

State of Arkansas
County of Jefferson
Quorum Court

ORDINANCE NO. 2025 - _____

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

AN ORDINANCE ESTABLISHING AND ADOPTING PROCEDURES FOR THE
JEFFERSON COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL
MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS,
FOR YEARS 2025-2026

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.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF
JEFFERSON COUNTY, ARKANSAS THAT:

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, published by the Association of Arkansas Counties. 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.

ARTICLE II. The following procedures outlined in this Ordinance shall be
adopted as additional procedures to be used to transact the business of the Jefferson
County Quorum Court.

- (a) The regular monthly meetings of the Jefferson County Quorum Court shall
be held on the second Monday of each month, beginning at 5:30 pm, in the
Quorum Court Room of the Jefferson County Courthouse. The committee
meeting will be held the Tuesday before the second Monday at 5:30 pm.
- (b) If the date of the regular meeting needs to be rescheduled, the County
Judge is authorized and empowered to choose another date for the Quorum
Court to meet. The County Judge shall notify all members of the Quorum
Court not less than four (4) days prior to the new meeting date.

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- (c) “The agenda for the regularly scheduled committee meetings, Quorum Court meetings, and public hearings shall be prepared by the County Judge, reduced to writing and delivered to the Justices of the Peace at least ninety-six (96) hours prior to the meeting. All proposed items to be considered by the Quorum Court at the regular monthly meeting shall be submitted in writing or emailed to the County Judge. Once the proposed items have been submitted, the County Judge or his designee shall assign them to an appropriate committee of the Quorum Court for consideration. Each request shall have at least one (1) Quorum Court member listed as a sponsor.” A copy of the committee-meeting scheduled shall be placed 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.
- (d) The County Judge or his designee shall be responsible for giving timely notice to the justices of the peace individually and in writing of all standing and special meetings of committees and quorum court, if time permits. The notice shall include the name of each committee that is meeting, the time of the meetings, and the date of the meetings, the place of the meetings, and a brief description of each agenda item. The notice, agenda, and all supporting documents and proposed ordinances shall also be publicly posted on JeffersonCountyAR.gov to the “Quorum Court Packets” section of the website no less than 48 hours prior to any meeting.
- (e) The County Judge shall create committees and appoint committee members to all committees as necessary, subject to the following rules:
1. Committee assignments shall be distributed as evenly as possible among all Justices of the Peace. No Justice of the Peace shall serve on more than one committee greater or fewer than any other Justice of the Peace.
 2. The four standing committees for the years 2025-2026 are as follows: Finance and Budget Committee, Public Safety Committee, Human Resources Committee; and Judicial Committee. Each committee shall have no less than six members.
 3. A vote by a majority of the full Quorum Court shall be required for an item to bypass committee and go directly before the full court. This vote can be called for by motion of any member of the committee during the committee meeting. If a quorum of the full Quorum Court is not present at the time a vote is called for, the item shall be tabled until the next scheduled Quorum Court meeting.”

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- (f) All Quorum Court requests shall be channeled through the committee system with the exception of requests that bypass committee as referred to in Article II, section (e)(3).

ARTICLE III. Order of Business

(a) The following Order of Business shall apply to regular and special called meetings of the Quorum Court:

(1) Call to Order, Pledge of Allegiance and Moment of Silent Prayer (2) Roll Call (3) Disposition of Minutes from Previous Meeting (4) Committee Reports (5) Unfinished Business (6) Comments/Questions from the Public (7) New Business (8) Announcements (9) Adjournment.

ARTICLE IV. Repealer. This ordinance shall repeal that part of any previous ordinance with which it conflicts.

ARTICLE V. This Ordinance shall be effective immediately upon passage by the Quorum Court.