

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 MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS, FOR YEARS 2025-2026

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE OF ARKANSAS, AND 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.

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.

Meeting Dates

- (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 determined by the County Judge, reduced to writing and delivered to the Justices of the peace at least forty-eight (48) hours in advance.
- (d) 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.
- (e) 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.
- (f) The County Judge shall create any new committee as he sees fit, appoint committee members to all committees and appoint all chairpersons of committees.
- (g) The four (4) standing committees for the years 2025-2026 are the Finance and Budget Committee; Public Safety Committee; Human Resources Committee; and Judicial Committee.
- (h) All Quorum Court requests shall be channeled through the committee system.

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.

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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.

INTRODUCED BY:

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CONLEY BYRD  
JUSTICE OF THE PEACE  
JEFFERSON COUNTY, ARKANSAS

APPROVED BY:

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TERRY WYNNE  
COUNTY ATTORNEY  
JEFFERSON COUNTY, ARKANSAS

APPROVED:

\_\_\_\_\_  
GERALD ROBINSON  
JEFFERSON COUNTY JUDGE  
JEFFERSON COUNTY, ARKANSAS

ATTEST:

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

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_