

**City Council of the City of Glenarden, Maryland  
2023 Legislation**

<b><u>Resolution Number:</u></b>	<b><u>R-XX-2023</u></b>
<b><u>Sponsor:</u></b>	<b><u>Derek Curtis, II Council President</u></b>
<b><u>Co-Sponsor:</u></b>	<b><u>_____</u></b>
<b><u>Public Hearing:</u></b>	<b><u>February 14, 2023</u></b>
<b><u>Regular Session:</u></b>	<b><u>February 21, 2023</u></b>
<b><u>Date of Introduction:</u></b>	<b><u>February 6, 2023</u></b>

**A Resolution to Amend the City Council Rules and Procedures**

**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 21st day of February, 2023**, that the City Council Rules and Procedures attached herewith as part of this Resolution.

The Resolution shall become effective immediately upon approval.

**COUNCIL OF THE CITY OF GLENARDEN:**

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Derek D. Curtis, II, Council President

R-XX-2023 A Resolution to Amend the City Council Rules and Procedures

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Angela D. Ferguson, Council Vice President

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Erika L. Fareed, Councilwoman

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Kathleen J. Guillaume, Councilwoman

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Maurice A. Hairston, Councilman

\_\_\_\_\_  
James A. Herring, Councilman

\_\_\_\_\_  
Robin Jones, Councilwoman

**ATTEST:**

\_\_\_\_\_  
Regis Bryant, Acting City Manager

I HEREBY CERTIFY, that on the **21st day of February 2023** with \_\_\_ Yes  
\_\_\_ No and \_\_\_ Abstention(s) that the Resolution was Approved.

\_\_\_\_\_  
Robin Bailey-Walls, Acting Council Clerk

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**City Council Rules of Procedure**

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**1. SCOPE OF RULES**

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

- 90 a. Composition, the term of office, qualifications, and salary- The  
91 specifications for these criteria of a Council office are found in the  
92 Glenarden City Charter Article III, Section 301,302,303.
- 93 b. President
- 94 (1) The Council President shall be the presiding officer of the  
95 Council and shall preserve order and decorum during all  
96 meetings of the Council (Article III, Section 305A). The  
97 Council President and Vice President shall be selected annually  
98 in a closed session on the second Monday of June by a vote of  
99 at least four the Council members.
- 100 c. Duties of the President
- 101 (1) The Council President shall have general supervision of the  
102 City Council administrative matters, personnel and  
103 properties.
- 104 (2) The Council President's action on all administrative matters  
105 shall be reported to the full Council as soon as possible but  
106 no later than 24 hours and shall stand unless otherwise  
107 directed by a majority vote of the Council.
- 108 (3) The Council President shall sign all documents issued by  
109 Council orders or those related to Council operations.
- 110 (4) The Council President shall prepare the agenda for all meetings  
111 after consultation with Council members.
- 112 (5) The Council President may speak on points of order in  
113 preference to other members and shall decide all points of  
114 order. The President's decision shall be final, unless it is  
115 reversed by a majority vote of members present.
- 116 (6) The Council President shall be entitled to make and second  
117 motions and vote on all questions including an appeal from a  
118 decision on a point of order. Whenever the roll is called, the  
119 President may elect to vote first or last.
- 120 (7) The Council President shall serve as Acting Mayor until the  
121 Mayor returns, when the Mayor is absent less than thirty (30)  
122 days (Article IV, Section 405 A).
- 123 (8) Vice President of the Council shall execute the duties of the  
124 President in the absence of the President (Article III, Section  
125 305)

**R-XX- 2023 - A Resolution to Amend the City Council Rules**

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

129 (10) Committees- All Council Committees, Chairperson and  
130 Vice Chairperson shall be appointed by the Council President  
131 upon the advice and consent of a majority of the Council.  
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133 **3. RESPONSIBILITIES, RIGHTS, AND**  
134 **DUTIES OF COUNCIL MEMBERS**

135 a. Quorum - A majority of the Council members shall constitute a  
136 quorum (4) for the transaction of Council business. There shall not be  
137 any legislation approved nor any other action taken without the  
138 favorable votes of four (4) council members (Article III, Section 306).  
139 The lack of a quorum requires that the Council President shall recess  
140 the meeting to a future time.

141 b. Meetings - The Council meetings are used to consider legislation or  
142 matters of concern from Council Members, the Administration or  
143 citizenry. Meetings may be called at the request of the Mayor, Council  
144 President, or a majority of the Council members (Article III, Section  
145 304). **All work sessions are virtual and all other meetings are in**  
146 **person and/or virtual at the discretion of Council Members**

147 (1) Rules of Meetings

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

150 (b) Citizen's comments will be taken prior to legislative  
151 discussion of the Council and adoption of ordinances or  
152 resolutions.

153 (c) Citizens should come to the microphone during  
154 comments period and briefly state their concern(s) about  
155 the business of the day or state concern(s) that they  
156 would like the Council to address at a later date. To give  
157 all citizens an opportunity to address the Council,  
158 citizens will be limited to one visit to the microphone for  
159 a maximum of five minutes per comment period.  
160 Additional visits or time can be granted at the Council  
161 President's discretion.

