meetings, calls special meetings, signs official documents, ensures orderly conduct, and may recommend measures to the Board.

Board of Aldermen

Two-Year Term Aldermen are elected for staggered two-year terms. Each Alderman represents their ward and serves the community in accordance with state and local laws.

Conduct of the Board

Board members shall maintain decorum, respect differing opinions, and conduct themselves professionally in all meetings.

Staff Participation

City staff may provide input when called upon but do not vote. They may assist with reports, recommendations, or answer questions.

Meeting Schedule

Regular meetings shall be held on the second and fourth Monday at 6:00 p.m. at Dyer Park Community Bldg., located at 601 W Main Street, Odessa, Missouri. Special meetings may be called per state law with proper notice.

Quorum and Attendance

A majority (four of six Aldermen) constitutes a quorum. Members should notify the City Clerk in advance if they are unable to attend.

Voting

Each Alderman shall have one vote. The Mayor only votes in case of a tie. All votes must be cast openly (roll call when required). Abstentions must be stated and will be recorded in the minutes.

Parliamentary Rules of Procedure

The Board shall follow Robert's Rules of Order, Newly Revised, unless otherwise stated in these rules.

Open Meetings and Records Policy

Meetings shall comply with the Missouri Sunshine Law (RSMo. Chapter 610). Notices and agendas must be posted at least 24 hours in advance. Communications among a quorum of the Board are considered a public record and should be copied to the City Clerk's email. More than one communication among a quorum of the Board is considered a meeting and is in violation of the Missouri Sunshine Law.

Closed Meetings and Records Policy

Closed sessions may only be held for purposes outlined in RSMo. 610.021. A roll call vote citing the specific statutory reason is required.

Special Meetings

Special meetings may be called by the Mayor or a majority of the Board with at least 24 hours' notice, in accordance with Missouri's Sunshine Law.

Getting the Floor

Members must be recognized by the Mayor before speaking. Interruptions are not permitted except for procedural questions.

Public Comment Request and Allotted Time

Anyone wishing to address the Board must complete a [Public Comment Request Form](#). The form can be submitted via email to the [City Clerk](#) or dropped off at City Hall located at 228 S Second Street by 4:00 p.m. on the day of the meeting; otherwise, the speaker will need to complete a paper form at the meeting and submit it to the City Clerk before the meeting begins. Any documents you wish to provide to the Aldermen during Public Comment must be submitted to the Clerk with the Public Comment Request form. At the beginning of the "Public Comment" period, the Mayor will call the speaker's name. The speaker will come to the podium and state their full name and address. The speaker will have three (3) minutes to speak, and all comments should be directed to the Mayor and the Board.

Interruptions

Board members or the public shall not interrupt others while speaking. The Mayor may call to order any person who disrupts proceedings.

Conflicts of Interest

Members must disclose conflicts of interest and refrain from discussing or voting on such matters in compliance with MEC regulations.

Agenda Preparation

The agenda will be prepared by the City Clerk in collaboration with the Mayor and City Administrator.

Order of Business

A typical meeting agenda will include the following, subject to change:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Welcome Visitors
5. Approval of Consent/Minutes Agenda
6. Mayor/Board Comments
7. City Administrator Report

8. Public Hearing
9. Public Comments
10. Recognitions/Presentations
11. Old Business
12. New Business
13. Discussion/Presentations
14. Next Scheduled Meeting
15. Adjournment

Procedure for Public Hearings

Public hearings begin with a staff report, followed by public input, then discussion and decision by the Board.

- Order of Public Hearing
- Staff presentation
- Applicant statement (if applicable)
- Public comments (proponents then opponents)
- Board discussion
- Decision

New Business / Request to Add Items to the Agenda

Any member of the Board of Aldermen may request that an item be added to the agenda under **New Business** during a regular meeting. A motion must be made and seconded, and the request must receive a majority vote of the board members present in order to be added to the next regular meeting agenda under New Business. If the motion carries, the item will be placed under New Business on the next regularly scheduled meeting agenda.

