

STATE OF ALABAMA)

COUNTY OF BALDWIN)

**RESOLUTION #2023-006
OF THE
BALDWIN COUNTY COMMISSION**

**ENACTING AN INSTRUMENT TO BE COMMONLY KNOWN AS THE
"DIVISIONAL RESOLUTION OF THE BALDWIN COUNTY COMMISSION" TO
AUTHORIZE CERTAIN PROCEDURAL REQUIREMENTS AND PRESCRIBE
OTHER PERMITTED AND AUTHORIZED DUTIES, AS ENUMERATED AT ACT NO.
239 (1931), AS AMENDED, AND OTHER APPLICABLE LAW.**

KNOW ALL MEN BY THESE PRESENTS THAT WHEREAS, the Baldwin County Commission was established by a 1931 Act of the Legislature of Alabama, as amended by said Legislature of Alabama from time-to-time in subsequent years thereafter, which, collectively, are commonly referred to as Act No. 239, [Local Acts Alabama, 1931, p. 100] as amended [hereinafter referred to as "Act No. 239 (1931), as amended"]; and

WHEREAS, in addition to the duties, powers, jurisdiction, authority and privileges set forth in Act No. 239 (1931), as amended, the Baldwin County Commission exercises other additional authority as provided by the Constitution of Alabama 1901, General Laws of the State of Alabama and applicable Baldwin County Local Laws; and

WHEREAS, pursuant to §11-3-1 (e) of the Code of Alabama 1975, the Baldwin County Commission is required to meet on the Wednesday following the election and tabulation of provisional ballots pursuant to §17-10A-2 of the Code of Alabama 1975 of any one of its members whose term commences at 12:00 a.m. on the second Wednesday following the general election at which he or she is elected; and

WHEREAS, in Baldwin County, Alabama, during the November 8, 2022, General Election, County Commissioners were elected to compose the Baldwin County Commission requiring said honorable county governing body to convene as required by the aforementioned Alabama law; and

WHEREAS, on this date, November 16, 2022, during the regular meeting required by the aforementioned Alabama law, the Baldwin County Commission, respecting Act No. 239 (1931), as amended, coupled with the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996) and §45-2-72.01 of the Code of Alabama 1975 hereby adopts this instrument in order to authorize certain procedural requirements, and prescribe other permitted and authorized duties, as enumerated at Act No. 239 (1931), as amended, and other applicable law; now therefore

BE IT RESOLVED, BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED, that, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission is required to provide for the "Divisions," of the Baldwin County Commission, as follows:

FIRST DIVISION
Chairman and Purchasing Division Commissioner

SECOND DIVISION
Road and Bridge Division Commissioner

THIRD DIVISION
Finance and Taxation Division Commissioner

FOURTH DIVISION
Industrial and Civic Division Commissioner

FURTHER, BE IT RESOLVED, that, pursuant to Section 8 of Act No. 239 (1931), as amended, the duties required of each "Division," of the Baldwin County Commission, are as follows:

<u>FIRST DIVISION</u>
Chairman and Purchasing Division Commissioner

- (a) Shall be the presiding officer of the Baldwin County Commission; and
- (b) Shall sign the minutes of the proceedings of the Baldwin County Commission; and
- (c) Shall sign all warrants drawn on the County Treasury and all orders drawn on funds or disbursements of the County, except as otherwise directed by the Baldwin County Commission; and
- (d) Shall be such Office's duty to prepare the order of business and obtain information for the sessions of the Baldwin County Commission and see that all orders thereof are properly executed, except as otherwise directed by the Baldwin County Commission; and
- (e) Shall act as the Purchasing Agent for the County and all purchases for and on behalf of Baldwin County and the Baldwin County Commission or by any Division or employee of the Baldwin County Commission, and all purchases by and for any office, officer or employee of Baldwin County, except those under the jurisdiction of and acting as for the Baldwin County Board of Education and paid out of school funds, shall be made through the Chairman and Purchasing Commissioner; and
- (f) Such Office is directed and required to use all proper care in purchasing to the best interest of Baldwin County; and
- (g) Shall perform such services only under the direction and control of the entire Baldwin County Commission and in the manner directed by the Baldwin County Commission; and
- (h) In addition thereto, such Office shall perform all duties and have all rights, powers, jurisdiction, authority and privileges that may be granted to and required of the Chairman and Purchasing Division Commissioner by the Baldwin County Commission, and all duties, powers, jurisdiction, authority and privileges that are now or may

hereafter be granted to and required by the presiding officer of the Courts of County Commissioners, Boards of Revenue, or other governing bodies of the Counties by the General Laws of the State of Alabama, except as otherwise provided in this act; and

