



CITY OF CREEDMOOR

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MAYOR
ROBERT V. WHEELER

CITY MANAGER
GERALD SMITH

COMMISSIONERS
KECHIA BRUSTMEYER-
BROWN
GEORGANA KICNSKI
DEL MIMS
ED MIMS
NEENA NOWELL

ORDINANCE 2021-O-17

AN ORDINANCE AMENDING THE CREEDMOOR BOARD OF COMMISSIONERS RULES OF PROCEDURE WITH REGARD TO THE CONSENT AGENDA

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF CREEDMOOR THE FOLLOWING:

Section 1. Creedmoor Board of Commissioners Rules of Procedure Rule 5 is amended as follows:

Rule 5. Agenda

- [A] Proposed Agenda. The City Manager shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least seven days before the meeting. Any Board member may, by timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. An agenda packet 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 and as the City Manager deems necessary. Each Board member shall receive a copy of the proposed agenda and agenda package and they shall be available for public inspection and distribution or copying when they are distributed to the Board members.
- [B] Adoption of the Agenda. As its first order of business at each meeting, the Board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. If items are proposed to be added to the agenda of a meeting, the Board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board members. The Board may designate an agenda item "for discussion and possible action." The designation signifies that the Board intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

The Board may by majority vote add items to or subtract items from the proposed agenda, except that (a) the Board may not add items to the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Board members, unless all members are present, or those who are absent sign a written waiver of notice, and (b) only business connected with the emergency may be considered at an emergency meeting. The Board may add items to the proposed

agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

[C] Consent Agenda. Items shall be placed on the consent agenda by those preparing the proposed agenda if they are judged to be noncontroversial and routine. Prior to voting to approve the consent agenda, any member may remove an item from the consent agenda without need for a motion or vote of the Board. An item removed from the consent agenda shall be placed on the regular agenda. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

[D] Open Meetings Requirements. The Board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board to understand what is being deliberated, voted, or acted on. The Board may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda – sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on – are available for public inspection at the meeting.

Section 2. All provisions of any City ordinance or resolution in conflict with this ordinance are repealed.

Section 3. This ordinance is effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 5th day of October, 2021.

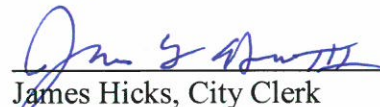
Ayes: 5

Noes: _____

Absent or Excused: _____



Robert V. Wheeler, Mayor

Attest:


James Hicks, City Clerk

