

Introduced: Ms. Mach
1st Reading: February 9, 2004
Passed: February 23, 2004
Posted: February 24, 2004
Effective: March 8, 2004

RESOLUTION NUMBER 969

A RESOLUTION TO REPEAL AND REENACT WITH AMENDMENTS RESOLUTION NUMBER 910 TO ADOPT REVISED STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the Standing Rules of the City Council, as adopted on May 8, 2000, be and hereby are repealed and reenacted with amendments to read as follows:

(existing language; deletions denoted by ~~strikeout~~;
additions denoted by double underlining)

***STANDING RULES FOR THE COUNCIL
OF THE CITY OF GREENBELT, MARYLAND***

~~May 8, 2000~~ March 8, 2004

I. Council Meetings

1. ***Regular Council Meetings***

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. ~~Following a Council election, an organizational meeting shall be held at 7:30 p.m. on the Monday following the election as required by City Charter. If a run-off election is required, the organizational meeting shall be held at 7:30 p.m. on the Monday following such run-off election.~~ By agreement of a majority, the Council may by motion dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.

- b. Regular meetings of the Council shall be held at 8:00 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.

82. First Meeting Following Council Election

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If any meeting is held before such day and after the election, the newly elected Council shall assume the duties of office at such meeting.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before the retiring Mayor or Mayor pro tem, except for the Mayor who, upon ~~his or her~~ being ~~elected~~, shall take the same oath before the Clerk of the Circuit Court for Prince George's County or before one of the Clerk's sworn deputies.
- 9.c. ~~Election of Mayor and Mayor Pro Tem~~ At its the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor pro tem. If a vacancy occurs in the office of Mayor, or in case of ~~his or her~~ the Mayor's absence or disability, the Mayor pro tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. Committee-of-the-Whole Meetings (Work Sessions)

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable; and to request staff to obtain such other information as Council may request; provided, that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under "Other Business."

4. Executive Sessions

The Council shall have the right to meet in executive sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the Annotated Code of the Public General Laws of Maryland (1995~~9~~ as amended).

25. Special Meetings

Special meetings shall be called by the City Clerk upon the request of the Mayor, the City Manager, or three members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, either by telephone or otherwise, of such special meeting.

56. Attendance at Meetings

Members shall attend all regular and special meetings of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

67. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channel, and listed on the city Web site showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

78. Meetings of Council Open to the Public

All meetings of the Council, with the exception of executive sessions authorized by applicable state law, shall be open to the public. Citizens of the city shall have a reasonable opportunity to be heard on any matter being considered at the meeting. Citizens desiring to speak on a matter being considered by the Council shall address the presiding officer and, after being recognized, shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other citizen or person. No citizen shall speak more than once upon any one subject until every other citizen choosing to speak thereon shall have spoken, and no citizen shall ~~not~~ speak for a longer time than three minutes at any one time without the consent of Council.

II. Presiding Officer

1. Presiding Officer

The Mayor, or, ~~in his or her~~ the Mayor's absence, the Mayor pro tem, shall preside at all meetings of the Council. At the hour appointed for the Council to meet, the Mayor, or, ~~in his or her~~ the Mayor's absence, the Mayor pro tem shall take the chair and immediately call the members to order. The roll shall then be called by the City Clerk, who shall enter in the minutes of the meeting the names of the members present.

2. Temporary Chair

In case of the absence of the Mayor and Mayor pro tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a ~~Chairman~~ of the meeting who shall preside until the arrival of the Mayor or Mayor pro tem. The temporary ~~Chairman~~ shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

4. A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Other Officers

1. ~~Right of Manager and Other Officers in council Meetings~~

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other officers shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including work sessions and executive meetings, and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Minutes of executive sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. Distribution and Availability of Copies

Distribution of copies of minutes and mailing of minutes on a regular basis shall be in accordance with such guidelines and subject to such copying costs and postage-and-handling fees as may be established by the City Manager and as may be amended from time to time. Copies of minutes of regular and special meetings and of public hearings shall be made available to the Greenbelt Branch Library for public review at such hours as may be established by the Library. Copies of minutes or portions of minutes will be provided upon request in accordance with guidelines and subject to such costs as established by the City Manager.

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table assigned by the Mayor at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

2. Right to Floor

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.
- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) at a public Council meeting without the approval of the majority of Councilmembers. Any concerns about the conduct or performance of any city employee(s) shall be brought to the attention of the City Manager, or an executive session of Council may be requested to discuss the personnel matter.

3. Right of Appeal

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The

presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak ~~more than twice, nor~~ for a longer time than five minutes, without consent of Council.

5. Voting

a. When a question is put, every member present shall vote either in the affirmative or in the negative. No member shall be excused from voting except on matters where a vote would be considered improper pursuant to the State Ethics Law. Application to be excused from voting shall be made to the Chair before the votes are called for.