- (i) Shall give bond in the sum of \$5,000 payable to Baldwin County, conditioned upon the faithful performance of such Office's duties with lawful sureties, to be approved by the Judge of Probate of Baldwin County; and
- (j) Shall, upon requisition from any officer, Division or employee of Baldwin County, issue a purchase order for equipment, supplies and materials necessary and proper for the functioning of the county business, and attend the purchase of the same; and
- (k) At each meeting of the Baldwin County Commission, such Office shall have available for the Baldwin County Commission the details of all purchases made since the previous meeting, show the articles purchased, from who purchased, the price paid therefor, the quantity purchased, for what office, officer for Division the same was purchased, and the object for which said purchase was made and the requisition therefor to the end that the Baldwin County Commission as a whole and individually shall at all times be fully advised as to the expenditures made since the last preceding meeting.

SECOND DIVISION
Road and Bridge Division Commissioner

- (a) Shall have jurisdiction over the location, construction, maintenance and repair of the roads and bridges in Baldwin County under the jurisdiction of the Baldwin County Commission; and
- (b) Shall render all necessary and proper assistance to the State Highway Department in its operation in Baldwin County; and
- (c) Shall make requisition upon the Chairman and Purchasing Division Commissioner for all necessary and proper purchases of supplies, material, and equipment for the location, construction, maintenance and repair of the roads, provided, however, it shall not be necessary for such Office to make requisition for repair parts and for minor equipment before purchasing the same when the same is needed for immediate use, nor shall it be necessary for such Office to make requisition for authority to have minor repairs made on County road equipment and machinery, when to make such requisition would cause unnecessary and expensive delay; and
- (d) Shall budget the funds available for road location, construction, maintenance, and repair and allocate the fair and reasonable amount of such funds to the location, maintenance and repair and shall maintain necessary and proper labor and technical employees and proper equipment within the funds available for the proper location, construction, repair and maintenance of the roads and bridges in every section of Baldwin County, and such Office shall report to the Baldwin County Commission such budget and allocation of the funds,

equipment, labors and employees, so that the Baldwin County Commission may pass upon the same and make such recommendations, changes and directions as it shall deem to the interest of Baldwin County.

THIRD DIVISION

Finance and Taxation Division Commissioner

- (a) Shall be charged with the duty of acquiring all necessary and proper information for the Baldwin County Commission as to the financial condition of Baldwin County, and at each meeting have available for the Baldwin County Commission a complete statement showing all funds available and for what purpose created, all claims against Baldwin County and on which fund the same are chargeable, and shall from time to time prepare a general budget for Baldwin County so as to fairly and equitably allocate and apportion the funds of Baldwin County to its several services and shall from time to time determine the probable expenditures and the probable income of Baldwin County from all available sources; and
- (b) Shall gather all necessary and proper information as to the assessed valuation of property in Baldwin County; and
- (c) Shall in the exercise and discharge of such Office's duties report to the Baldwin County Commission at each meeting his actions and make recommendations relating to Baldwin County's finances to the end that Baldwin County's expenditures shall not exceed its income.

FOURTH DIVISION

Industrial and Civic Division Commissioner

- (a) Shall make a survey of the resources of Baldwin County and have the same available for the Baldwin County Commission from time to time, to the end that the agricultural, mineral, timber, water, labor and all other resources of Baldwin County shall be fully developed; and
- (b) Shall cooperate with the Department of Public Health, the Department of Public Welfare, the Agricultural Experiment Station, the Agricultural Extension Work Services, and the Federal and State Reforestation Services, as well as with all other services for the promotion of all its resources and render to them all proper assistance in their respective spheres of operation, and keep the Baldwin County Commission advised as to the activities and needs of the several departments and services; and
- (c) Shall cooperate with the several municipalities and communities in Baldwin County in the development of such communities and municipalities, and keep the Baldwin County Commission advised as to such Offices' activities relative thereto.

