

RESOLUTION NO. 2015-01

Adopted by the Hyattsville City Council

on

June 1, 2015

ADOPTING THE COUNCIL RULES OF PROCEDURE

A. To ensure a clean legislative history, it is preferred practice to adopt new Council Rules of Procedure in entirety for any changes.

B. Council Policies and Procedures were most recently adopted on October 18, 2010 and amended on December 13, 2010. This resolution serves to replace all previous versions of Council Policies and Procedures and will herein be called "Council Rules of Procedure."

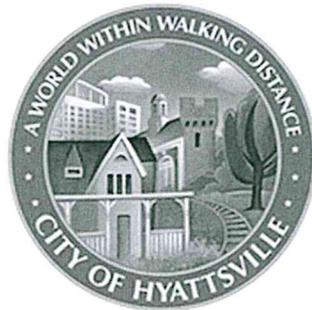
C. The Rules of Procedures are in compliance with state law and charter of the City of Hyattsville and are intended to give clear direction to the mayor, council, staff, and general public on the conduct of deliberative and legislative sessions.

D. To the extent these Rules of Procedure do not address an issue of parliamentary procedure Robert's Rules of Order Newly Revised (RONR) shall be used as a guide.

THE MAYOR AND COUNCIL OF THE CITY OF HYATTSVILLE RESOLVE AS FOLLOWS:

Article 1. The Council Rules of Procedure as attached are a part of this resolution and are adopted.

Article 2. All previous versions, including amendments, of Council Policies and Procedures are repealed.



Council Rules of Procedure

ADOPTED ON

June 1, 2015

by Resolution 2015-01

SECTION 1 – AUTHORITY AND ADMINISTRATION

A. Authority

1. The Council may determine its own rules and order of business as authorized by the Charter of the City of Hyattsville. The Council Rules and Procedures (“Rules”) shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter of the City of Hyattsville and the Constitution and laws of the State of Maryland.
2. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council. The Rules are also applicable to the conduct of meetings of any committees, commissions, or task forces (“Committees”) of the Mayor and Council.

B. Administration

1. The Mayor and Council shall review and/or revise the Rules at least biennially from the date of adoption, or as needed.
2. The presiding officer (or chair, in the case of Committees) is responsible for ensuring that all parties adhere to the Rules.
3. Any member of the Council or Committees may request that the presiding officer or chair enforce these Rules.

C. Suspension

1. Any rule contained herein may be suspended by a two-thirds vote of all members present provided that a quorum exists for the conduct of business.

D. Amendment

1. The Rules may be amended or repealed by resolution by a majority vote of the Mayor and Council provided at least one (1) week’s notice of the changes is provided to all members of the Council.

E. Parliamentary Procedure

1. To the extent these Rules of Procedure do not address an issue

of parliamentary procedure Robert's Rules of Order Newly Revised (RONR) shall be used as a guide.

SECTION 2 – CONDUCT OF MEETINGS

A. Frequency and Type

1. The Mayor and Council will schedule meetings in accordance with the Charter of the City of Hyattsville and in compliance with the Open Meetings Act of the State of Maryland.
2. As a general rule, regular meetings will be held at 8:00pm. The start time may be adjusted earlier to allow for closed session.
3. Action may be taken at any scheduled meeting of the Mayor and Council. The Executive Committee may structure the agendas to limit action items and allow for more deliberation and/or discussion on other matters from time-to-time.
4. Special meetings may be convened at the request of the Mayor or five (5) council members pursuant to the Charter of the City of Hyattsville.
5. Public Hearings may be convened to satisfy administrative notice and hearing requirements as provided by the Charter of the City of Hyattsville or at the request of the Mayor or a favorable majority of Council members.

B. Call to Order and Presiding Officer

1. The Mayor, or the Council President in the mayor's absence, shall take the chair as presiding officer at the appointed time for the meeting and shall call the meeting to order. The Council Vice-President shall call the meeting to order in the absence of the Mayor and Council President.
2. In the absence of the Mayor, Council President, and Council Vice-President, the City Clerk shall call the meeting to order and the members present shall appoint a mayor pro tempore as presiding officer.

3. Upon arrival of the Mayor, Council President or Vice-President, the temporary presiding officer shall relinquish the role as chair at the conclusion of the business immediately before the Council.

C. Attendance

1. Attendance by the Mayor and five (5) Councilmembers or, in the absence of the Mayor, six (6) Councilmembers present shall constitute a quorum for the transaction of business at all meetings of the City Council. A majority of the appointed members, excluding staff and Council liaisons, shall constitute a quorum for the transaction of business at all meetings of Committees established by the Mayor and/or Council.
2. Members must be physically present at the council dais (or meeting location, for Committees) in order to vote. Proxy or absentee voting is not permitted.
3. The City Clerk (or recording secretary) shall keep the record of attendance of all members before the Council proceeds with the business of the day. Temporary absence(s) during votes taken, late arrival, and/or early departure of members shall be recorded in the minutes.

D. Pledge of Allegiance

1. The Mayor and Council will recite the Pledge of Allegiance. Any member who wishes to be excused from reciting the Pledge of Allegiance—in whole or in part—may be excused.

