

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

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

Charter Resolution Number: **R-XX-2022**
Sponsor: **Erika L. Fareed, Councilwoman**
Co-Sponsor: **TBD**
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, Article III, Section 307(a) addresses “Rules and order of Business; journal; votes in public Meeting; roll call votes; minutes”; and

WHEREAS, Council Rules were established with R-11-2021; and

WHEREAS, amendments are required to more clearly define the rules and procedures of the Council

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Glenarden, sitting in Regular Meeting this **XXth day of XXXX, 2022** that Section 307 (a) Rules and order of Business; journal; votes in public Meeting; roll call votes; minutes” shall be amended as outlined in the attached as follows:

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

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Kathleen J. Guillaume, Councilwoman

Maurice A. Hairston, Councilman

James A. Herring, Councilman

Robin Jones, Councilwoman

Votes:
Yes _____
No _____
Abstain _____

City of Glenarden

Proposed Resolution Explanation

January 26, 2022

Erika L. Fareed, Councilmember

Chapter C. Charter

Article III. Organization of Council

Section 307 (a). Rules and order of Business; journal; votes in public meeting; roll call votes; minutes.

City Council Rules of Procedure

2. Council Organization

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 **in a closed session** on the second Monday of June by a vote of **at least four** Council members.

The proposed language more clearly specifies the procedure and voting requirement.

(2) The Council President **and other Council member check signatories** shall be the authorized persons to obtain information from the Finance Officer and Treasurer.

The proposed language ensures that those who need access to financial information to properly execute their responsibility to sign checks are not impeded by the need to go through the Council President to request the information.

c. Duties of the President

(2) The Council President's action on all administrative matters shall be reported to the full Council in **a timely manner within 24 hours** and shall stand unless otherwise directed by a majority vote of the Council.

The proposed language more clearly specifies the expectation.

3. Responsibilities, Rights, and Duties of Council Members

(1) Rules of Meetings

~~(a) Citizens can ask questions after the Mayor's, City Manager's, and Treasurer's reports.~~

This is not currently happening. The presentation of the reports at the Work Session and again at the Regular meeting is redundant. Further, the Mayor is hosting monthly meetings for the public. It makes more sense for that meeting to be used as an additional forum to make the reports available to the public and to facilitate questions to the Administration.

(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** citizens will be limited to one visit to the microphone for a maximum of five minutes per comment period. Citizens will refrain from making accusations against any

non-Council member. Additional visits or time can be granted at the Council President's discretion.

To ensure that all citizens have an opportunity to speak, that we stay on topic, and that we maintain a neighborly atmosphere.

Public Hearing- A special meeting that is open to the public regarding a specific proposal. The primary purpose of the meeting is to hear from citizens on the proposal. Citizens will be allowed one visit to the microphone for a maximum of 10 minutes. No formal actions or votes are taken during a Public Hearing. A Public Hearing must be advertised at least two weeks in advance. An example of a Public Hearing is the annual Budget presentation meeting.

To define what a Public Hearing is and the expectations for how a Public Hearing is conducted.

9. Meeting Agendas

(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 **or Regular Meeting**. 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, **and public via public channels (e.g. website, email, cable station, social media, etc.) no later than 2 business days prior to the meeting.**

To allow proper time to prepare and ensure alignment with the Open Meetings Act (requires 1 day).

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 agenda**:

Work Session

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Approval of Minutes
- Introduction of new Legislation
- Discussion of new Legislation
- Administrative Reports (Mayor, City Manager, Treasurer, Chief of Police)
- Discussion of Reports
- Other Discussion
- Adjournment

Regular Meeting

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Public Comment on Legislation to be voted on

- Discussion and vote on Legislation
- Introduction of new Legislation
- Other Discussion
- Adjournment