FURTHER, BE IT RESOLVED, that, as authorized at Section 11-3-20 of the Code of Alabama 1975 and pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes Section 11-3-20 of the Code of Alabama 1975, and said Section 7 of Act No. 239 (1931), as amended, and, collectively, authorizes and directs, as follows:

The Chairman and Purchasing Division Commissioner shall serve as signatory for the Baldwin County Commission on all appropriate documents, such as resolutions, orders, contracts or directives as are necessary to carry out the official actions as adopted by the Baldwin County Commission in regular or special session assembled.

FURTHER, BE IT RESOLVED, that, while Section 7 of Act No. 239 (1931), as amended, requires the Baldwin County Commission to designate its members into the aforementioned Division(s) **in January of each year**, the Baldwin County Commission, pursuant to the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996) and §45-2-72.01 of the Code of Alabama 1975 shall authorize the initial application of said designations on November 16, 2022, which, in fact, causes the Baldwin County Commission to invoke Section 7 of Act No. 239 (1931), as amended, which provides that said Baldwin County Commission retains the authority, **from time to time**, to change the "Division(s)" of the specific duties, powers, jurisdiction, authority and privileges within each of such "Division(s)" and, furthermore pursuant to said Section 7, preserves the authority to change, **at will**, the Commissioner from one "Division" to another, as limited by §45-2-72.01 of the Code of Alabama 1975 and, to this end, the Baldwin County Commission exercises its collective will to change the Commissioners, from one "Division" to another, to be effected per the time schedule as follows:

YEAR 1 - Divisional Composition of the Members of the Baldwin County Commission November 16, 2022 - November 6, 2023
FIRST DIVISION Chairman and Purchasing Division Commissioner District 4 Commissioner, CHAIR
SECOND DIVISION Road and Bridge Division Commissioner District 2 Commissioner
THIRD DIVISION Finance and Taxation Division Commissioner District 3 Commissioner, VICE CHAIR
FOURTH DIVISION Industrial and Civic Division Commissioner District 1 Commissioner
YEAR 2 - Divisional Composition of the Members of the Baldwin County Commission November 7, 2023 - November 4, 2024
FIRST DIVISION Chairman and Purchasing Division Commissioner District 3 Commissioner, CHAIR

<u>SECOND DIVISION</u> Road and Bridge Division Commissioner District 1 Commissioner
<u>THIRD DIVISION</u> Finance and Taxation Division Commissioner District 2 Commissioner, VICE CHAIR
<u>FOURTH DIVISION</u> Industrial and Civic Division Commissioner District 4 Commissioner
YEAR 3 - Divisional Composition of the Members of the Baldwin County Commission November 5, 2024- November 3, 2025
<u>FIRST DIVISION</u> Chairman and Purchasing Division Commissioner District 2 Commissioner, CHAIR
<u>SECOND DIVISION</u> Road and Bridge Division Commissioner District 4 Commissioner
<u>THIRD DIVISION</u> Finance and Taxation Division Commissioner District 1 Commissioner, VICE CHAIR
<u>FOURTH DIVISION</u> Industrial and Civic Division Commissioner District 3 Commissioner
YEAR 4 - Divisional Composition of the Members of the Baldwin County Commission November 4, 2025 - November 3, 2026
<u>FIRST DIVISION</u> Chairman and Purchasing Division Commissioner District 1 Commissioner, CHAIR
<u>SECOND DIVISION</u> Road and Bridge Division Commissioner District 3 Commissioner
<u>THIRD DIVISION</u> Finance and Taxation Division Commissioner District 4 Commissioner, VICE CHAIR
<u>FOURTH DIVISION</u> Industrial and Civic Division Commissioner District 2 Commissioner

FURTHER, BE IT RESOLVED, that, as required by Section 11 of Act No. 239 (1931), as amended, any three of said Commissioners shall constitute a quorum for the transaction of business which is compliant to Section 11-3-7 of the Code of Alabama 1975 which requires a majority of members of the Baldwin County Commission to constitute a quorum.

FURTHER, BE IT RESOLVED, that, pursuant to, but not limited to, a decision by the honorable Supreme Court of the State of Alabama as found at *Ex parte Meeks*, 682 So.2d 423 (Ala.1996), the "Chairman and Purchasing Division Commissioner" is entitled to vote on all matters coming before the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that, as required by §45-2-72.01 of the Code of Alabama 1975, the Office of "Chairman and Purchasing Division Commissioner" shall rotate in the chronological sequence as provided for in this resolution; however, notwithstanding the chronological sequence provided for by this instrument setting forth the rotation with the Office of "Chairman and Purchasing Division Commissioner" and pursuant to §45-2-72.01 of the Code of Alabama 1975 a member may decline to serve in the Office of "Chairman and Purchasing Division Commissioner" during all or part of the period of his or her rotation by the submission of a written statement to the Baldwin County Commission, and the Baldwin County Commission shall select a member to serve as chair during the rotation period of the member.

