



# COUNCIL INFORMATION

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## **V. Council Information**

### **Council Responsibilities**

It is the responsibility of Council Members to attend the following meetings:

#### *Regular Council Meetings*

Council Meetings are held on the first and third Monday of each month (see schedule of meeting dates). The Council Meetings typically begin at 8:00 p.m. and are an opportunity for Council Members to discuss issues and take formal action. The Council Meetings are televised on Comcast Cable Channel 71 and Verizon FIOs Channel 12. Additionally, Council Meetings are available online at [www.hyattsvillecitymd.igm2.com](http://www.hyattsvillecitymd.igm2.com).

#### *Special Council Meetings & Council Work Sessions*

Special Council Meetings are scheduled as needed by the Mayor and Council. The Special Council Meetings/Work Sessions typically begin at 8:00 p.m. and are an opportunity for Council Members to discuss specific issues. No action may be taken during a work session, however formal action may be taken during a Special Council Meeting. Special Council Meetings and Work Sessions are televised on Comcast Cable Channel 71 and Verizon FIOs Channel 12 and are available online at [www.hyattsvillecitymd.igm2.com](http://www.hyattsvillecitymd.igm2.com).

#### *Closed Sessions*

Closed Sessions are held occasionally to discuss personnel or legal issues, and are called by the Mayor or by majority vote of the Council. On occasions, when the presence of the City Attorney is required, Closed Sessions may begin at 7 or 7:30 p.m.

#### *Other Meetings*

Public hearings, special meetings, community meetings, or rescheduled meetings are occasionally held.

### **Council Packets**

Packets of information are delivered to Council Members via email the Friday prior to each Council Meeting. These packets contain background information on items to be discussed at the meetings and are public documents. The Council Members must review all packet information and come to the meeting prepared for discussion. Council Members are encouraged to solicit the opinion of their constituents.

### **Council Orientation**

The City will host an orientation for newly elected Council Members shortly after the election to provide an overview of City operations and the role of the Mayor and Council. The date of this orientation will be announced prior to the Election.

## **Legislative Conferences**

### **"Summer Educational Conference"**

*Maryland Municipal League, June*

This conference in Ocean City, Maryland, is the most comprehensive training opportunity available to legislative officials. Issues and topics of concern for local municipalities are discussed. This is an opportunity to become familiar with the legislative process and to network with representatives from other cities and towns in Maryland. Professional speakers give presentations, and the workshops are classroom oriented.

### **"Legislative Conference"**

*Maryland Municipal League, October*

This is a forum at which participants determine legislative priorities for Maryland municipalities for the next year. The conference also includes training workshops.

## **Represent the City**

Council Members are expected to represent the City at various functions throughout the year. Council members also often serve as Council liaisons to City Committees.

## **Council Responsibilities to their Constituents**

Council Members perform a liaison function between the constituents of their Ward and the City. They are expected to be honest and to fairly represent their Ward.