



**TOWN OF BRENTWOOD
Resolution 2017-08**

RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD ESTABLISHING RULES FOR THE CONDUCT AND THE ORDER OF BUSINESS OF TOWN COUNCIL MEETINGS OF THE TOWN OF BRENTWOOD, AND PROVIDING FOR CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD AS FOLLOWS:

SECTION ONE. RULES: It is the responsibility of the Mayor and Council to establish any rules for its own guidance and government as it may deem necessary to carry out the orderly conduct to the Town Government.

The following shall be the rules for the government of the Town Council of the Town of Brentwood.

RULE 1. REGULAR MEETINGS: The Town Council shall hold Regular Meetings on the third Wednesday of each month. The meeting will generally commence at 7:00 p.m. or any other time as may be deemed appropriate and properly notified to the public at such time of day as the Council may decide provided, however, that the Council may dispense with any one meeting each month when it is anticipated that the business of the Council is not urgent.

RULE 2. SPECIAL AND EMERGENCY MEETINGS: The Mayor shall call special or emergency meetings of the Council at the express written or verbal request of at least two of the Members of the Council. Whenever a special or emergency meeting shall be called, a notice in writing shall be sent to all Council members at least seventy-two (72) hours before any special meeting and, when practical at least twelve (12) hours before any emergency meeting. Said notice shall be signed by the Mayor or Vice-Mayor and shall be served upon each Member of the Council either in person or via electronic communication or by telephone, stating the date and hour of the meeting, and the purpose for which such meeting is called. A copy of such

notice shall likewise be posted and noticed to the public via any available means of communication.

RULE 3. INFORMAL OR WORK SESSION MEETINGS: The Mayor and Town Council may meet informally for study and discussion of the affairs of the Town, but no formal or binding action shall ever be taken at any such meeting. Scheduled work sessions shall be held at 7:00 p.m. on the first Wednesday of each month, or at such other times as the Mayor or Council may decide.

RULE 4. MEETINGS OPEN TO THE PUBLIC: All Meetings of the Town Council for the purpose of transacting Town business, whether action is taken or not, shall be held at the Town Hall unless the Council indicates another advertised location and shall be open to the public except such meetings that may be closed subject to the provisions of the Maryland Open Meetings Act.

RULE 5. AGENDA: The Mayor or her designee shall prepare an Agenda based on input and advice from each Member of the Town Council, all items are to be reviewed by the Mayor prior to publishing for all formal and informal Meetings, except emergency Meetings when time does not permit or for special or emergency Meetings when there is only one agenda item.

- **Consent Agenda**– If a majority of the Council is in agreement concerning any matter discussed in a work session and ready to take action on said matter, then the Mayor shall place the matter on the Consent Agenda for the next formal meeting of the Council. Items on the Consent Agenda shall not be discussed or debated, and all items on the consent agenda shall be voted on with one vote on a motion to approve the consent agenda. Consent Agenda items shall be grouped together on the printed Agenda and shall be handled in one motion from the Council table (i.e., "I move that the Consent Agenda be approved"). Town Council may approve and accept Consent Agenda items by one motion and vote. There shall be no general discussion on the motion. The following items will be acted upon by Town Council through a single vote. An item will be considered separately only upon request of a Council member and a confirming majority vote of the Town Council.

Consent Agenda Items that may be included in the Consent Agenda are:

1. Requests for approval of proposed policy changes.
2. Acceptance and /or approval of administrative reports and minutes from meetings of boards, committees, etc.
3. Approval for bid awards.
4. Approval of recommendations by advisory committees and boards.
5. Appointment of Town Officers.
6. Appointment of Citizen Board Members.

7. Any other request, acceptance or approval which the Mayor determines properly can be considered a Consent Agenda item.

- **Formal Meetings**-- The agenda for formal Meetings, whether regular or special, shall include only such matters as the Council or a Member thereof may have directed from a previous informal work session meeting, together with such other and subsequent matters as may be recommended for consideration by the Mayor or as may be sponsored by a Member of the Council if it is deemed by such person to be of an urgent nature. In the event a meeting is not preceded by an informal or work session meeting, the agenda for such formal Meetings shall include only such matters as the Mayor or a Member of the Council may direct or specify. Any person or persons desiring to appear before the Council on a particular subject matter may make a request in writing to the Mayor to be placed on the Agenda by 12:00 noon on Wednesday preceding the regular Council Meeting to be held on the following Wednesday, or not less than three (3) hours prior to any special meeting of the Town Council, stating the purpose for which such person or persons desire to appear.
- **Distribution**-- Each Member of the Town Council, as well as the public, shall be provided with a copy of the Agenda as far in advance of the meeting as time will permit and a copy thereof shall be posted on the front door of Town Hall. A reasonable number of extra copies of the agenda will be provided for the public according to the provisions of the Maryland Open Meetings Act.

RULE 6. PRESIDING OFFICER: The Mayor shall preside at all Meetings, if present, and in her absence, the Vice-Mayor, and in the absence of both the Mayor and the Vice-Mayor, a Council Member shall be appointed to preside.

RULE 7. DECORUM: While the Council is in session, the Members thereof shall not, by conversation or otherwise, delay or interrupt neither the proceeding nor the peace of the Council and shall obey all orders of the Council or its Presiding Officer, except as otherwise herein provided. The Presiding Officer shall preserve strict order and decorum at all Meetings.