E. Business of the Day

1. Presentations

- a. Presentations may include Council recognition of meritorious actions by residents, organizations, or others; requests for Council action on a relevant matter by a person or entity (scheduled in advance); or the provision of information important to Council and residents.

- b. Scheduled presenters may entertain questions from the Council following the presentation. Presentations from external parties are limited to 45 minutes including question and answer period. Question and answer periods will be entertained in rounds with each member allowed one question per round as time allows.
- c. A council member may request that a discussion on the outcomes of the presentation be scheduled for a subsequent meeting of the Mayor and Council.

2. Approval of the Agenda

- a. The Mayor and Council may wish to re-order, add, or remove items from the published agenda. Modifications to the agenda require a majority vote of members present except as required in Section 2.E.2.b.
- b. Items not previously discussed or published with the agenda may be added to the agenda with a majority vote of all members. Members adding items to the agenda must make copies of the motion available to the Council, staff, and public for contemporaneous review.

3. Public Comment

a. Purpose

- i. The City provides an opportunity for the public to address the Mayor and Council at all regular meetings. Individuals may provide opinion on any items (on the agenda or otherwise) of interest to or under the purview of the City.
- ii. Public comments should not be addressed to individual members or city officials, but to the Council as a whole.
- iii. Public comment period is not intended for "question and answer" or debate. The presiding

officer may choose to respond immediately or provide a response later.

b. Time Limits

- i. Individuals wishing to address the Council are limited to three (3) minutes. If translation/ interpretation is needed, that time does not count against the prescribed three (3) minute period.

c. Speaker Cards

- i. Individuals wishing to address the Council should complete a speaker's card and submit it to the City Clerk prior to the start of the public comment period.
- ii. Comments are requested in the order in which the speaker cards are received. Public comment can only be offered from podium after being recognized by the presiding officer.
- iii. Resident addresses will not be included in the official minutes prepared by the City Clerk.

4. Consent Calendar

- a. The consent calendar is considered one item and typically adopted in one motion. Items appearing on the consent calendar should consist of matters considered routine in nature and not likely to debate or inquiry.
- b. Members may request an item to be moved from the consent calendar following the rules set forth in Section 2.E.

5. Action Items

- a. As a general rule, the action agenda includes motions that satisfy at least one of the following:
 - Has been discussed at a previous Council meeting;

- Has received written comment from administrative staff or legal counsel; and/or
- Has received an opinion from Committee at the request of the Council.

6. Discussion Items

- a. The sponsor(s) will introduce the item for discussion; no official action is expected at the time of introduction.
- b. The motion, with or without amendments, will appear before the Council at a subsequent meeting for action.
- c. Members may refer discussion items to Committee, request additional input from staff, and/or recommend modifications to the motion prior to its consideration as an action item.
- d. An item may be referred to committee by a favorable vote of the majority of members present.

7. Council Dialogue

- a. Members are encouraged to provide updates on the status of legislation or motions being considered or drafted, community notices, or updates from meetings or matters of interest to the general public.

8. Adjournment

- a. Each meeting will be concluded by a vote to adjourn.

F. Closed Sessions

1. Closed sessions will be scheduled and publicized in compliance with the Maryland Open Meetings Act.
2. A closed session may occur prior to the business of the day or after council dialogue. Members of the public will be notified during the meeting if and the approximate time the Council will return to open session.

G. Items Not Generally on the Agenda

1. The City Administrator is encouraged to take actions that

implement Council policies and directives, department goals, and improve the quality of life in the City.

2. The following items are examples of items that will not generally appear on the agenda, but may be conveyed to council members via staff reports or at the council member's request. These items include:
 - a. Street Closings for Block Parties;
 - b. 30-day Extensions (first-time only) for satisfying a Code Enforcement Violation;
 - c. Requests for variances except as per Charter;
 - d. Installation or removal of street signs for reasons of public safety.

SECTION 3 – MEETING AGENDAS

A. Policy

- a. No ordinance, resolution, motion, or item of business will be considered that:
 - a. Does not affect the conduct of the business of the City of Hyattsville or its powers or duties as a municipal corporation; or
 - b. Supports or disapproves of any legislation or action
 - i. of the State of Maryland; or
 - ii. of Prince George's County; or
 - iii. before any office or agency of the County or State;

Unless the proposed legislation or action, if adopted, will affect the conduct of the City's business or the municipal powers or duties of the City of Hyattsville, its officials, or employees.

- b. The Council may consider items outside the scope of section 3.A.1 with a favorable vote of the majority of the Council.

- c. No ordinance may be considered as emergency legislation without first recording an affirmative vote of the majority of the Council in response to the question: "Is the matter before us deserving of treatment of emergency legislation?"

B. Preparation of the Agenda Packet

1. The Mayor shall develop the agenda in consultation with the Council President, Vice-President, City Administrator, and City Clerk.
2. Members may submit items for Council consideration using the form provided by the City Clerk.
3. Charter officers and department directors, at the City Administrator's discretion, may submit staff reports and requests for council action for placement on the agenda.
4. External parties may submit agenda items for consideration by the Council provided it is sponsored by three (3) or more council members.

