

## **RESOLUTION NO. 2015-2**

### **A RESOLUTION ADOPTING CITY COUNCIL PROCEDURES FOR THE CITY OF CHEROKEE VILLAGE**

Whereas, the City Council of the City of Cherokee Village shall adopt policies and procedures for the operation of its City Council meetings, be it therefore resolved that the following procedures be adopted for that purpose.

Sect. 1. A quorum must be present for the City Council to transact business during a City Council meeting.

Sect. 2. All City Council meetings shall be conducted under Robert's Rules of Order Revised

Sect. 3. All agenda items shall be submitted to the City Clerk before the agenda is closed for the next scheduled City Council meeting.

Sect. 4. The agenda shall be adopted or modified by motion, approved by a majority of City Council members present at the stated meeting; upon a quorum being established for said meeting.

Sect. 5. Emergency items shall be added to the agenda at the stated date of the City Council meeting, if approved by a majority of City Council members present at the meeting; upon a quorum established for said meeting

Sect. 6. Items submitted for the agenda shall be organized and placed in the proper agenda category by the City Clerk

Sect. 7. A printed agenda shall be made available to the media prior to the stated City Council meeting in accord with the Freedom of Information Act, and posted in accessible venues.

Sect. 8. The printed agenda and accompanying material as permitted in accord with the Freedom of Information Act shall be made available to the public at the stated City Council meeting.

Sect. 9. The following agenda format shall be adopted for City Council meetings for the City of Cherokee Village:

- . Call to Order
- . Opening Protocol
- . Roll Call/Establish Quorum
- . Adopt Agenda
- . Public Comments on Agenda Items(3 minute limit/speaker)
- . Approval of Minutes
- . Approval of Financial Reports
- . Reading of Correspondence
- . Reports
- . Old Business
- . New Business
- . Other Public Comments on City-related issues(3 minute limit/speaker)
- . Announcements
- . Adjournment

PASSED AND APPROVED BY THE CHEROKEE VILLAGE CITY COUNCIL

DATE: 1/16/2017.

APPROVED: Russell Stokes, Jr.

Russell Stokes, Jr., Mayor

ATTEST: Lana Hamilton

Lana Hamilton, City Clerk