

**AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE II OF THE APEX TOWN CODE  
RELATED TO COUNCIL RULES OF PROCEDURE**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF APEX AS FOLLOWS:

**Section 1.** That Section 2-23 of the Town of Apex Code of Ordinances is hereby amended as shown immediately below with deletions being shown by struck-through text and additions being shown by underlined text:

**Sec. 2-23. - Mayor—Additional Duties.**

In addition to the duties of the Mayor conferred by general law, the duties of the Mayor shall be those outlined in the Apex Town Council Rules of Procedure as may be amended from time to time. Additionally, it shall be the duty of the mayor to:

~~(1)~~

~~Preside over the meetings of the council.~~

~~(2)~~

~~S~~sign all contracts, franchises and other written instruments authorized by the council.

~~(3)~~

~~Appoint such committees as are authorized by the council and outline their powers and duties as deemed necessary to properly care for the affairs of the town.~~

**Section 3.** That Section 2-29 of the Town of Apex Code of Ordinances is hereby amended as shown immediately below with deletions being shown by struck-through text and additions being shown by underlined text:

**Sec. 2-29. Procedure; Robert's Rules of Order.**

~~Except as otherwise provided by ordinance, the procedure of the council shall be governed by Robert's Rules of Order, in effect at the time of the meeting. The town council shall follow the rules of procedure adopted by the Town Council on December 3, 2025 as may be amended from time to time. A copy of said rules of procedure shall be kept on file with the town clerk. When confronted with a procedural issue not covered by these rules or state law, the town council shall refer to *Robert's Rules of Order Newly Revised* for guidance.~~

**Section 4.** That Sections 2-24, 2-27, 2-28, 2-30, 2-31, 2-32, 2-34, 2-35, 2-36, 2-37, and 2-38 of the Town of Apex Code of Ordinances are hereby deleted in their entirety.

**Section 5.** The Town Clerk and/or Town Manager are hereby authorized to renumber, revise formatting, correct typographic errors, to verify and correct cross references, indexes and diagrams as necessary to codify, publish, and/or accomplish the provisions of this ordinance or future amendments as long as doing so does not alter the terms of this Ordinance.

**Section 6. Severability, Conflict of Laws.** If this ordinance or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 4. Effective Date.** This ordinance shall be effective upon adoption.

Introduced by Council Member: \_\_\_\_\_

Seconded by Council Member: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Jacques K. Gilbert  
Mayor

ATTEST:

\_\_\_\_\_  
Allen Coleman, CMC  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Laurie L. Hohe  
Town Attorney