C. Requirements for Submission of Agenda Items

1. General

- a. All agenda items shall have written staff comments or recommendations reflecting the administration's professional view on the issue and shall be signed by the City Administrator.
- b. The City Administrator will provide motions to relevant staff members for comment.
- c. Comments and recommendations from staff and legal counsel are considered advisory in nature and shall be weighed in the Council's consideration of proposals.
- d. All items submitted following the policy guidelines set forth herein will receive consideration and placement on a Council agenda with impartiality unless they are withdrawn by the sponsor(s).

2. Submission Timeline

- a. Council members shall submit motions for consideration and placement on an agenda during the period of May 1st – August 31st of each year.
- b. Items submitted during this window will be scheduled for placement on an agenda between August 15th and January 31st.
- c. Items submitted outside of the period determined in Section 3.B.2.a must be sponsored by at least three (3) council members for consideration. They will be placed on the first available agenda.
- d. Council members are requested to respond to requests for additional information from staff within three (3) business days.
- e. Motions will be closed for comment and editing two weeks before the date it is scheduled to appear before the Council. Council members are encouraged to discuss any concerns with staff comment or recommendations before the close date.
- f. Staff may request, via the City Administrator, to receive a “sense of the council” on any items submitted that may require significant staff time or external resources to provide adequate comment and/or recommendations.
- g. The primary sponsor may withdraw a motion at any time before the item is moved and seconded during the Council meeting.
- h. The City Clerk shall not, without the two-thirds consent of the Mayor, Council President, and Vice-President, accept an agenda item or revised agenda item after the deadlines or absent the requirements established herein.

3. Reconsideration

- a. A motion to reconsider may be made on any action no later than a week following the action.
- b. A motion to reconsider may be made only by a Councilmember on the prevailing side of the action to be reconsidered.

- c. The motion to reconsider is approved by an affirmative majority of the members present.
- d. The action to be reconsidered may pass only with the required number of votes as per the Charter of the City of Hyattsville.

SECTION 4 – OTHER COMMITTEES AND ASSOCIATIONS

A. Ad Hoc Committees

1. An ad hoc committee may be formed at the request of the Mayor or a majority of the Council and upon approval of a majority of the Council.
2. Ad hoc committees shall be tasked with providing response or a recommendation on a specific question/issue for the Council's consideration.
3. Ad hoc committees are limited to eight (8) members not including staff liaison. Up to four (4) of the members may be members of the Council.
4. Council members who are not members of the ad hoc committee shall not attend the ad hoc committee meetings.
5. The City Administrator shall determine the appropriate supporting department and/or staff liaison.
6. The work of ad hoc committees is intended to be temporary in nature. They may be convened for a maximum of six (6) months or six (6) meetings whichever comes first.
7. When the ad hoc committee has completed the assignment, the liaising department shall submit a briefing summarizing the committee's work and recommendations to the City Clerk for distribution to the Mayor and Council.
8. The ad hoc committee is dissolved once the final report is submitted.
9. No more than two (2) ad hoc committees may run concurrently.

B. Other Associations

1. The Mayor may appoint a council representative to regional associations or working groups, subject to Council approval.

SECTION 5 – REPRESENTATIONS

- A. No person or committee has authority to represent the Council on policy matters, unless the Council via an affirmative majority vote has explicitly granted such authority.
- B. Exceptions to Section 5A include statements that are factual in nature and accurately reflect the Council’s publicly adopted position.
- C. Members may provide a statement of personal opinion (even of a dissenting opinion) only after first identifying the City’s publicly adopted position and express acknowledgment that the member’s statement is a) non-binding and b) not made on behalf of the City of Hyattsville.

SECTION 6 – DECORUM

A. Ethos

1. As members of the Hyattsville City Council, we will consistently make our best effort to:
 - a. Put constituents first at all times;
 - b. Value all opinions, be open to new and different ideas, and encourage creativity in boldness.
 - c. Treat everyone (each other, staff, and members of the public) with dignity, courtesy, and respect;
 - d. Follow through on our commitments to each other and hold ourselves accountable;
 - e. Seek clarity when items/issues are discussed in confidence and make every effort to maintain confidentiality;
 - f. Offer a genuine dissent in debate without intentionally prolonging debate or being a barrier to consensus;
 - g. Make comments clear, concise, and relevant;
 - h. Continuously strive to improve how we work together as a

team;

- i. Offer clear and realistic expectations on staff resources and time when requesting action; and
- j. Present problems/issues with an interest in advancing a solution.

B. Communications

1. Members should project a focused, professional image of the City of Hyattsville.
2. Praise of City staff should be offered publicly.
3. Members should speak with the City Administrator privately and directly to address issues or concerns under his/her purview.
4. Request answers to questions on council agenda items from the City Administrator, City Attorney, Treasurer, or Department Directors prior to the meeting whenever possible and practical.

INTRODUCED and passed by the Mayor and City Council of the City of Hyattsville at a Regular Meeting on June 1, 2015, at which meeting copies were available to the public for inspection.

Attest:



Laura Reams
City Clerk



Candace B. Hollingsworth
Mayor