FURTHER, BE IT RESOLVED, that, as authorized at §11-3-20 of the Code of Alabama 1975 and as directed by this instrument, and, further, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes §11-3-20 of the Code of Alabama 1975 and Section 7 and, collectively, authorizes, directs and elects one member of Baldwin County Commission to serve, ***only in the temporary absence of the "Chairman and Purchasing Division Commissioner,"*** as "Chairman and Purchasing Division Commissioner" and at all other times shall be styled, in addition to their prescribed "Division" Commissioner duties, as **"Vice Chairman of the Baldwin County Commission"** per the following time schedule, as follows:

November 16, 2022, through November 6, 2023 District 3 Commissioner
November 7, 2023, through November 4, 2024 District 2 Commissioner
November 5, 2024, through November 3, 2025 District 1 Commissioner
November 4, 2025, through November 3, 2026 District 4 Commissioner

and, to such end, said member of the Baldwin County Commission, in the aforementioned time schedule, acting as "Chairman and Purchasing Division Commissioner" and only in the temporary absence of the "Chairman and Purchasing Division Commissioner," is authorized to exercise any and all duties related to said "Chairman and Purchasing Division Commissioner;" notwithstanding the aforementioned, said member of the Baldwin County Commission, while acting in the temporary absence of the "Chairman and Purchasing Division Commissioner" and as acting "Chairman and Purchasing Division Commissioner," shall, also, accomplish any and all duties required of such "Division" Commissioner as primarily designated by this instrument.

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., Code of Alabama 1975 and as required by Section 11-3-8 (a), Code of Alabama 1975, the Baldwin County Commission at this first county commission meeting held pursuant to Section 11-3-1 of the Code of Alabama 1975, establishes the days of the month on which **REGULAR MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the public business affairs of the Baldwin County Commission, said Baldwin County Commission shall meet, in regular session assembled, in the County Commission Chambers, at the Baldwin County Administration Building, located at 322 Courthouse Square, at the County Seat, in Bay Minette, Alabama, on the **first Tuesday of each month**, and on the Wednesday following the general election and tabulation of provisional ballots pursuant to Section 17-10A-2 of any one of its members beginning at **8:30 a.m.** and in the County Commission Chambers, at the Baldwin County Fairhope Satellite Courthouse, located at 1100 Fairhope Avenue, in Fairhope, Alabama, on the **third Tuesday of each month**, beginning at **8:30 a.m.**

FURTHER, BE IT RESOLVED, that, as authorized at Section 11-3-8 (b), Code of Alabama 1975, the Baldwin County Commission shall exercise said Section 11-3-8 (b), Code of Alabama 1975, to convene **SPECIAL MEETINGS**, emergency or other, of the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days of the month on which **WORK SESSIONS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the working sessions, or what are commonly referred to as work sessions, of the Baldwin County Commission, said Baldwin County Commission shall meet, on the **Monday prior to the regularly scheduled meetings of each month** beginning at **8:30 a.m.**, in working session assembled at:

Baldwin County Administration Building in Bay Minette , Alabama 322 Courthouse Square County Commission Conference Room or Meeting Chambers
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January 2023
May 2023
September 2023
January 2024
May 2024
September 2024
January 2025
May 2025
September 2025
January 2026
May 2026
September 2026

Baldwin County Satellite Courthouse at Fairhope , Alabama 1100 Fairhope Avenue County Commission Conference Room or 2 nd Floor Conference Room or Meeting Chambers
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February 2023
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June 2023
October 2023
February 2024
June 2024
October 2024
February 2025
June 2025
October 2025
February 2026
June 2026
October 2026

Baldwin County Central Annex Building in **Robertsdale**, Alabama
22251 Palmer Street
Auditorium or County Commission Conference Room

March 2023
July 2023
November 2023
March 2024
July 2024
November 2024
March 2025
July 2025
November 2025
March 2026
July 2026
November 2026

