

**CITY OF NEWARK
DELAWARE**

RESOLUTION NO. 16-I

RULES OF PROCEDURE FOR THE 2016-2017 COUNCIL YEAR

WHEREAS, Section 309 and 311 of the Charter of the City of Newark gives to the Council of the City of Newark the right to determine meeting dates of Council, its own rules of procedure, and order of business;

NOW, THEREFORE, BE IT RESOLVED, that the regularly scheduled meetings of Council shall be held on the second and fourth Mondays and shall commence at 7:00 p.m. and end by 11:00 p.m. unless otherwise extended by majority of Council recognizing completion of an agenda item commencing prior to 11:00 p.m. may be finished after 11:00 p.m., unless otherwise specified, with additional meetings or workshops to be held on alternate Mondays, if possible, with start and end times to be set at the discretion of the Mayor; provided, however, that if a city holiday falls on a regularly scheduled Council Meeting night, said meeting may be held the following night (Tuesday). Executive sessions may take place before regularly scheduled Council meetings or extend meetings past the regular published agenda; and

BE IT FURTHER RESOLVED, that the order of business for each regular meeting of the Council of the City of Newark shall be as follows:

1. SILENT MEDITATION & PLEDGE OF ALLEGIANCE
2. PUBLIC PRESENTATIONS (15 minutes per presentation; public comment [1 minute per speaker])
3. ITEMS NOT ON PUBLISHED AGENDA:
 - A. Public (3 minutes per speaker)
 - B. Elected Officials who represent City of Newark residents or utility customers
 - C. University
 - (1) Administration (5 minutes per speaker)
 - (2) Student Body Representative (5 minutes per speaker)
 - D. City Lobbyist
 - E. City Manager
 - F. Council Members

(PUBLIC COMMENT – Public comment is a time for individuals to speak before Council. Individuals are limited to three minutes each in public comment for items not on the published agenda. Individuals also are limited to three minutes per agenda topic for items on the published agenda that are open to public comment. These time limits may be extended by the chair upon the request of a Council member. Individuals wishing to make public comment in either category should sign in on the list provided at the entrance of the Council chamber prior to the start of the meeting. At the appropriate time, individuals who have signed up for public comment will be called forward to the podium by the chair of the meeting to speak. Thereafter other members of the public may request to be recognized by the chair. Individuals should approach the podium,

state their name and information about their residence (address or council district and/or non City of Newark residents), and commence with their comments. Please be sure to speak into the microphone so your comments are recorded. Once you have completed your comments, please be seated. If you choose to cede your time for public comment to another audience member, you must be present in order to do so. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. Council may or may not answer questions during public comment.)

4. ITEMS NOT FINISHED AT PREVIOUS MEETING

(Items included in this section must have begun discussion/debate at the previous meeting and had a motion to postpone to a future meeting made and accepted in order to be considered under this section. If an item is removed from an agenda either prior to or during a previous meeting before discussion/debate has begun, it will then be placed on a future agenda under the heading it would normally be assigned.)

5. APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

6. SPECIAL DEPARTMENTAL REPORTS

A. Special Reports from Manager & Staff

7. RECOMMENDATIONS ON CONTRACTS & BIDS

8. FINANCIAL STATEMENT

9. ORDINANCES FOR SECOND READING & PUBLIC HEARING

10. RECOMMENDATIONS FROM THE PLANNING COMMISSION AND/OR PLANNING & DEVELOPMENT DEPARTMENT

11. ITEMS SUBMITTED FOR PUBLISHED AGENDA:

A. Council Members

B. Others

12. APPROVAL OF CONSENT AGENDA

(The following items may be placed on a Consent Agenda: Council Minutes and Planning Commission Minutes; Resignations – Boards, Committees, Commissions; Alderman's Report; 1st Reading of Proposed Bills; Reports provided for Council Information Only; and Correspondence Requiring No Action. Any Council Member may request that an item be removed from the Consent Agenda with the exception of items that are on for first reading that will have a second hearing and opportunity for amendment and discussion at that time. Any member of the public who would like an item removed from the Consent Agenda may contact their Council member in advance of the meeting to request that it be removed. Items removed from the Consent Agenda will be discussed and considered separately immediately following the approval of the remaining Consent Agenda.)

Agenda items 2 and 5-11 as included in the order of business above shall be open for public comment.

Items may be removed from the agenda pursuant to a vote by Council if requested in writing by the person or entity who submitted the agenda item.

A. The agenda for regular Council meetings is to be prepared for the members of Council at least seven days before the date of the meeting, and no change will be made without a majority vote of all members of City Council present. The agenda and packet items may be delivered via e-mail or be available for pickup by the Council member or his/her designee at the City Secretary's office by the close of business at least seven (7) days before the meeting.

B. All Council Members shall be notified in writing of special Council meetings at least three days prior to the meeting, and in those cases which, in the opinion of the Mayor, the City Manager, or by written request of three members of Council, constitute an emergency, and wherever practicable, upon no less than an eight-hour notice to each member.

Cancellation of any meeting shall be at the discretion of the mayor, or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through the City Secretary's Office to the media and shall be posted on the City's web site.

C. Summary minutes shall be kept of all Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and workshop sessions only and shall be stored for future reference according to the approved Record Retention Schedule for the State of Delaware. A summary shall be prepared of all executive session meetings by the City Secretary and kept in a binder under the custody, control, and supervision of the City Secretary. If the City Secretary is not present at an executive session, the Mayor, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.

D. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the City of Newark, Robert's Rules of Order Newly Revised 11th Edition shall be the parliamentary authority.

RESOLVED at the Organizational Meeting of Council on April 21, 2016.

Vote: 7 to 0.


Mayor

Attest:

City Secretary