City of Petersburg
Virginia

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City Council

W. Howard Myers, Mayor – Ward 5
Samuel Parham, Vice Mayor – Ward 3
Treska Wilson-Smith, Councilor – Ward 1
Darrin Hill, Councilor – Ward 2
Charles Cuthbert, Councilor – Ward 4
Annette Smith-Lee, Councilor – Ward 6
John A. Hart, Sr., Councilor – Ward 7

CITY COUNCIL ORGANIZATIONAL MEETING AGENDA

January 3, 2016
Union Train Station
103 River Street
12:00pm

1. **Call to Order**
2. **Oath of Office**
3. **Roll Call**
4. **Business or reports for/from the Mayor and other members of City Council**
   a. Election of Mayor by Council Members
   b. Election of Vice-Mayor by Council Members
   c. Review and Adoption of City Council's Rules of Council and Procedure
5. **Adjournment**

16-R-01
Adopted: 01/11/16

RESOLUTION ADOPTING RULES OF COUNCIL, AS AMENDED

BE IT RESOLVED, by the City Council of the City of Petersburg, that the Rules of Council heretofore adopted, be, and they are hereby reenacted with no amendments, so as to read as follows:

RULE I. - MEETINGS

Section 1. The Council shall hold regular meetings on the first and third Tuesdays of each month in the Union Train Station, at 6:30 p.m. If a regularly scheduled meeting shall fall on the day of a general election, this meeting shall be held, instead, on the next Tuesday night following that election.

Special meetings of the City Council shall be held when called by the mayor or requested by two or more of the members of Council. The call or request shall be made to the Clerk, and shall specify the matters to be considered at the meeting. Upon receipt of such call or request the Clerk, after consultation with the mayor, shall immediately notify each member of the Council and the City Attorney in writing. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the Council attend the special meeting or sign a waiver.

In January of every year, City Council will hold an organizational meeting prior to the first regularly scheduled public meeting. The purpose of the meeting will be to adopt the Rules of Council. In odd-numbered years, City Council will elect a Mayor and Vice Mayor.

Section 2. A majority of the Council shall constitute a quorum for the transaction of business, unless otherwise required by law or ordinance.

Section 3. If a quorum of the Council fails to attend any meeting, whether regular or special, the presiding officer may adjourn the meeting to some later date, and notice of such adjournment shall be given to each member of the Council by the Clerk. The Clerk shall enter such adjournment on the journal.

Section 4. All meetings of the Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Vice Mayor, or, in the absence of both, by some other member of the Council to be designated by the Council and entered of record on the journal.

Section 5. No meeting shall extend after the hour of 12 midnight unless Council by an affirmative vote of the majority of those members present extends the length of the meeting. The member so moving to extend the length of the meeting shall include in his or her motion the matters appearing on the docket for that meeting to be considered after the hour of 12 midnight.

Section 6. No regular meetings of Council will be held during the month of August of each year. Also, there shall be only one meeting in the month of December on the second Tuesday of that month, unless otherwise scheduled by City Council.

RULE II. - CLERKS AND RECORDS

Section 1. The Council shall elect a Clerk who shall keep a neat and accurate journal of the proceedings and shall be the custodian thereof. After the minutes are read and approved, they shall be signed by the presiding officer.

Section 2. The Council shall keep a journal of its proceedings and its meetings shall be open, except when, by a recorded vote of a majority of the members present, the Council shall declare a closed session in accordance with the Virginia Freedom of Information Act.

Section 3. The Clerk shall prepare and present at each sitting of the Council a docket of all matters requiring the attention of the Council. The docket of all regular meetings shall be provided to all members of Council no later than five days before Council is scheduled to meet.

Section 4. Voting on all questions shall be by "ayes" and "nays", and no roll call shall be necessary unless one or more members of the Council shall vote "nay" on a question, or unless the vote is to be upon nomination of two or more persons for the same position, in either of which events the vote shall be by roll call of the members of the Council in alphabetical order, and the vote of each member shall be recorded in the minutes. If any member shall refrain from voting, such fact shall be recorded, and the vote shall be by roll call, the vote of each member voting shall be recorded.

