

RESOLUTION

A resolution amending the Standing Rules and Procedures for Crossville City Council meetings and work sessions adopted on August 8, 2023 as follows:

WHEREAS, the City Council of the City of Crossville, Tennessee, recognizes the necessity to amend its existing Standing Rules and Procedures; and

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WHEREAS, the City Council of the City of Crossville, Tennessee, recognizes the necessity to discuss certain matters related to pending litigation; and

WHEREAS, those rules are now in need to amendment so as to clarify the rules and procedures; and

WHEREAS, the Tennessee Open Meetings Act (T.C.A. § 8-44-101 et seq.) permits closed sessions for confidential attorney-client communications regarding pending litigation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crossville, Tennessee, as follows:

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

Deleted: 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.¶

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. Procedural issues will be governed under the most recent edition of Robert's Rules of Order. A vote to close debate as a routine matter is not necessary as required by Robert's Rules of Order, however each member has the option to make a motion to close debate at the appropriate time.

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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 sessions held one week prior to the 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. Any item that is voted on in the work session to be placed on the agenda of the monthly City Council meeting shall be addressed at the monthly City Council meeting.

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Rule 4. – Once recognized by the Mayor each member of the Council shall put forth a motion with only a brief explanation. Each member of Council shall limit their debate to three (3) minutes. Members shall have only two (2) opportunities to debate a motion. A member of the Council shall not be recognized for a second debate opportunity until every member has had an opportunity to debate the motion. An IT Department Representative shall be designated as the time keeper during the meeting and will notify the Mayor when time for debate has elapsed.

Rule 5. – 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 6. – Agendas shall be provided to City Council and the public by 4:00 p.m. 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 forty-eight (48) hours prior to the meeting, as required by Charter.

Rule 7. – At the beginning of the meeting, an item shall be on the agenda for Public Comment at which time, members of the public may address the Council. No person not a member of the Council shall be allowed to speak more than once or longer than three (3) minutes on any matter, unless so permitted 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 by filling out a card indicating their name, address, and topic of discussion prior to the meeting to ensure the opportunity to speak. If more than 5 people 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 vote of the Council Members.

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Rule 8. – Any agenda item or motion that fails after being considered and voted on; shall not be allowed to return to an agenda for consideration until the passing of 90 days.

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

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Rule 1. The Crossville City Council shall meet in special session when notice of a meeting is made at least forty-eight (48) 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. Procedural issues will be governed under the most recent edition of Robert's Rules of Order. A vote to close debate as a routine matter is not necessary as required by Robert's Rules of Order, however each member has the option to make a motion to close debate at the appropriate time.

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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 forty-eight (48) 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 special called 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. – Once recognized by the Mayor each member of the Council shall put forth a motion with only a brief explanation. Each member of Council shall limit their debate to three (3) minutes. Members shall have only two (2) opportunities to debate a motion. A member of the Council shall not be recognized for a second debate opportunity until every member has had an opportunity to debate the motion. An IT Department Representative shall be designated as the time keeper during the meeting and will notify the Mayor when time for debate has elapsed.

Rule 5. -- At the beginning of the meeting, an item shall be on the agenda for Public Comment at which time, members of the public may address the Council. No person not a member of the Council shall be allowed to speak more than once or longer than three

(3) minutes on any matter, unless so permitted 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 by filling out a card indicating their name, address, and topic of discussion prior to the meeting to ensure the opportunity to speak. If more than 5 people desire to speak, they may be placed on the agenda for the next regularly scheduled meeting.

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

Rule 1. The Crossville City Council shall generally meet in a work session on the first Tuesday of each month at 5:00 p.m. However, there may be months when the work session may be held at a different time. Notice of any change in schedule will be publicly announced at least one week in advance. This work session is intended to provide an 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 forty-eight (48) hours prior to the meeting. Special work sessions may

be called by either the Mayor or two (2) Council members.

Rule 3. – An agenda for called work sessions shall be prepared by the Mayor and City Manager and announced at least forty-eight (48) 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 forty-eight (48) 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. No matter can be brought up at the meeting that is not shown on the agenda.

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 once or longer than three (3) 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 ensure the opportunity to speak. The Council may waive the requirements of this section by a majority vote of the Council Members.

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

1. **Acknowledgment of Client:** All parties, city council members, as well as the City Attorney recognize and acknowledge that the City Attorney's client is The City of Crossville and that all other individuals, including the individual city council members, the mayor and other officials are constituents of the City of Crossville.
2. **Notice of Meeting:** The City shall provide a notice and publication of the Closed Executive Meeting at least 72 hours prior to the Executive Meeting.
3. **Authorization for Closed Session:**

 - a. The City Council of the City of Crossville, Tennessee, hereby authorizes the following standing rules for the conduct of a closed session for the purpose of exchanging and receiving information from the attorney.
 - b. Only the members of the City Council, the City Manager (if requested) and the City Attorney shall be present in the closed session where matters are discussed.

4. **Confidentiality:**

 - a. All exchange of information during the closed session shall be considered confidential and privileged attorney-client communications. All communications shall further be considered to be attorney-client communications and attorney work-product.
 - b. No member of the City Council, the City Manager or City Attorney shall disclose any information discussed or documents reviewed during the closed session to any unauthorized person. Any council member who feels that he/she may not maintain the confidentiality of the meeting may excuse themselves from the meeting.

5. **Legal Basis:** Pending or threatened litigation must be the basis for the executive session. No decisions may be reached on any issue. The session may not be used to make decisions. The only matters which can properly be addressed in closed session are the strategies, posture, theories, and consequences of the litigation itself.

Deleted: Rule 1. – All parties, city council members, as well as the City Attorney recognize and acknowledge that the City Attorney's client is The City of Crossville and that all other individuals, including the individual City Council members, the Mayor, and other officials are constituents of the City of Crossville. ¶
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Rule 2. – The City shall provide a notice and publication of the Closed Executive Meeting at least 48 hours prior to the Executive Meeting. ¶
Rules 3. – The City Council of the City of Crossville, Tennessee, hereby authorizes following standing rules for the conduct of a closed session for the purpose of discussing pending litigation with the City Attorney. Only the members of the City Council, the City Manager (if requested) and the City Attorney shall be present in the closed session where matters are discussed.¶
Rule 4. – All discussions and documents reviewed during the closed session shall be considered confidential and privileged attorney-client communications. No member of the City Council, the City Manager or City Attorney shall disclose any information discussed or documents reviewed during the closed session to any unauthorized person.¶
Rule 5. – Pending or threatened litigation must be the basis for the executive session. No decisions may be reached on any issue. The session may not be used to make decisions. ¶
Rules 6. - An agenda should be prepared which will be held and stored by the City Manager and such agenda shall not be open to public inspection. Minutes may be taken, but not required and stored by the City Manager. These minutes shall not be open to public inspection. ¶
This resolution shall take effect immediately upon adoption, the public welfare requiring it.¶
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This resolution shall take effect immediately upon adoption, the public welfare requiring it.

Adopted this _____ day of _____, 2025.

Mayor

Council member

Council member

Council member

Council member

ATTEST:

City Clerk

