



## Memo

**Date:** February 11, 2021  
**To:** Honorable Mayor Armitage; City Council  
**From:** Erin LaPere, City Manager  
**Re:** Council Policies for Meetings

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On the agenda for Council's consideration are three resolutions related to procedures for Council meetings. As discussed at the Council meeting held February 1st, the policy that required a first and second reading of a resolution prior to adoption sunset September 30, 2020. Council voted to reinstate that policy with no sunset date. I have attached a copy of that adopted policy language with corrected dates and removal of the sunset date. Additionally, I have consulted with Attorney Hitch regarding proper form of motions at the first and second readings of resolutions. He advised that when making a motion on resolution at the first reading, Council word the motion to "conduct a first reading of a resolution" or similar to accurately convey intent.

In review of the other policies adopted at that time, there are three Council policies that outline the protocols for Council meetings which have sunset. First is the policy which outlines the procedure for receiving comments during meetings as well as distribution of written comments to Council. I have updated that language with current dates and proposed Council remove the sunset provision. A copy of this language is attached as Policy 2021-02 Citizen Comments.

The next policy for consideration is Policy 2021-03 Procedure for Considering and Adopting Ordinances which dictates the process of approval and the format of ordinance language. One element for discussion on this policy is Section 4.3 Sunset Date that dictates all ordinances must sunset within four years unless that provision is waived by Council or the ordinance is amending the zoning map. My recommendation would be to eliminate this requirement. There is no statutory requirement to limit the dates all laws are in effect in the city, and a sunset date could be included for specific ordinances where Council determined one was necessary. The administrative task of overseeing a multitude of sunset dates is labor intensive and leaves the city open to gaps in its laws if those ordinances are not reenacted. Additionally, that concern grows if there is staff turnover, outsourcing of tasks, or other changes in administration. I have updated that policy language with current dates, the proposed removal of sunset dates for ordinances, and removal of the sunset date of that policy.

The third and final policy for consideration is Policy 2021-04 Order of Business at City Council Meetings. This policy outlines the agenda format, manner in which items may be placed onto the agenda, and distribution of agenda items. I have updated that policy language with current dates and proposed Council remove the sunset provision.

A resolution of approval for each policy is also included for your review and consideration.

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attachments

CITY OF CHARLOTTE  
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
RESOLUTIONS	2021-01	02/01/2021	1 of 2

**1. PURPOSE**

The purpose of this policy is to describe the requirements for drafting resolutions.

**2. AUTHORITY**

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

**3. BACKGROUND**

Robert’s Rules of Order states that “a main motion—particularly an original main motion—is frequently offered as a *resolution*, either because of its importance or because of its complexity.” The Charlotte City Council considers resolutions from time to time but the majority of its actions have historically taken the form of oral motions. These motions do not necessarily convey all the information that an observer of a meeting would need to understand the purpose the contemplated action is intended to serve. In an effort encourage greater citizen participation in the affairs of the city government, it was proposed that Council’s actions take the form of either resolutions or ordinances.

**4. FORMAT**

Resolutions shall be in writing, generally conform to the format described in Robert’s Rules of Order and contain the following elements:

**4.1 Preamble.** Resolutions for routine matters such as approval of claims or appointment of board and commission members require no preamble. Other resolutions shall include a preamble of one or more paragraphs that contain background information describing the reason the resolution is proposed.

**4.2 Resolving Clauses.** In addition to stating the specific action that Council is authorizing, one or more resolving clauses shall be used, when practical, to provide information about the outcomes intended to be achieved through its implementation including objective measures for assessing its success.

**5. NUMBERING**

Resolutions shall be numbered in the order in which they are introduced each year using the form YYYY:NN (2016-01, for example).

**CITY OF CHARLOTTE**  
**COUNCIL POLICY**

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<b>RESOLUTIONS</b>	<b>2021-01</b>	<b>02/01/2021</b>	<b>2 of 2</b>

**6. POLICY SUPERSEDED**

This policy shall supersede Council Policy 2016-05.

**7. EFFECTIVE DATE**

This policy shall become effective upon its approval by the City Council.

**~~7. SUNSET DATE~~**

~~This policy shall sunset on September 30, 2020.~~