RULE III. - ORDINANCES AND AMENDMENTS

Section 1. Every ordinance shall be read by its title when presented. No ordinance shall be amended, suspended or repealed except by ordinance regularly introduced and passed, nor shall any section of any ordinance be amended unless the whole section shall be reordained. No ordinance shall be considered at the meeting at which it is introduced if objection thereto be made by four members of the Council.

Section 2. All ordinances and resolutions shall be recorded in a book to be kept for that purpose and shall be attested by the Clerk. They shall then be signed by the Mayor.

Section 3. No ordinance or resolution appropriating money exceeding the sum of One Hundred Dollars, imposing taxes or authorizing the borrowing of money, shall be passed except by a recorded affirmative vote of a majority of all the members elected to the Council.

Section 4. No ordinance or resolution appropriating money exceeding the sum of One Thousand Dollars, imposing taxes or authorizing the borrowing of money shall pass on the date of its introduction. The vote on such ordinance or resolution shall be taken by "ayes" and "nays" and shall be entered on the journal, and the affirmative vote of a majority of the members elected to the Council shall be necessary to its passage.

Section 5. No ordinance or resolution amending or changing the rate of license fees or taxes imposed by the City of Petersburg shall pass on the day of its introduction.

Section 6. The Mayor shall provide an opportunity for public hearing on each ordinance or resolution considered by Council. Where specific procedures for public hearing are established by law, such procedures shall be followed. In all other instances, public comment will be heard after a motion for adoption of the ordinance or resolution has been accepted by the Mayor and prior to discussion by Council. Once City Council has started discussing the motion, no further input from the public will be accepted.

RULE IV. - RECONSIDERATION

No question decided by the Council shall be again brought forward at any subsequent meeting during the period of thirty days thence ensuing, unless there be a motion to reconsider it before the Council adjourns. No motion to reconsider a question which has been decided shall be entertained unless it be made by a member voting with the prevailing side. No vote shall be reconsidered or rescinded at any special meeting, except upon the affirmative vote of all members elected to the Council.

RULE V. - ORDER OF BUSINESS

Section 1. At every regular meeting of the Council the order of business shall be as follows

1. Roll Call
2. Closed Session
3. ~~Prayer/Pledge of Allegiance~~
3. Moment of silence
4. Pledge of Allegiance
5. Proclamations/Recognitions
6. Consent Agenda (to include minutes of previous meeting/s)
7. Official Public Hearings
8. Public Information Period:

A public information period, limited in time to 30 minutes, shall be part of the Order of Business at each regular council meeting. Each speaker shall be a resident of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

(a) First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,

(b) Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

The sign-up sheet will be retrieved by the Clerk immediately prior to the commencement of the public information period. Only those persons who have notified the Clerk prior to the meeting in accordance with (a) above, or whose name appears on the sign-up sheet will be eligible to speak. In the event that more than six people so qualify to speak, the Mayor, in the Mayor's sole discretion, may increase the number of speakers and reduce the amount of time each is to speak so as to meet the 30-minute total time

limitation. Any matter brought before the attention of the City Council during a public information period shall not be acted upon by City Council at that meeting.

9. Business or reports from the Mayor or other members of Council

10. City Manager's Agenda:

    (a) items removed from consent agenda

    (a) unfinished business

    (b) new business

    (c) communications/special reports

    (d) reports/responses to previous public information period

11. Business or reports from the Clerk

12. Business or reports from the City Attorney

Section 2. The order of business shall not be departed from except by the determination of the Mayor, subject to approval of the majority of the members of Council present.

RULE VI. - PROCEDURE

In passing upon any question of procedure, the presiding officer shall be governed by Robert's Rules of Order.

RULE VII. - CHANGES AND SUSPENSIONS OF RULES

No rule shall be suspended or changed except upon the affirmative vote of a majority of all members elected to the Council, except as herein otherwise provided, or as regulated by the City Charter.