Baldwin County Satellite Courthouse at **Foley**, Alabama
201 East Section Avenue
Large Meeting Hall

April 2023
August 2023
December 2023
April 2024
August 2024
December 2024
April 2025
August 2025
December 2025
April 2026
August 2026

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days of the month on which **ROAD AND BRIDGE DIVISION MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the Road and Bridge Division meetings of the Baldwin County Commission, said Baldwin County Commission shall meet, in Road and Bridge Division session assembled, in the Auditorium at the Baldwin County Central Annex

Building, located at 22251 Palmer Street, in Robertsdale, Alabama, **quarterly on the third Thursday of January, April, July, and October** beginning at **8:30 a.m.**

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days and months on which **DEPARTMENT HEAD MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the Department Head meetings of the Baldwin County Commission, said Baldwin County Commission shall meet **quarterly on the second Thursday of March, June, September, and December**, beginning at **8:30 a.m.**, at:

Baldwin County Administration Building in **Bay Minette**, Alabama
322 Courthouse Square
County Commission Conference Room or Meeting Chambers

December 2022
December 2023
December 2024
December 2025

Baldwin County Satellite Courthouse at **Fairhope**, Alabama
1100 Fairhope Avenue
County Commission Conference Room or 2nd Floor Conference Room or Meeting Chambers

March 2023
March 2024
March 2025
March 2026

Baldwin County Central Annex Building in **Robertsdale**, Alabama
22251 Palmer Street
Auditorium or County Commission Conference Room

June 2024
June 2024
June 2025
June 2026

Baldwin County Satellite Courthouse at **Foley**, Alabama
201 East Section Avenue
Large Meeting Hall

September 2023
September 2024
September 2025
September 2026

FURTHER, BE IT RESOLVED, that, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties,

powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes said Section 7 and, collectively, authorizes and directs that the Baldwin County Commission shall conduct its public business affairs in regular session and special session assembled pursuant to Robert's Rules of Order, and Act No. 239, (1931), as amended, and applicable Alabama law.

FURTHER, BE IT RESOLVED, that, pursuant to Robert's Rules of Order, 12th Edition (Sept. 2020) ("RRO") §2.16, as a commission having a dozen or fewer members as defined by RRO §49.21, the Baldwin County Commission may adopt rules that govern its meetings by less formal procedures. Accordingly, the Baldwin County Commission hereby adopts a rule that the Chairman shall have the right to make or second motions during meetings of the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that, pursuant to the authority conveyed at Section 23-1-80, Code of Alabama 1975, the Baldwin County Commission, for the purposes of constructing and maintaining all county roads/highways, requires all county roads/highways to be constructed and maintained on the basis of the county as a unit with funds to accomplish said construction / maintenance as provided by the Baldwin County Commission.


FURTHER, BE IT RESOLVED, that pursuant to §45-2-72.01 of the Code of Alabama 1975 the Baldwin County Commission shall **adopt this instrument during the first meeting of newly-elected Baldwin County Commissioners**, said meeting required pursuant to §11-3-1 (e), Code of Alabama 1975 coupled with the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996), on November 14, 2018, and **reconfirm said instrument**, respecting Section 7 of Act No. 239 (1931), as amended, providing amendments if so authorized, **in January of each year** or from time to time, as set forth at Section 7 of Act No. 239 (1931), as amended, to provide for "Division" designations setting forth the "Division" Commissioners from one "Division" to another, as limited by §45-2-72.01 of the Code of Alabama 1975, as per the following time schedule with respect to §36-25A-1, et seq., Code of Alabama 1975 and §45-2-72.01 of the Code of Alabama 1975 in regular meeting assembled on the dates, chronologically prescribed as follows:

First Regular Meeting on November 16, 2022 for 2022-2026 Baldwin County Commission.
First Regular Meeting in January, 2023.
First Regular Meeting in January, 2024.
First Regular Meeting in January, 2025.
First Regular Meeting in January, 2026.


FURTHER, BE IT RESOLVED, that if any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this instrument shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

DONE, AS RESOLVED AND ORDERED, BY THE COUNTY COMMISSION OF
BALDWIN COUNTY, ALABAMA, and under the Seal of the County Commission of Baldwin
County, Alabama, on this the 16th day of November, 2022.





CHARLES F. GRUBER
Chairman and Purchasing Division Commissioner



RONALD J. CINK
Budget Director/Interim County Administrator