

R-16-2022 A Resolution to Amend the City Council Rules Section 307

City Council of the City of Glenarden, Maryland
2022 Legislation

Resolution No: R-16-2022
Introduced By: Erika L. Fareed, Councilmember
Co-Sponsors: Derek D. Curtis, II Council Vice President
Public Hearing: Tuesday, April 19, 2022
Session: Regular Meeting
Date of Introduction: Monday, February 14, 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 City Council of the City of Glenarden, Maryland, sitting in Regular Session this 9th day of May, 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 ~~in a timely manner~~ **as soon as possible but no later than 24 hours** and shall stand unless otherwise directed by a majority vote of the Council.

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2 3.b.(1)(b) Citizens should come to the microphone during comments period and briefly state
3 their concern(s) about the business of the day or state concern(s) that they would like the Council
4 to address at a later date. In order to give all citizens an opportunity to address the Council,
5 ~~repeated visits to the microphone on a topic previously discussed will be limited~~ **citizens will be**
6 **limited to one visit to the microphone for a maximum of five minutes per comment period.**
7 **Additional visits or time can be granted at the Council President’s discretion.**
8

9 3.b.(3 2) Work Sessions- The City Council shall meet at least once per month preceding the
10 regular meeting, **except when in recess.** Work Sessions are held the first Monday of each month
11 at ~~seven o’clock p.m.~~ 7:00p.m. **in Council Chambers and/or virtually.** These meetings are
12 open to the public ~~and no formal actions or votes are taken~~ **for viewing. Public comments are**
13 **not received at the Work Session. Resolutions and Ordinances may not be voted on for**
14 **passage.**
15

16 3.b.(3) **Public Hearing-** The City Council holds public hearings on the second Tuesday of
17 each month when there is legislation to be voted on, when it is considering a subject having
18 **unusually high community impact, and when it is considering items for which local, state,**
19 **or federal regulations mandate such hearings. If none of these conditions apply, the City**
20 **Council will cancel the public hearing.**
21

22 3.b.(2 4) Regular Meetings- The City Council shall meet at least once per month ~~as may be~~
23 ~~prescribed by the Council~~ **following the work session and public hearing, when applicable,**
24 **except when in recess. Regular meetings are held the third Monday of each month from**
25 **7:30pm-9:30pm in Council Chambers and/or virtually, as determined by the Council.**
26 Regular meetings are open to the public **for comments during the designated comment**
27 **period, formal actions are taken and Resolutions and Ordinances are voted upon. and are**
28 ~~scheduled for the second Monday of each month at seven thirty p.m. in Council Chambers. The~~
29 ~~meeting will be held from 7:30pm-9:30pm. The Council may consider extending the meeting~~
30 ~~schedule as needed.~~
31

32 3.b (45) Special Meetings- change in reference number only
33

34 3.b. (5 6) Emergency Meetings- change in reference number only
35

36 3.b. (6 7) Closed Meetings- change in reference number only
37

38 3.b.(7 8) Meeting Attendance- change in reference number only
39

40 3.b.(8 9) Meeting Minutes- change in reference number only
41

42 3.b.(9 10) Meeting Agendas- (b) *Agenda Preparation-* All documents or verbal information to be
43 included in the Council Agenda for a Council meeting are to be delivered to the Council Clerk

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2 by Tuesday prior to the week of the Work Session **or Public Hearing, when applicable, or**
3 **Regular Meeting.** After preparing a draft agenda, the Council Clerk then shall consult with the
4 Council President to determine the final agenda items. **The final agenda will be presented to**
5 **the full Council by Wednesday prior to the week of the Work Session or Public Hearing,**
6 **when applicable, or Regular Meeting for confirmation.** Distribution of the final meeting
7 agenda shall then be made to the Mayor, City Manager, ~~and~~ each Council Member, **and the**
8 **public via public channels (e.g. website, email, cable station, social media, marquis, etc.) by**
9 **Thursday prior to the week of the Work Session or Public Hearing, when applicable, or**
10 **Regular Meeting.**

11
12 3.b.(10 11) Order of Business- At the previously agreed hour of each meeting, the City Council,
13 Mayor and Council Clerk shall assemble at the appropriate location and the business of the
14 Council shall be considered with the following ~~items~~ **agenda:**

15
16 **Work Session**

- 17 • Call to Order
- 18 • Invocation
- 19 • Roll Call
- 20 • Motion to Adopt Agenda
- 21 • ~~Approval~~ **Review** of Minutes
- 22 • ~~Legislation (voted)~~
- 23 • ~~Mayor's Report~~
- 24 • ~~City Manager's Report~~
- 25 • ~~City Treasurer's Report~~
- 26 • ~~Chief of Police Report~~
- 27 • ~~Citizens Comments and Questions (five minutes)~~
- 28 • **Discussion of Proposed Legislation**
- 29 • **Discussion of Mayor, City Manager, Treasurer, and Chief of Police Reports**
- 30 • **Other Discussion**
- 31 • Adjournment

32
33 **Public Hearing**

- 34 • **Call to Order**
 - 35 • **Invocation**
 - 36 • **Roll Call**
 - 37 • **Motion to Adopt Agenda**
 - 38 • **Read Legislation/Present Topic**
 - 39 • **Citizens Comments and Questions on Specific Legislation or Specific Topic (five**
40 **minutes)**
 - 41 • **Adjournment**
- 42

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Regular Meeting

- **Call to Order**
- **Invocation**
- **Roll Call**
- **Motion to Adopt Agenda**
- **Approval of Minutes**
- **Discussion, Read and Vote on Proposed Legislation**
- **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

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Maurice A. Hairston, Councilman

James A. Herring, Councilman

Robin F. Jones, Councilwoman

Votes:
Yea ____
Nay ____
Abstain ____