After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made without debate. The decision of the Chair may be appealed to the Council. Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

b. The "yeas" and "nays" (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been ~~put~~ called for. Each Councilmember's name shall be called in alphabetical order, except that the ~~Mayor~~ presiding officer shall be called to vote last, ~~and~~. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the "yeas" and "nays" and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council, and have the reason therefore entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. Disorderly Conduct or Violation of Rules

~~If~~ A member of Council indulgesing in any language or conduct unbecoming a Councilmember,~~he or she~~ shall be called to order by the presiding officer, and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than four members, expel a member from a meeting for disorderly conduct or the violation of Council rules.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under "Other Business" to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting, ~~with the consent of Council, by the Mayor or the Mayor pro tem when acting for the Council,~~ by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda - Approval of Staff Recommendations

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances - Second Reading

Resolutions - Second Reading

Ordinances - First Reading

Resolutions - First Reading

IV. Other Business

V. Meetings

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the City Manager a description of the item in time for inclusion with the printed agenda.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council at his or her home a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting. Members of Council who do not wish to have such material delivered to their homes may so inform the City Manager and make other arrangements.
- ~~2)c.~~ Copies of the agenda and agenda comments shall be posted in the Municipal Building and shall be made available to the public at the time of the meeting or earlier upon request, as available. A reasonable number of copies of the agenda and agenda comments shall be available at the Council meeting. The City Manager shall establish guidelines for the distribution of agenda and agenda comments and for the cost of copying and mailing and handling of agenda and agenda comments to citizens wishing to receive such comments on a regular basis. Such guidelines may be revised from time to time. Copies of the agenda packet, ~~—less any material of a confidential nature and minutes of executive sessions;~~ but including the agenda, agenda comments, minutes of previous meetings, ~~and background and briefing materials;~~ ~~—~~may be provided within twenty-four hours after a Council meeting to persons who have qualified as candidates for an upcoming Council election, if a request for such material is made at least twenty-four hours prior to the agenda packet preparation. Otherwise the agenda packet will be provided as staff time allows, but no later than three days after the Council meeting. A

reasonable charge for copying of the agenda packet shall be assessed as determined by the City Manager.

2. Approval of Agenda; Consent Agenda

a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item of an urgent nature to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business.

~~2)~~b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing or by telephone to the City Clerk. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be ~~by unanimous consent or the vote of the majority of Council, which shall be~~ reflected in the minutes of the meeting.

~~b~~c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent Agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.

~~e~~d. Ordinances and resolutions, matters requiring a roll call vote or the consent of four members of Council, ~~or~~ and items added to the agenda at the meeting shall not be placed on the consent agenda.

~~d~~e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see ~~2-a.~~ b above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communications addressed to the city, the Mayor or Council, or the City Manager, making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which

the Council shall receive petitions and requests from citizens present at the meeting. ~~which~~ Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. ~~e~~Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

~~Unsigned~~ Anonymous communications shall not be ~~introduced in~~ considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide ~~for each proposed ordinance~~ a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

~~When a proposed ordinance or resolution has had its first reading but is substantively amended, the amended ordinance or resolution shall be considered as having HAD its first reading and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than four members of Council.~~
When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than four members of Council (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

a. After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than four members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

b. Dispensing of Reading on Separate Days

A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days. When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of four members, the ordinance or resolution shall go over to the next regular meeting of the Council.

c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds

As required by Maryland law, Ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than four members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose. Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, no motion shall be entertained except a) to fix the hour of adjournment; b) to adjourn; c) to lay on the table; d) for the previous question; e) to postpone to a certain time; f) to refer; g) to amend; or h) to postpone indefinitely. These motions shall have precedence in the order indicated.

2. Motions to Be Stated by Chair—~~Withdrawal~~

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing. ~~A motion may not be withdrawn by the mover without the consent of the member seconding it.~~

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

34. Motions Made Out of Order

The Chair may, at any time, with the approval of at least four members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

45. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

56. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under new business, at the same or at a subsequent meeting. A motion to table is not debatable.

67. The Previous Question

When the previous question is properly moved and seconded [by one other member], it shall be put as follows: "Shall the main question now be put?" There shall be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the question, "Shall the main question now be put?" be approved by a majority of the members present, the main question shall then be voted upon. If the question be decided in the negative, then the main question remains before the Council. This motion is not debatable.

78. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

89. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

910. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

1011. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

1112. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least three members of Council. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent of all members of Council.

1213. Suspension of the Rules for Reading of Ordinances and Resolutions on Two Separate Days

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than four mem-

bers of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

1314. Procedure in Absence of Rule

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

1415. Special Order

To make any subject a special order of business shall require the consent of at least four members of Council.

1516. Tie Vote

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

1617. Special Committees

a. From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.

b. Powers

No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.

c. Report of Committees

Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. Suspension of Rules

~~Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than four members of Council. The vote on any question to suspend the rules shall be by "Yeas" and "Nays" and shall be entered in the minutes.~~

21. To Amend Rules

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

32. Request for Meetings by Other Parties

The Mayor and members of Council often encounter requests for meetings either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, etc.). Such requests should be made known to the entire Council prior to any meeting taking place. Notification of such a request can be at a scheduled work session or meeting of the City Council, or, in the case of an emergency, by ~~telephone~~ direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including three or more members of Council shall be open to the public, ~~press and other interested parties~~ unless an Executive Session is has been properly requested by the party asking for the meeting, or a member of Council.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type ~~will~~ need not be reported to the entire City Council at the next regularly scheduled meeting or work session ~~only if~~ unless a request is made by such party that requires Council action.

BE IT FURTHER RESOLVED that this resolution shall be effective March 8, 2004.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of February 23, 2004.

Rodney M. Roberts, Mayor Pro Tem

ATTEST:

Kathleen Gallagher, City Clerk