

R-XX-2022 A Resolution to Amend the City Council Rules Section 307

**City Council of the City of Glenarden, Maryland
2022 Legislation**

Resolution Number: **R-XX-2022**
Sponsor: **Erika L. Fareed, Councilwoman**
Co-Sponsor: **Derek D. Curtis, Council President**
Session: **Regular Meeting**
Date of Introduction: **Monday, February 14th, 2022**

A Resolution to Amend the City Council Rules Section 307

WHEREAS, the Glenarden City Charter, Maryland Article III, Section 304 provides guidelines for scheduling City Council Meetings; and

WHEREAS, the Glenarden City Charter Article III, Section 307 addresses “rules and order of business; journals; votes in public meetings; roll call votes; minutes”; and

WHEREAS, the Glenarden City Charter Article III, Section 307, paragraph (a) grants the City Council the power to determine its rules and order of business; and

WHEREAS, it is the right of the Council to amend the City Council Rules as needed to more effectively communicate the agreements espoused in said Rules and to more effectively execute the administration of Meetings;

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Glenarden, Maryland, sitting in **Regular Session this XXth day of April, 2022** that the City Council Rules of Procedure be amended as follows:

2.b.(1) The Council President shall be the presiding officer of the Council and shall preserve order and decorum during all meetings of the Council (Article III, Section 305A). The Council President and Vice President shall be selected annually in a closed session on the second Monday of June by a vote of at least four Council members.

~~2.b.(2) The Council President shall be the authorized person to obtain information from the Finance Officer and Treasurer.~~

2.c.(2) The Council President’s action on all administrative matters shall be reported to the full Council as soon as possible but no later than 24 hours and shall stand unless otherwise directed by a majority vote of the Council.

3.b.(1)(b) Citizens should come to the microphone during comments period and briefly state

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1 their concern(s) about the business of the day or state concern(s) that they would like the
2 Council to address at a later date. In order to give all citizens an opportunity to address the
3 Council, citizens will be limited to one visit to the microphone for a maximum of five
4 minutes per comment period. Additional visits or time can be granted at the Council
5 President's discretion.

6
7 3.b.(7) Public Hearing- The council holds public hearings when it is considering a subject
8 having unusually high community impact and when it is considering items for which local,
9 state, or federal regulations mandate such hearings. The main purpose of such a hearing is
10 to obtain testimony from the public. An issue on which a public hearing is held may be the
11 subject of several work sessions and may generate potentially more citizen participation
12 than can be accommodated at a regular meeting with its other normal business items. An
13 additional meeting of the council for a public hearing can be valuable in providing the
14 public an opportunity to learn the current status of a project and give the council, as the
15 public policy makers, clear indications of public sentiment before making a decision.
16 Additional work sessions at a subsequent meeting generally follow the public hearing
17 before final council action on the matter at a regular hearing. An example of a Public
18 Hearing is the annual budget presentation meeting.

19
20 3.b.(8) Meeting Attendance- change in reference number only

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22 3.b.(9) Meeting Minutes- change in reference number only

23
24 3.b.(10)(b) Meeting Agendas- *Agenda Preparation*- All documents or verbal information to
25 be included in the Council Agenda for a Council meeting are to be delivered to the Council
26 Clerk by Tuesday prior to the week of the Work Session or Regular Meeting. After
27 preparing a draft agenda, the Council Clerk then shall consult with the Council President to
28 determine the final agenda items. The final agenda will be presented to the full Council by
29 Wednesday prior to the week of the Work Session or Regular Meeting for confirmation.
30 Distribution of the final meeting agenda shall then be made to the Mayor, City Manager,
31 each Council Member, and the public via public channels (e.g. website, email, cable
32 station, social media, marquis, etc.) by Thursday prior to the week of the Work Session or
33 Regular Meeting.

34
35 3.b.(11) Order of Business- At the previously agreed hour of each meeting, the City
36 Council, Mayor and Council Clerk shall assemble at the appropriate location and the
37 business of the Council shall be considered with the following agenda:

38 39 Work Session

- 40 • Call to Order
- 41 • Invocation
- 42 • Roll Call
- 43 • Motion to Adopt Agenda
- 44 • Review of Minutes
- 45 • Discussion of Proposed Legislation
- 46 • Discussion of Mayor, City Manager, Treasurer, and Chief of Police Reports
- 47 • Other Discussion

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- Adjournment

Regular Meeting

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Public comment on Proposed Legislation
- Discussion and Vote on Proposed Legislation
- Approval of Minutes
- Administrative Report Presentation
- Other Discussion
- Citizens Comments and Questions
- Adjournment

This Resolution shall take effect immediately following approval by the Council.

Date Approved: _____

ATTEST:

City Council of Glenarden

Victoria Lewis, Council Clerk

Derek D. Curtis, II, Council President

Angela D. Ferguson, Council Vice President

Erika L. Fareed, Councilwoman

Kathleen J. Guillaume, Councilwoman

Maurice A. Hairston, Councilman

James A. Herring, Councilman

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Robin Jones, Councilwoman

Votes:
Yes _____
No _____
Abstain _____