

OFFICIAL MINUTES OF SEPTEMBER 24, 2018 COUNCIL WORK SESSION
NO. 18-16

The Council Work Session of the Town of Sykesville was held on Monday, September 24, 2018. Mayor Shaw called the Work Session to order at 6:00 P.M. in the Council Meeting Room at the Town House. Mayor Shaw led the Pledge of Allegiance and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Julia Betz, and Council Members Anna Carter, Alan Grasley, Leo Keenan, Chris True, and Stacy Link.

STAFF: Aretha Adams, Town Manager
Kerry Chaney, Town Clerk
Michael Spaulding, Chief of Police
Derek Shreves, Public Works Director

Robert's Rules of Order Training

Kerry Chaney, Town Clerk, presented a Robert's Rules of Order presentation to the Mayor and Town Council. She explained that decorum is important when following Robert's Rules of Order and that the Council should obtain the floor before speaking and making motions. Certain motions, such as raising a point of order, can be said without obtaining the floor.

Ms. Chaney also explained that background discussion can occur prior to a motion being made. After a motion has been made and seconded, discussion regarding the merits of the motion may occur. Ms. Chaney explained that when a motion is tabled, it is preferred to set a definite date to bring back before the Council instead of tabling it indefinitely. This will allow anyone who is in attendance for the item to know when it will be back before the Council.

Ms. Chaney described the types of votes and the process for voting once discussion has finished. The Council currently conducts voice votes. Mayor Shaw will be announcing the vote count after each motion and whether the motion passed or not.

There was discussion from the Council regarding decorum and guidelines for people wishing to make a public comment or to comment on an item. Public comments can and should occur, but the Council should not engage the commenter in discussion if the item was not on the agenda and advertised properly to comply with the Open Meetings Act. If further discussion is necessary, the item can be added to a future agenda. There was discussion of implementing comment cards for those who wants to make a public comment. The commenters will be required to fill out a card with their name, contact information, and the issue for which they would like to comment. There will also be space to write a comment for those who don't want to speak, but would like their comments read into the record by Ms. Chaney.

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Cont.

The Mayor and Town Council conducted a practice scenario following Robert's Rules of Order.

MOTION: Council Member Link motioned and Mayor Shaw seconded to adjourn the Work Session at 6:55 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Chaney**