

ORDINANCE NO. 2008-1

Procedures for Adopting Proposed Ordinances

WHEREAS, elected officials of the Town of Leo-Cedarville must have ample time to review proposed ordinances; and

WHEREAS, it should be the policy of the Town Council for the Town of Leo-Cedarville to make every possible effort to keep its citizens informed regarding possible changes that may affect them; and

WHEREAS, ample time is needed for area residents to voice concerns, praise and/or ask questions to the Town Council of the Town of Leo-Cedarville;

NOW THEREFORE BE IT RESOLVED that the Town Council (hereinafter known as Council) of the Town of Leo-Cedarville hereby adopts the following procedures that said Council must follow before it may adopt any proposed ordinance:

1. Every proposed ordinance must be introduced in writing.
2. Any required public notice shall include an appropriate notice in the "East Allen Courier" newspaper.
3. The introducing Council member of an ordinance must make every proposed ordinance available to each Council member no less than seven (7) days prior to its placement on the next meeting agenda for a ratification vote and final adoption. The timely placement of a draft copy, in final form, appropriately placed in each Council member's assigned mailbox in the Town Hall shall serve to meet this communication requirement.
4. The Council, or its designee, must publish a copy of every proposed ordinance on the town's Internet site no less than seven (7) days prior to its placement on the next meeting agenda for a ratification vote and final adoption.
5. A Council member, or Council designee, must read every proposed ordinance aloud in its entirety on both its first and final readings, unless all present Council members unanimously consent to the waiver of a complete reading. A final reading of a proposed ordinance shall occur immediately prior to Council voting to ratify and adopt an ordinance.

The Town Administrator of the Town of Leo-Cedarville is hereby directed to carry out the provisions of this Ordinance.

Dated this ____ day of _____, 2008

Adopted this ____ day of _____, 2008

_____, President of the Town of Leo-Cedarville