



# City of Alexandria

City Council Chambers at  
Del Pepper Community  
Resource Center  
4850 Mark Center Drive  
Alexandria, VA 22311

## Legislation Text

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### City of Alexandria, Virginia

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#### MEMORANDUM

**DATE:** APRIL 21, 2021

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** MARK B. JINKS, CITY MANAGER /s/

**DOCKET TITLE:**

Consideration of Revised Resolution for the Order of Business of Council Meetings. [ROLL-CALL VOTE]

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**ISSUE:** Consideration of amendments to the order of business of City Council meetings.

**RECOMMENDATION:** Adopt the revised attached resolution which (1) adds “*Reports and Recommendation from the City Manager*” at the first legislative meeting; (2) adds “*Ordinances and Resolutions* (not on consent or roll-call consent) at the first legislative meeting; and (3) adds “*Roll-Call Consent Calendar*” to the regular public hearing meeting.

**BACKGROUND:** As a result of City Council discussion, City staff has drafted a revised order of business. The purposed purpose is to clarify meeting order practices for legislative meetings and to add a Roll-Call Consent Calendar item for public hearing meetings, so that City Council may consider ordinances that are do not have speakers and are routine as a block and earlier in the docket, as has been the practice.

On November 28, 2017, City Council voted to revise the Order of Business for Council meeting, which included moving *Oral Reports from the City Manager* to earlier in the City Council meeting docket and formalizing a previous Council action moving *Oral Reports from City Council on Boards, Commissions, and Committees* to earlier on the docket. This revision also included scheduling *Executive Session* just after *Roll Call*, as well as just before adjournment (if required).

**DISCUSSION:** The attached resolution, proposed the following order of business for the legislative meetings.

1. At the first legislative meeting (business) the order of business shall be as follows:
  - (a) Calling the Roll.

- (b) Executive Session (if required)
- (c) Moment of Silence and Pledge of Allegiance
- (d) Reading and Acting upon the Minutes
- (e) Recognition of Youth (if needed)
- (f) Proclamations
- (g) Oral Reports from City Council on Boards, Commissions, and Committees
- (h) Oral Reports from the City Manager
- (i) Consent Calendar
  - 1. Resignations and Uncontested Appointments
  - 2. Reports and Recommendations of the City Manager
  - 3. Ordinances for Introduction and First Reading
- (j) Roll-Call Consent Calendar
  - 1. Ordinances and Resolutions
- (k) Contested Appointments
- (l) Reports and Recommendations of the City Manager (not on consent calendar)**
- (m) Ordinances and Resolutions (not on consent calendar)**
- (n) Oral Reports and Oral Presentations by Members of City Council
- (o) Executive Session (if required)
- (p) Adjournment

2. At the second legislative meeting (policy decisions/debate) the order of business shall be as follows:

- (a) Calling the Roll.
- (b) Executive Session (if required)
- (c) Pledge of Allegiance
- (d) Reading and Acting Upon the Minutes
- (e) Oral Reports from City Council on Boards, Commissions, and Committees
- (f) Oral Reports from the City Manager
- (g) Consent Calendar
  - 1. Reports and Recommendations of the City Manager
- (h) Roll-Call Consent Calendar
  - 1. Ordinances and Resolutions
- (i) Work Session
- (j) Reports and Recommendations of the City Manager for Discussion (Policy Items for Council Direction to Staff
- (k) Oral Reports and Oral Presentations by Members of City Council
- (l) Executive Session (if required)
- (m) Adjournment

3. At regular public hearing meetings, the order of business shall be as follows:

- (a) Calling the roll.
- (b) Public discussion period (30 minutes - first 15 speakers)
- (c) Action consent calendar
- (d) Roll-Call Consent Calendar**
  - 1. Ordinances (public hearing, second reading and final passage)
- (e) Public hearing on reports and recommendations of the city manager
- (f) Public hearing on reports of boards, commissions, and committees (Planning Commission)

- (g) Public hearing, second reading and final passage of ordinances and public hearing and adoption of resolutions
- (h) Deferral/withdrawal consent calendar
- (i) Other business
- (j) Executive session

If approved by Council, these changes will be implemented at the next meeting in May.

**FISCAL IMPACT:** There is no cost associated with these amendments.

**ATTACHMENT:** Proposed resolution.

**STAFF:**

Gloria Sitton, City Clerk and Clerk of Council.