

A Resolution to Establish Council Rules
R-11-2021

City of Glenarden
2021 Legislation

Resolution No: R-11-2021
Introduced By: Donjuan Williams, Councilman
Co-Sponsors:
Public Hearing: September 15, 2020
Session: Regular Session
Date of Introduction: November 9, 2020

A Resolution to Establish Council Rules

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.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Glenarden Maryland sitting in Regular Session this 9th day of November 2020 that the procedures for City Council Meetings shall be outlined in the City Council Rules and Procedures attached herewith as part of this Resolution.

The Resolution shall take effect immediately upon passage.

Date Approved: November 9, 2020

ATTEST:

M. Toni Taylor
M. Toni Taylor, Clerk to the Council

City Council of Glenarden

Robin Jones

Robin Jones, Council President

Angela D. Ferguson

Angela D. Ferguson, Council Vice President

Deborah A. Eason

Deborah A. Eason, Councilwoman

-NO-


James A. Herring, Councilman

**A Resolution to Establish Council Rules
R-11-2021**

Page 2

43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89

- NO -
Carolyn Smallwood, Councilwoman


Donjuan Williams, Councilman

- NO -
Celestine E. Wilson, Councilwoman

Votes:
Yes -4-
No -3-
Abstain -0-

City Council Rules of Procedure

1. SCOPE OF RULES

These rules of procedure apply to proceedings of the Glenarden City Council as it relates to Legislative meetings and as per the Glenarden City Charter (Article III).

2. COUNCIL ORGANIZATION

a. Composition, the term of office, qualifications and salary- The specifications for these criteria of a Council office are found in the Glenarden City Charter Article III, Section 301, 302, 303.

b. President

(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 on the second Monday of June by a vote of the Council members.

(2) The Council President or designee shall be the authorized person to obtain information from the Finance Office and Treasurer.

c. Duties of the President

(1) The Council President shall have general supervision of the City Council administrative matters, personnel and properties.

(2) The Council President's action on all administrative matters shall be reported to the full Council in a timely manner and shall stand unless otherwise directed by a majority vote of the Council.

(3) The Council President shall sign all documents issued by Council orders or those related to Council operations.

(4) The Council President shall prepare the agenda for all meetings after consultation with Council members.

(5) The Council President may speak on points of order in preference to other members and shall decide all points of order. The President's decision shall be final, unless it is reversed by a majority vote of members present.

(6) The Council President shall be entitled to make and second motions and vote on all questions including an appeal from a decision on a point of order. Whenever the roll is called, the President may elect to vote first or last.

(7) The Council President shall serve as Acting Mayor until the Mayor returns, when the Mayor is absent less than thirty (30) days (Article IV, Section 405 A).

(8) Vice President of the Council shall execute the duties of the President in the absence of the President (Article III, Section 305)

(9) President Pro Tempore of the Council shall be selected by the members present to temporarily preside at meetings in the absence of the President and Vice President.

(10) Committees- All Council Committees, Chairperson and Vice Chairperson shall be appointed by the Council President upon the advice and consent of a majority of the Council.

(11) The decision of the President shall stand, unless otherwise overruled by a majority of the Council.

3. RESPONSIBILITIES, RIGHTS, AND DUTIES OF COUNCIL MEMBERS

- a. Quorum – A majority of the Council members shall constitute a quorum (4) for the transaction of Council business. There shall not be any legislation approved nor any other action taken without the favorable votes of four (4) council members (Article III, Section 306). The lack of a quorum requires that the Council President shall recess the meeting to a future time.
- b. Meetings – The Council meetings are used to consider legislation or matters of concern from Council Members, the Administration or citizenry. Meetings may be called at the request of the Mayor, Council President, or a majority of the Council members (Article III, Section 304).

(1) Rules of Meetings

- (a) Citizens can ask questions after the Mayor's, City Manager's and Treasurer's reports.
- (b) Citizens should come to the microphone during comments period and briefly state their concern(s) about the business of the day or state concern(s) that they would like the Council to address at a later date. In order to give all citizens an opportunity to address the Council, repeated visits to the microphone on a topic previously discussed will be limited.
- (c) Authorization for tape recorders and cameras in Regular Meetings, Special Meetings, and Public Hearings shall require the Council President's approval prior to the meeting.
- (d) All gentlemen are expected to remove their hats during all meetings.
- (e) Personal attacks on individuals will not be tolerated during meeting proceedings. Person(s) will be removed from the meeting by a City Police officer after one verbal warning.

(2) **Regular Meetings** – The City Council shall meet at least once per month as may be prescribed by the Council. Regular meetings are open to the public, formal actions are taken and voted upon, and are scheduled for the second Monday of each month at seven-thirty p.m. in Council Chambers. The meeting will be held from 7:30pm-9:30pm. The Council may consider extending the meeting schedule as needed.