162 (d) **Time limits may be imposed on council members by**  
163 **the Council President to help move along topics of**  
164 **discussion or issues of debate. If time limits are**  
165 **imposed, members may yield their time to another**  
166 **member.**

167 (e) Authorization for tape recorders and cameras in  
168 Regular Meetings, Special Meetings, and Public  
169 Hearings shall require the Council President's approval  
170 prior to the meeting.  
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**R-XX- 2023 - A Resolution to Amend the City Council Rules**

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- (f) All gentlemen are expected to remove their hats during all meetings.
  - (g) **Personal attacks on individuals and interrupting the peace of the meeting** will not be tolerated during meeting proceedings. Person(s) will be removed from the meeting by a City Police officer after one verbal warning. **Council Members may make a motion to bring a member, who was previously dismissed, back to the meeting. Upon a second motion, the dismissed member may come back to the meeting by majority vote of the council. Otherwise, it is at the discretion of the Council President.**
  - (h) **Members will allow questions to be answered without interruption, unless there is a point of order, which must be immediately decided by the President.**
  - (i) **Council members may not address staff during meetings unless further explanation or guidance is requested by the City Manager of a staff member(s). This applies to all staff except the City Treasurer and City Manager. Council may only address staff in a closed session as a result of proceedings related to an investigation or appeal of termination of employment.**
- (2) Work Sessions-The City Council shall meet at least once per month preceding the regular meeting, except when in recess. Work Sessions are held the first Monday of each month at 7:00p.m. in the Municipal Center Conference Room and/or virtually ~~for viewing~~. These meetings are open to the public and no formal actions or votes are taken. Public comments are not received at the Work Session. Resolutions and Ordinances may not be voted on for passage.
- (3) Public Hearing – The City Council holds public hearings on the second Tuesday of each month when there is legislation to be voted on, when it is considering a subject having unusually high community impact, and when it is considering items for which local, state, or federal regulations mandate such hearing. If none of these conditions apply, the City Council will cancel the public hearing.
- (4) Regular Meetings- The City Council shall meet at least once per month following the work session and public hearing (when applicable), except when in recess. Regular meeting are held the third Monday of each month from 7:30pm-9:30pm in Council Chambers and/or virtually, as determined by the Council. Regular meetings are open to the public for comments during the designated comment period, and Resolutions and Ordinances are voted upon.
- (5) Special Meetings -The meeting may be called by the Mayor, Council President or a majority of the Council to complete a

**R-XX- 2023 - A Resolution to Amend the City Council Rules**

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

- (6) 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.
- (7) 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.
- (8) 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 Resolution CR-02-2009.
- (9) 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)
- (10) 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, Public Hearing (when applicable), or Regular Meeting. After preparing a draft agenda, the Council Clerk then shall consult with the Council President to determine the final agenda items. The final agenda will be presented to the full council by Wednesday prior to the week of the Work Session, Public Hearing (when applicable), or Regular meeting for confirmation. Distribution of the final meeting agenda shall then be made to the Mayor, City Manager, each Council member, and the public via public channels (e.g., website, email, cable station, social media, marquis, etc.) by Thursday prior to the week of the Work Session, Public Hearing, or Regular Meeting.

**R-XX- 2023 - A Resolution to Amend the City Council Rules**

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(11) **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 agenda:

Work Session

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Review of Minutes
- Discussion of Proposed Legislation
- Discussion of Mayor, City Manager, Treasurer, and Chief of Police Reports
- Other Discussion
- Adjournment

Public Hearing

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Read Legislation/Present Topic
- Citizen Comments and Questions of Specific Legislation or Specific Topic
- Adjournment

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
- Citizen Comments and Questions
- Adjournment

(12) **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~~. 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).

312 **4. Rules of Debate**

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

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319 a. Recognition - (getting the floor) - A Council member or others  
320 desiring to speak shall address the President and after recognition shall  
321 confine their remarks to the question under debate. Written  
322 communications are also permitted.  
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324 b. Interruptions - A Council member, once recognized, shall not be  
325 interrupted unless it is for a, "Point of Order," that is to be reconciled  
326 immediately by the President. After the President's decision the  
327 speaker may proceed or cease. **Continuous interruptions may**  
328 **result in the removal from the meeting.**  
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330 c. Motions - A motion is any proposal that requires the council to take  
331 certain action or express itself as holding certain views. After a motion  
332 is stated by the President, it may be withdrawn by the maker with the  
333 concurrence of the member seconding any time prior to  
334 commencement of the vote on such motion.  
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336 d. Lay on the Table - To table a motion or to reconsider an immediately  
337 pending motion to a future time is not up for debate and requires a  
338 majority vote for approval.  
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340 e. Amend - An amendment may be offered to a motion, but no motion  
341 shall be accepted which would amend an amendment to an  
342 amendment.  
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345 **5. Council Decorum**

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347 Council Decorum - The members of the Council shall neither by conversation nor  
348 otherwise delay or interrupt proceedings or the peace of the Council. The Council  
349 members shall obey the *City Council Rules of Procedure*, as well as the decisions of  
350 the Council President.  
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352 **6. Ethics**

353 The City Council shall adopt the Code of Ethics as defined in the City Charter Article  
354 VI, Section 603.  
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