

**CITY OF CHARLOTTE**

**COUNCIL POLICY**

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<b>ORDER OF BUSINESS AT CITY COUNCIL MEETINGS</b>	<b>2011-02</b>	<b>07/25/11</b>	<b>1 of 6</b>

**1. PURPOSE**

The purpose of this policy is to describe the order of business at City Council meetings to be used in preparing meeting agendas, the procedures for managing listing of items on the agenda and the approval of the agenda.

**2. AUTHORITY**

This policy is adopted pursuant to Section 4.7(I) of the Charter of the City of Charlotte.

**3. ORDER OF BUSINESS**

**3.1 Agenda Format**

- 3.1.1** The City Clerk shall prepare an agenda for each City Council meeting in the following format:

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance
- Approval of Minutes
- Absence of Council Members
- Public Comment
- Charlotte High School Liaison Report
- Approval of Agenda
- Approval of Consent Agenda Items
- Items of Business
- Communications and Committee Reports
- Public Comment
- Mayor and Council Comments
- Recess to Closed Session
- Reconvene Open Session
- Adjourn

- 3.1.1.1** If no agenda items are received for a particular agenda category, the City Clerk may omit that category from the printed agenda. If only one item is received for the consent agenda, the City Clerk may omit the consent agenda and include that item under items of business.

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### **3.2 Consent Agenda**

- 3.2.1 Purpose.** The purpose of the consent agenda is to permit handling routine agenda items quickly so as to allow additional time for other matters on the agenda.
- 3.2.2 Examples.** Items suitable for inclusion on the consent agenda include, but are not limited to, approval of claims and accounts, appointments to boards and commissions, bid awards, second readings of ordinances, setting of public hearings, proclamations, traffic control orders, approval of community events, and the like. In preparing the consent agenda, the City Clerk shall consult with the City Manager as to whether an item should be included on the consent agenda.
- 3.2.3 Action.** Approval of the consent agenda means that all items on the consent agenda are approved as though they had been acted upon individually.
- 3.2.4 Removal from Consent Agenda.** Council members may request that any or all items be removed from the consent agenda. Such a request is appropriate when there are questions regarding an item, when a council member wishes to discuss the item before voting on it, when a council member opposes the recommended action on an item, when a council member has a conflict of interest and must abstain from voting on an item, or when it is believed that the item warrants individual attention. Requesting the removal of an item from the consent agenda is a prerogative afforded each council member and does not require the support of other council members. Such a request is made during that portion of the agenda reserved for the approval of the agenda.

**3.2.4.1** Items removed from the consent agenda shall be added to items of business in the order in which the request to remove them was received by the Mayor.

### **3.3 Items of Business**

- 3.3.1 Purpose.** This portion of the agenda is intended for consideration of matters that are not routine. These include presentations by staff members or others regarding matters of importance to the City or the community,

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public hearings, and other matters on which Council is requested to consider action.

**3.3.2 Order.** The order for listing items of business shall begin with public hearings and the consideration of action on the subject of the public hearing, followed by special presentations, with matters requiring Council consideration and action appearing last. As a courtesy to citizens, those matters that are expected to be of greater interest should be listed earlier on the agenda.

**3.3.3 Items of Business for First Regular Meeting of the Month.** To the greatest extent consistent with efficient management of the City's business, the Items of Business portion of the agenda for the first regular meeting of each month shall be reserved for consideration of Council's Policy Agenda and Policy Discussion List.

**3.3.3.1 Policy Agenda.** The Policy Agenda is a list of topics that City Council has determined are worthy of consideration as part of its long-term and strategic planning for the future of the organization and the community. One or two topics will be discussed during each month's Policy Agenda discussion in an effort to arrive at consensus regarding a policy statement and to determine strategies to be pursued in furtherance of that policy.

**3.3.3.2 Policy Discussion List.** The Policy Discussion List item of business affords Council members an opportunity to propose additional topics to be added to the Policy Agenda. The addition of a topic to the Policy Agenda requires the approval of a majority of the Council.

**3.3.4 Policy Agenda Calendar.** The Policy Agenda Calendar is a list of topics organized by the month in which they will appear on the agenda for discussion. The Policy Agenda Calendar shall show topics listed for not fewer than six succeeding months. The Policy Agenda Calendar shall also show the names of Council members assigned by the Mayor to work with staff to draft a policy statement for consideration by the Council. The Policy Agenda Calendar shall be approved at the second regular meeting each month.

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**3.4 Communications and Committee Reports**

**3.4.1 Purpose.** This portion of the agenda is for listing oral and written reports to be provided to the Council given by staff members, communications received that are addressed to or might be of interest to Council members, and reports by Council members of meetings of boards and commissions attended by them. Matters included under communications and committee reports generally require no action, although action may be taken on matters discussed when it is deemed appropriate.

**4. APPROVAL OF THE AGENDA**

**4.1 Meaning.** In approving the agenda, City Council is indicating its willingness to consider the items on the agenda in the order in which they are presented. The approval of the agenda does not preclude the consideration of or action on matters brought to the Council's attention through public comments, special presentations, staff reports or Mayor and Council comments.

**4.2 Additions to the Agenda.** The Mayor, Council members, or City Manager may request during consideration of the approval of the agenda that additional items be included that were not listed on the printed agenda. Section 4.7(M) of the Charter requires the affirmative vote of five or more members of the Council to consider the addition to the agenda of any item not received by the City Clerk by noon on the Friday preceding the Council meeting. No additions to the consent agenda will be permitted following the printing of the agenda.

**4.3 Form of Motion.** A motion to approve the agenda should follow an opportunity for Council members to request items be removed from the consent agenda pursuant to paragraph 3.2.4 of this policy, to request additions to the agenda, to request a change in the order in which items are considered, or to make corrections. The motion should take the general form "I move the agenda be approved as printed with the following changes: [list changes]."

**4.4 Changes Following Agenda Approval.** When the Mayor or presiding officer determines that public interest in a particular agenda item warrants changing the order in which it is brought forth for consideration, he/she may move an item forward on the agenda.

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**5. PLACING ITEMS ON THE AGENDA**

**5.1 Principle.** As a general rule, items that are appropriate for placing on the agenda for Council consideration and action are those that, as a matter of law, ordinance, rule or policy require Council approval, those that involve the consideration of policy matters, and those related to Council's responsibility for overseeing the administration in its execution of policy. Other matters should generally take the form of a report or communication to the Council, be the subject of public comment, or be addressed as a part of Mayor and Council comments.

**5.2 Responsibility of the City Manager.** The City Manager shall be responsible for determining whether items of business brought forward by administrative staff members are appropriate for inclusion on the agenda. He/she shall have the responsibility for insuring that matters of importance are placed on the agenda so that they can receive timely consideration by the Council.

**5.3 Requests from the Mayor and Council Members.** The Mayor and Council members shall be permitted to present matters to the City Clerk that they wish to have listed on the agenda.

**5.4 Requests from Citizens.** On occasion, members of the general public request that an item of concern to them be given a place on the Council's agenda. Such requests shall be made in writing to the Council or in person during public comment. Unless Council determines that there is some urgency in taking up such a matter immediately, such requests should be included on a subsequent agenda, subject to Council approval.

**6. AGENDA DISTRIBUTION**

A copy of the agenda and related documents will be distributed to Council members in electronic form on the last work day of the week preceding the Council meeting. Council members may request the city clerk to print all or any portion of the agenda packet and related documents.

**7. POLICY REPLACED**

This policy replaces Council Policy 2011-01.

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**8. EFFECTIVE DATE**

This policy shall be effective with the Council meeting following its approval.