(3) **Work Sessions** – The City Council shall meet at least once per month preceding the regular meeting. Work Sessions are held the first Monday of each month at seven o'clock p.m. These meetings are open to the public and no formal actions or votes are taken.

(4) **Special Meetings** – The meeting may be called by the Mayor, Council President or a majority of the Council to complete a

previous agenda or for some specific purpose. This meeting is open to the public.

- (5) **Emergency Meetings** – The meeting is called due to a circumstance that warrants immediate attention. These meetings are open to the public and formal action may be taken.
- (6) **Closed Meetings** – The purpose is to discuss one particular topic as prescribed in the City Charter (Article III, Section 304 b). These meetings are closed to the Public and the proceedings are confidential. The Presiding Officer prepares a written statement of the reason for closing the meeting which includes a citation of the statutory authority for closing and topics to be discussed.
- (7) **Meeting Attendance** – All members shall attend all meetings that are Regular and Work Sessions. If a Council member fails to exercise the duties of office for a period of ninety consecutive days, the Council by a five-seventh vote of its membership may adopt a resolution declaring the office vacant. See City Charter Article VII Section 713(d)
- (8) **Meeting Minutes** – A duplicate copy of the minutes of Regular, Work Session, Special, and Emergency meetings of the Council shall be posted in bound cumulative form within thirty (30) days in the administrative Office as well as given to Council Members, and shall be available to the public during working hours (Article III, Section 307)
- (9) **Meeting Agendas**
 - (a) *Responsibilities* – The President in conjunction with the Council Clerk shall prepare each agenda for meetings of the City Council. After preparation of the agenda, The President may request an item be removed for lack of time and be placed on the next appropriate agenda. The decision of the President shall stand, unless otherwise overruled by a majority of the Council.
 - (b) *Agenda Preparation* – All documents or verbal information to be included in the Council Agenda for a Council meeting are to be delivered to the Council Clerk by Tuesday prior to the week of the Work Session. After preparing a draft agenda, the Council Clerk then shall consult with the Council President to determine the final agenda items. Distribution of the final meeting agenda shall then be made to the Mayor, City Manager, and each Council member.
- (10) **Order of Business** – At the previously agreed hour of each meeting, the City Council, Mayor and Council Clerk shall assemble at the appropriate location and the business of the council shall be considered with the following items:
 - Call to Order
 - Invocation
 - Roll Call
 - Motion to Adopt Agenda
 - Approval of Minutes

Legislation (voted)
 Mayor's Report
 City Manager's Report
 City Treasurer's Report
 Chief of Police Report
 Citizens Comments and Questions (five minutes)
 Adjournment

(11) **Meeting Votes-** All meetings, except closed meetings, are open to the public. No action or vote of the Council is taken at Work Sessions or Closed meetings. Voting shall occur at Regular or Special meetings and Public Hearings except where charter does not allow CR-04-2017. All votes of the Council on ordinances shall be taken by roll call. All other votes are optional at the request of a Council member. Ayes and Nays shall be recorded in the minutes (Article III, Section 307).

4. Rules of Debate

The rules of parliamentary practice and procedure as set forth in the latest edition of *Robert Rules of Order* shall govern the City Council in all cases to which they are applicable and not in conflict with these *City Council Rules of Procedures*.

- a. Recognition – (getting the floor) – A Council member or others desiring to speak shall address the President and after recognition shall confine their remarks to the question under debate. Written communications are also permitted.
- b. Interruptions – A Council member, once recognized, shall not be interrupted unless it is for a, “Point of Order,” that is to be reconciled immediately by the President. After the President’s decision the speaker may proceed or cease.
- c. Motions – A motion is any proposal that requires the council to take certain action or express itself as holding certain views. After a motion is stated by the President, it may be withdrawn by the maker with the concurrence of the member seconding anytime prior to commencement of the vote on such motion.
- d. Lay on the Table – To table a motion or to reconsider an immediately pending motion to a future time is not up for debate and requires a majority vote for approval.
- e. Amend – An amendment may be offered to a motion, but no motion shall be accepted which would amend an amendment to an amendment

5. Council Decorum

Council Decorum – The members of the Council shall neither by conversation nor otherwise delay or interrupt proceedings or the peace of the Council. The Council members shall obey the *City Council Rules of Procedure*, as well as the decisions of the Council President.

President may go into recess or adjourn the meeting.

6. Ethics

The City Council shall adopt the Code of Ethics as defined in the City Charter Article VI, Section 603. **See Attached.**