

## RESOLUTION

A resolution establishing Standing Rules and Procedures for Crossville City Council meetings and work sessions.

**WHEREAS**, it is necessary to establish rules and procedures for conducting meetings and work sessions of the City Council of the City of Crossville, Tennessee,

**Now, Therefore**, be it resolved that the following rules and procedures are hereby adopted:

**Section 1** – Rules of Order and Procedures for monthly City Council meetings.

Rule 1. The Crossville City Council shall meet monthly on the second Tuesday of each month at 6:00 p.m., as provided by §1-101 of the Crossville Municipal Code, unless changed by Ordinance.

Rule 2. – The Order of Business on the agendas shall be set as provided by §1-102 of the Crossville Municipal Code.

Rule 3. – With the exception of routine or emergency items, all items to be placed on the agenda shall be on the agenda of the work session held one week prior to the regular meeting. Each item on the agenda shall have sufficient explanation to indicate its intent, so as to allow proper preparation by City Council members and City staff.

Rule 4. – The Consent Agenda includes items of a routine nature and will be approved with one motion. That motion will approve the recommended action for each item on the Consent Agenda. Any Council member may ask a question regarding an item as well as speak in opposition to the recommended action by removing an item from the Consent Agenda and have it considered as a separate item. Any item so removed from the Consent Agenda shall be considered after other items on the consent portion of the agenda have been heard.

Rule 5. – Agendas shall be provided to City Council and the public by 12:00 noon on the Friday prior to the meeting by the City Clerk, unless extenuating circumstances prevent the completion. In no event, shall they be provided less than 24 hours prior to the meeting, as required by Charter.

Rule 6. – Any person not a member of the Council may address the Council with recognition of the Mayor regarding any item on the agenda as it is under consideration by Council. At the end of the meeting, an item shall be on the agenda for Public Comment at which members of the public may address the Council on items that are not specifically on the agenda. No person not a member of the Council shall be allowed to speak more than twice or longer than five (5) minutes on any matter, unless so permitted by the Chair or by majority vote of the Council. The Public Comment period shall be limited to 15 minutes. Persons wishing to speak during this period are encouraged to register with the City Clerk at least 24 hours prior to the meeting to insure the opportunity to speak. If more than 3 persons desire to speak, they may be placed on the agenda for the next regularly scheduled meeting. The Council may waive the requirements of this section by a majority of the Council Members. If time permits or no one has requested to speak in advance, the Mayor shall open the floor to any person in attendance who wishes to speak.

**Section 2** – Rules of Order and Procedures for Special Called Meetings of the City Council.

Rule 1. The Crossville City Council shall meet in special session when notice of a meeting is made at least twenty-four (24) hours prior to the meeting, as provided in Article V, Section 8 of the Crossville Charter. Meetings may be called by either the Mayor or two (2) Council members.

Rule 2. – All items to be placed on the agenda should be delivered to the City Clerk with sufficient time to allow the meeting to be called and the agenda delivered to the Council and public at a minimum of twenty-four (24) hours prior to the meeting. Each item on the agenda must be specific in nature and shall have sufficient explanation to indicate its intent, so as to allow proper preparation by City Council members and City staff. The Mayor and City Manager shall have the authority to request more explanation prior to an item being placed on the agenda. **No item sponsored by a member of City Council shall be removed from the proposed agenda without the consent of the sponsor.** No matter can be brought up at the meeting that is not shown on the agenda.

Rule 3. – The Consent Agenda includes items of a routine nature and will be approved with one motion. That motion will approve the recommended action for each item on the Consent Agenda. Any Council member may ask a question regarding an item as well as speak in opposition to the recommended action by removing an item from the Consent Agenda and have it considered as a separate item. Any item so removed from the Consent Agenda shall be considered after other items on the consent portion of the agenda have been heard.

Rule 4. – Any person not a member of the Council may address the Council with recognition of the Mayor regarding any item on the agenda as it is under consideration by Council. No person not a member of the Council shall be allowed to speak more than twice or longer than five (5) minutes on any matter, unless so permitted by the Chair. The Council may waive the requirements of this section by a majority of the Council Members.

### **Section 3 – Rules of Order and Procedures for Work Sessions of the City Council.**

Rule 1. The Crossville City Council shall regularly meet in work session on the first Tuesday of each month at **5:00** p.m. This work session is intended to provide opportunity for education of the Council on matters coming before the Council at its regular monthly meeting and to allow time for questions and answers. No action can be taken at a work session.

Rule 2. The Crossville City Council shall meet in special called work sessions when notice of a session is made at least twenty-four (24) hours prior to the meeting. Work sessions may be called by either the Mayor, two (2) Council members, or the City Manager. Work sessions are intended to provide opportunity for education of the Council on matters coming before the Council and to allow time for questions and answers. No action can be taken at a work session.

Rule 3. – **An agenda for the regular monthly work session shall be prepared by the Mayor and City Manager and announced at least twenty-four (24) hours prior to the work session. All items to be placed on the agenda should be delivered to the City Clerk with by 4:00 p.m. on the Tuesday prior to the work session. Each item on the agenda must be specific in nature and shall have sufficient explanation to indicate its intent, so as to allow proper preparation by City Council members and City staff. The Mayor and City Manager shall have the authority to request more explanation prior to an item being placed on the agenda. No item sponsored by a member of City Council shall be removed from the agenda without the consent of the sponsor. No matter can be brought up at the meeting that is not shown on the agenda.**

Rule 4. - An agenda **for called work sessions** shall be prepared by the Mayor and City Manager and announced at least twenty-four (24) hours prior to the work session. All items to be placed on the agenda should be delivered to the City Clerk with sufficient time to allow the work session to be called at a minimum of twenty-four (24) hours prior to the work session. Each item on the agenda must be specific in nature and shall have sufficient explanation to indicate its intent, so as to allow proper preparation by City Council members and City staff. The Mayor and City Manager shall have the authority to request more explanation prior to an item being placed on the agenda. **No item sponsored by a member of City Council shall be removed from the agenda without the**

**consent of the sponsor.** No matter can be brought up at the meeting that is not shown on the agenda.

Rule 5. – Any person not a member of the Council may address the Council with recognition of the Mayor regarding any item on the agenda as it is under consideration by Council. No person not a member of the Council shall be allowed to speak more than twice or longer than five (5) minutes on any matter, unless so permitted by the Chair. Persons wishing to speak should register with the City Clerk at least 24 hours prior to the meeting to insure the opportunity to speak. The Council may waive the requirements of this section by a majority of the Council Members.

**Section 4 – Rules of Order and Procedures for Closed Executive Work Sessions of the City Council.**

Rule 1. – As provided by T.C.A. §8-44-102(c)(d) and case law, Council may meet in closed work session only under certain circumstances. The most common reason would be for meetings with legal counsel to be briefed on pending or on-going lawsuits. Only members of the Council, City Attorney, or persons specifically requested shall be in attendance.

Rule 2. – The purpose of closed executive work session is to provide information to Council and answer questions. Council will not be permitted to deliberate, vote, or in any way make a decision regarding the matter brought before it. All information and discussions held in closed executive work session shall remain confidential.

ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Mayor

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Councilman

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Councilman

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Councilman

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Councilman