

RESOLUTION NO. 2257


A Resolution Adopting Rules of Procedure for Council Agenda

BE IT RESOLVED by the City Council of the City of Fultondale, Alabama, that the CITY COUNCIL AGENDA POLICY attached hereto is adopted as the rules of procedure for the City Council of the City of Fultondale until amended or repealed.

ADOPTED AND APPROVED this 22nd day of November, 2022.

ATTEST:


Peggy Shadix, City Clerk


Larry Holcomb, Mayor

FULTONDALE CITY COUNCIL AGENDA POLICY

For effective time management the City Council will conduct meetings as efficiently as possible. In order to do so, they will follow a prepared agenda. The procedure for bringing items before the City Council will be as follows:

- 1) **REGULAR MEETING AGENDA REQUIREMENT:** The City Council will operate its regular meetings pursuant to a prepared agenda. In order to be placed on the prepared agenda, all reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council by any Council Member or the Mayor shall be delivered to the City Clerk no later than 12:00 noon on the Friday prior to each regular council meeting. Agenda items received after that time will be held over for the next scheduled meeting, unless added to the agenda pursuant to the special consideration provisions in this policy. Agenda items are to be submitted to the City Clerk in electronic format via email with a copy of each item to be submitted to the City Attorney via email. No item is to be submitted for consideration by any person who has a conflict of interest or is otherwise required to abstain or recuse from consideration of said item.
- 2) **ASSISTANCE OF CITY ATTORNEY:** Agenda items not in final form for adoption by the City Council must first be submitted to the City Attorney to allow ample time for review and preparation of necessary documents for the City Clerk. If the City Attorney is not given adequate time to prepare these documents by the deadline, those agenda items will be held over for the next council meeting. If in doubt, consult the City Attorney in advance.
- 3) **AGENDA DELIVERY:** The City Clerk shall prepare the proposed agenda with a arrange a numbered list of items to be considered in the order of receipt under the appropriate category according to the order of business. A copy of all proposed resolutions and ordinances shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available, pertinent and feasible to reproduce. Each Council Member, the Mayor and the City Attorney shall receive a copy of the proposed agenda and the agenda package and they shall be available for public inspection after they are distributed to the Council Members, at least one full business day prior to the meeting, but as far in advance of the meeting as time for preparation will permit.
- 4) **AGENDA APPROVAL:** Agendas will be reviewed at the Pre-Council meeting for approval. Any Department Head with an item on the agenda is required to attend these meetings.
- 5) **SPECIAL CONSDERATIONS FOR SPECIAL OR EMERGENCY MEETINGS.AND** Agendas for Special Meetings or for Emergency Meetings shall be prepared and distributed to the Mayor, Council and the City Attorney as soon as is practicable under the circumstances. Agenda-related deadlines applicable to Regular Meetings shall not apply to Special Meetings or Emergency Meetings.
- 6). **CONSIDERATION OF AGENDA ITEMS SUBMITTED OUT OF TIME.** New items not received by the deadlines set forth herein may be added to the agenda for consideration during the Pre-Council meeting only upon affirmative vote of the majority of council members present. New items for consideration may be added to the agenda during the Council meeting only upon unanimous consent of all council members present. In determining what constitutes a majority or unanimous consent required to add agenda items out of time, the term "council members" shall include the Mayor.
- 7) **PUBLIC COMMENT:** The City Council will hear public comment at the end of the City Council regular Meeting Agenda. Comment will be limited to 5 minutes and must pertain to City and Council

business. All remarks shall be addressed to the Council as a whole and not to any member. No person other than Council Members and the person addressing the council shall be permitted to enter into any discussion without the permission of the presiding officer. No question may be directed to any Council Member, the Mayor or a city employee without the permission of the presiding officer. Whenever any group of persons wishes to address the Council on the same subject, the presiding officer may request that a spokesperson be chosen by the group or may limit the numbers of persons addressing the Council on the particular matter. Public comment will not be included as part of any Special Meeting or Emergency Meeting Agenda, unless added to the Agenda pursuant to the process outlined in the *Consideration of Agenda Items Submitted Out of Time* section of this policy.

For purposes of this policy, Regular Meetings shall be those meetings requiring notice of at least seven (7) days by Ala. Code 36-25A-3(a) (1975). Special Meetings shall be those meetings requiring notice of at least twenty-four (24) hours by Ala. Code 36-25A-3(b) (1975) and Emergency Meetings shall be those meetings requiring notice of at least one (1) hour by Ala. Code 36-25A-3(b)(i) and (ii) (1975).