Meetings

Shall Be Open to the Public. All regular and special meetings shall be open to the public unless legally closed.

Motions

All motions shall be directed to the Mayor and stated out loud for the public to hear. Motions require a second before discussion. The Mayor restates the motion before a vote is taken.

Members Leaving Council Chambers During Meeting

With the exception of a member of the Board recusing themselves and leaving the meeting due to a conflict, the Mayor and Board Members shall remain in their designated place during the meeting unless a recess is called or the member is excused by the Mayor with cause. A vote shall not be taken during a member's absence from their chair.

Visitors

Visitors are welcome and encouraged to attend meetings but must remain orderly and follow meeting decorum.

Conduct During Meetings

Members wishing to speak must be recognized by the Mayor and should confine their remarks to one specific topic currently under consideration. Discussions should be related to the topic at hand to allow enough time for all scheduled issues to be fully addressed.

Cell phone and computer use for texting or engaging in social media during meetings should be avoided.

All attendees at meetings must be respectful and refrain from disruptive behavior. The Mayor may have disorderly individuals removed. Decorum is essential; personal attacks and disruptive actions are not allowed. Members should treat one another, staff, and the public with courtesy and respect.

Communication Outside of Official Meetings

Members of the Board of Aldermen are encouraged to maintain open, respectful communication with the public. When discussing City-related matters outside of official meetings, including on social media or in public forums, members should clearly indicate when they are expressing personal opinions.

Purpose

This policy is intended to support transparent and effective communication between elected officials and the public, while preserving the integrity of the Board's deliberative processes. It affirms the public's right to be informed and involved, and recognizes the individual rights of Board members to express their views, while also emphasizing the importance of responsible communication in public service.

Policy

This policy encourages members to balance transparency with the need for accurate and timely communication with the public.

Engagement with constituents is welcomed, and members are encouraged to direct residents to review official City information and participate in public meetings or forums to stay informed and involved in the process.

Members are expected to exercise discretion when commenting on matters that are pending, or under active consideration to maintain the integrity of the Board's decision-making process. Unless authorized by the Board of Aldermen, individual members shall not express or imply that their personal opinion is the opinion of the Board or the City.

Unless specifically authorized by the Board of Aldermen, individual members of the Board are not authorized to make social media posts or comments on behalf of the City or the Board of Aldermen. Any Board member wishing to make a social media post on their personal page regarding the City

or its policies shall clearly identify that post as a personal opinion, such as by using the acronym IMO within the body of the post or other substantially similar phrase.

Legal and Policy References

- **Missouri Sunshine Law (Chapter 610, RSMo):** Board members are reminded that most records and communications relating to public business, including certain social media posts or emails, may be considered public records subject to disclosure.
- **Municipal Code (if applicable):** This policy is consistent with the City's governing documents and ethical standards expected of elected officials.
- **National League of Cities & Missouri Municipal League Guidelines:** Elected officials are encouraged to follow best practices for public engagement, which emphasize transparency, accountability, and the responsible use of digital platforms.

Suspension of Rules of Procedure

These procedures may be amended by a majority vote of the Board. The Board may suspend any portion of these procedures by a two-thirds vote, unless otherwise prohibited by state law.

Sample Motions

- "I move to approve/deny/amend the minutes as presented."
- "I move to approve/deny Resolution No. ____"
- "I move to approve/deny the first reading for Bill No. ____"
- "I move to approve/deny the second reading of Bill No. ____ and approve the bill as an ordinance."
- "I move to go into closed session pursuant to RSMo 610.021(1)."
- "I move to adjourn the meeting."

These procedures shall be effective upon adoption by resolution of the Board of Aldermen and remain in effect until amended or repealed.

Adopted by Resolution 2025-16 by the Board of Aldermen of the City of Odessa, Missouri, this 28th day of July, 2025.