

CITY OF CHARLOTTE  
**COUNCIL POLICY**

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<b>ORDER OF BUSINESS AT CITY COUNCIL MEETINGS</b>	<b>2021-04</b>	<b>02/16/2021</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 the 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 Hearings
- Public Comment
- Approval of the Agenda
- Special Presentations
- Expedited Resolutions and Ordinances
- Action Items—Resolutions and Ordinances
- Introduction of Resolutions and Ordinances
- 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.

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**3.2 Special Presentations**

**3.2.1 Purpose.** This portion of the agenda is intended for longer presentations by staff members, council members and guests for which no resolution or ordinance has been introduced. This portion of the agenda may also be used for ceremonial presentations.

**3.3 Expedited Resolutions and Ordinances**

**3.3.1 Purpose.** This portion of the agenda is for the consideration of resolutions and ordinances that are requested to be approved after a single reading. It is generally reserved for resolutions that are routine, such as the approval of claims and accounts, mayoral appointments and ceremonial resolutions and proclamations and for resolutions that are of an urgent nature and for emergency ordinances.

**3.3.2 Removal of Expedited Resolutions and Ordinances.** A majority of Council may vote to remove an expedited resolution or ordinance to "Introduction of Resolutions and Ordinances."

**3.4 Action Items—Resolutions and Ordinances**

**3.4.1 Purpose.** This portion of the agenda is intended for consideration of resolutions and ordinances that have had a first reading pursuant to the section 3.5 below.

**3.4.2 Order.** As a courtesy to citizens who might be in attendance, those matters that are expected to be of greater interest should be listed earlier on the agenda.

**3.4.3 Actions Permitted; Removal from the Agenda.** Resolutions and ordinances considered under this portion of the agenda may be discussed, amended, tabled or removed from the agenda. If no action is taken, the resolution or ordinance will be placed on the agenda under Action Items for the following meeting. If no action has been taken after having been placed on the Action Items agenda for two consecutive regular meetings, it will be removed from the agenda but may be reintroduced at a subsequent meeting.

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**3.5 Introduction of Resolutions and Ordinances**

**3.5.1 Purpose.** This portion of the agenda is intended for the introduction, first reading, discussion and amendment of resolutions and ordinances other than those introduced under “Expedited Resolutions and Ordinances.”

**3.5.2 Form.** Resolutions shall be presented in the form prescribed in Council Policy 2015-06 Resolutions. Ordinances shall be presented in the form prescribed in Council Policy 2015-04 Procedure for Considering and Adopting Ordinances.

**3.5.3 Actions Permitted; Removal from the Agenda.** Resolutions and ordinances considered under this portion of the agenda may be discussed, amended, tabled or removed from the agenda. Unless another date is specified, a motion to accept the first reading of a resolution advances the resolution to “Action Items—Resolutions and Ordinances” on the agenda for the subsequent regular Council meeting. A motion to accept the first reading of an ordinance shall advance the ordinance in accordance with the provisions of Council Policy 2015-04 Procedure for Considering and Adopting Ordinances. If no action is taken, the resolution or ordinance may be reintroduced at a subsequent meeting.

**3.6 Communications and Committee Reports**

**3.6.1 Purpose.** This portion of the agenda is for oral and written reports to be provided to the Council 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.

**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

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presentations, staff reports or Mayor and Council comments but such action shall be made in a manner consistent with this policy.

**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.

**4.3. Form of Motion.** A motion to approve the agenda should follow an opportunity for Council members 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.

**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.

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**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

Except as provided below, 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.

**6.1 Claims.** To provide additional time for Council members to seek and receive information regarding claims submitted for payment, a list of claims will be distributed to Council members via electronic mail not later than 5:00 p.m. on the Wednesday preceding the City Council meeting at which approval is to be sought.

**6.1.1.** Questions regarding claims should be submitted to the Finance Director. Questions may be submitted via electronic mail or telephone.

**6.1.2.** Responses to questions regarding claims received prior to noon on the Friday before the Council meeting will be distributed to the entire City Council in a memorandum published as part of the agenda packet for the meeting at which approval is sought. The Finance Director may also respond directly to the Council member submitting a question.

## 7. POLICY REPLACED

This policy replaces Council Policy 2016-05.

## 8. EFFECTIVE DATE

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

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**9. ~~SUNSET DATE~~**

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