- During Council Meetings, Council Members shall preserve order and decorum and shall obey the rules of the Council. Every Council Member wishing to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine himself to the question under debate and shall avoid all personalities and discourteous language. Private communication between Council Members during Council Meetings is inappropriate. Every Council Member desiring to question the Administrative Staff shall address his questions to the Mayor who shall be entitled either to answer the inquire himself or designate some member of the Staff for that purpose. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another Member or unless the

speaker chooses to yield to questions from another Member. All Members of the Council shall extend the utmost courtesy to each other, to Town employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as motives and personalities. Council shall confine their remarks to the issues before the Council.

- Members of the Administrative Staff and employees of the Town shall observe the same rules of procedure and decorum applicable to the Members of the Council. While the presiding officer shall have the authority to preserve decorum in Meetings as far as Staff Members and Town Employees are concerned, the Mayor also shall be responsible for the orderly conduct and decorum of all Town employees under his/ her direction and control when they are in their official capacity. The Mayor shall take such disciplinary action as may be necessary to insure that decorum is preserved at all times by Town employees in Council Meetings. Any Staff Member desiring to address the Council shall state his name for the record, and shall limit his remarks to the matter under discussion. All remarks and questions shall be addressed to the Council as whole and not to any individual Member. No Staff Member, other than Staff Member having the floor, shall enter into any discussion either directly or indirectly without permission of the Presiding Officer. Staff members shall not address administrative and disciplinary actions at Council Meetings unless having adhered to the chain of command.
- The general public attending Council Meetings also shall observe the same rules of propriety, decorum and good conduct applicable to Members of the Council. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council meeting shall be required to depart the building.

RULE 8. ORDER OF BUSINESS: All Meetings (regular or special) of the Council shall be open to the Public promptly at the hour set on the day of each meeting: The Members of the Council, Town Clerk and Town Administrator can and shall designate staff to take their regular stations in the Council Chambers and the business of the Council shall be taken up for consideration and disposition in substantially the following order.

Meeting called to order
Moment of Silence and Pledge of Allegiance
Review and Approval of Agenda
Public Comments
Review and Approval of Minutes
Official Reports
General Public Comments
Consent Agenda

Old Business
New Business
Announcements
Adjourn

RULE 9. ADDRESSING THE COUNCIL: During the work sessions, persons may address the Council only when requested to do so by a Member of the Council or the Mayor. At formal Meetings any person desiring to address the Council shall first be recognized for that purpose by the Presiding Officer. Addressing the Council shall be limited to three (3) minutes, unless they are on the approved agenda.

Manner of Addressing Council; Time Limited: Each person recognized for the purpose of addressing the Council shall step forward to the podium with the microphone thereon, and shall give his name and address in an audible tone for the record, and unless further time is granted for the Council, shall limit his address to three (3) minutes for individuals and fifteen (15) minutes for team presentations, or such additional time as may be deemed appropriate by the Council. All remarks shall be addressed to the Council as a body and not to any Member. No person, other than the Council and the person having the floor, shall be permitted to enter into any debate or discussion, either directly or through a Member of the Council, without the permission of the Presiding Officer. Further, Town Council shall comply with this rule, except that they are permitted to address the Council from their seat. Nothing in the foregoing is to be construed to prohibit a Member of the Council, after having first been recognized by the Presiding Officer, from directing questions and inquiries to individuals or other Members of the Council or from participating in debate and deliberations on matters then pending before the Council.

RULE 10. VOTING: The yeas and nays may be called for on any question and shall be ordered whenever called for by any Member of the Council present. Whenever the yeas and nays are ordered, the Town Clerk shall call the roll of Council and record the vote of each Member. Any Member of the Council can request the chair to call a roll call vote. The chair may direct the clerk to call the roll of each Council Member and record the vote of each Member.

RULE 11. PROCEDURE FOR ADOPTION OF ORDINANCES:

- **Adoption Procedures:** The procedure for adoption of ordinances shall be as set forth in Section 404.0, of the Town Charter, or as may be amended from time to time.
- When requested by the Mayor, each department head or his authorized representative, shall be present at any Council meeting, whether formal or informal, to respond to inquiries or informational requests from the Council or any individual Member of the

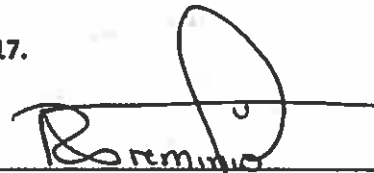
Council, concerning agenda items involving his department. A department head shall appear before the Town council for information purposes by a majority of the council.

SECTION TWO: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution and any of the provisions of this Resolution are hereby repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall not be held to invalidate force or effect of any other section or part of this Resolution.

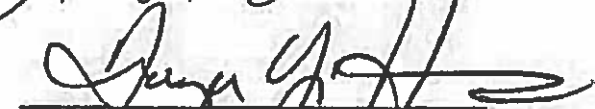
SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of May, 2017.



Rocio Treminio-Lopez, Mayor

Victor R. Olano, Vice-Mayor

Jerry L. Burgess, Council Member

Tonya Y. Harrison, Council Member

Regina M. Morlan, Council Member

ATTEST:



Magdalena Rojas, Town Clerk