



Legislation Details (With Text)

File #: 21-0952 **Name:** Order of business resolution
Type: Resolution **Status:** Agenda Ready
File created: 4/8/2021 **In control:** City Council Legislative Meeting
On agenda: 4/27/2021 **Final action:**
Title: Consideration of Revised Resolution for the Order of Business of Council Meetings. [ROLL-CALL VOTE]
Sponsors:
Indexes:
Code sections:
Attachments: 1. 21-0952_Resolution, 2. 21-0952_Final Resolution

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

City of Alexandria, Virginia

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]

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.