

**POLICY DOCUMENT:  
RULES OF MAYOR AND TOWN COUNCIL MEETINGS**

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**1. TIME AND PLACE OF MEETINGS.**

(a) Regular Meetings. The regular meetings of the Mayor and Town Council shall be held at the Town House located at 7547 Main Street, on the second and fourth Mondays of each month at 7:00 p.m. or at other dates and times as determined by the Mayor and Council. A list of regular meeting dates will be available on the Town website. If the Mayor and Town Council determine that Town Hall is not or will not, for any reason, be an appropriate place for the holding of a meeting, the Council may, upon motion, second and unanimous vote, designate another place open to the public within the Town for the holding of such meeting.

(b) Special Meetings. The Town Manager upon the request of a majority of the Council or as determined by the Town Manager shall call a special meeting. A special meeting notice will be issued along with an agenda announcing any special meeting as well as the purpose of said meeting.

**2. AGENDAS.**

(a) The Town Clerk, or designee, shall prepare a written agenda for all scheduled meetings which shall consist of items submitted by the Mayor, Councilmembers, and the Town Manager. The Mayor will make the final decision on when and if individual agenda items will be scheduled. Members of the public wishing to submit items for Council consideration must work through a Council member in order to have the item submitted.

(b) The agenda shall be posted on the Town website a minimum of three days prior to the scheduled meeting. Revisions to the posted agenda can be made, however, this amended agenda must be made available no less than two days in advance of the scheduled meeting. For purposes of calculating the number of days in any notice period contained in these rules legal holidays are excluded.

### 3. PRESIDING OFFICER.

(a) The Mayor shall chair each scheduled meeting, and having called the members to order, shall preserve decorum and enforce a strict observance of these rules. The Mayor shall serve as a member of the Council and shall vote on all questions presented.

(b) In the absence of the Mayor, the Council President shall take the chair and assume all duties as appointed the Mayor. In the absence of both the Mayor and Council President and a quorum still being in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor for that meeting.

(c) Upon the opening of an agenda item, the Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate and vote on the item.

(d) The Presiding Officer can remove any member of the public attending a scheduled meeting of the Town Council that is disruptive, to the extent that orderly conduct of the meeting is compromised, from the meeting with the assistance of a member of the Sykesville Police Department.

### 4. FILING OF PAPERS TO BE INTRODUCED AT A TOWN COUNCIL MEETING.

In order to promote the orderly conduct of the business of the Town Council and the timely preparation of an accurate agenda, the following rules are hereby established:

(a) All ordinances, resolutions, petitions, committee reports, communications and other documents for consideration by the Council must be filed in the office of the Town Clerk not later than 12:00 noon three business days immediately preceding the day of the meeting at which it is intended they be considered.

(b) The written agenda and all related and supporting documentation for consideration at the intended meeting shall be distributed by the Town Clerk to the Mayor and Council. Any corrections to meeting documents must be submitted to the Clerk no later than 12:00 noon on the day of the meeting.

(c) Nothing herein shall be construed to prohibit any member of the Council, at the proper order of business, from introducing or submitting any ordinance, resolution, petition, committee report or communication during any regular meeting. Official action on any item presented to the Council in this manner is prohibited until proper placement on the next Council agenda.

### 5. ORDER OF BUSINESS AT REGULAR MEETINGS.

(a) The order of business for each regular meeting shall be:

1. Public Comments

2. Approval of Minutes or Consent Agenda if need arises
3. Unfinished business
4. New business
5. Announcements/Reports
6. Adjournment

(b) The presiding officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

## 6. MOTIONS.

When a motion is made and seconded, it shall be stated by the presiding officer, or if in writing, read by the Town Clerk prior to debate; and such motion may be withdrawn at any time before decision or amendment.

## 7. COMMITTEES.

(a) Standing Committees: Standing Committees shall be established by and consist of members of the Council. Appointments to the committee will be made by the Council.

(b) Select Committees: Select Committees shall be established by the Mayor and appointed by the Mayor.

(c) Committee reports shall be in writing and shall specify such action as the committee may recommend for adoption by the Town Council.

## 8. RULES OF DEBATE.

(a) No moved question shall be debated until it has been propounded by the presiding officer, and then the mover shall have the right to explain their view in preference to any other member. When two or more members of the Council wish to speak, the presiding officer shall name the person to speak; but in all cases, the member who first makes the request shall speak first.

(b) No one shall disturb or interrupt a member who is speaking, without their permission, except to call to order if they are transgressing the rules or to call the question.

## 9. WHEN A MEMBER ABSTAINS FROM VOTING.

No member shall vote on any question before the Town Council if they are directly and immediately interested therein other than as a citizen of the Town of Sykesville; however, no member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

## 10. PARLIAMENTARY RULES OF ORDER.

These rules of Council, the Town Charter, state law and other rules duly adopted by the Town Council shall govern the Council meetings. In all cases not provided for, the presiding officer shall decide, subject to an appeal by a Council member which shall then be determined by the rules of parliamentary usage comprised in the most recent edition of "Robert's Rules of Order."

## 11. MEMBERS OF THE PUBLIC SPEAKING BEFORE THE COUNCIL.

(a) A member of the Council may ask for the floor for a member of the public to speak before Council, which said motion is non-debatable. Upon such request, the presiding officer shall inquire of the Council Member the subject matter of the inquiry. Council, by majority vote, shall determine whether or not the person shall be allowed to address the Council. Any person addressing the Council shall be allowed no more than three minutes to address their remarks, unless by majority vote, Council allows a longer period of time.

(b) A maximum of twenty minutes shall be set aside at the beginning of each Council meeting to permit members of the public, without leave of Council, to address the Council on any matter pertaining to the Town's business with a maximum of three minutes per person. Any member of the public wishing to address the Council shall first register with the Town Clerk, or his designated representative for such purpose, in the meeting room not earlier than 15 minutes before the beginning of each meeting setting forth their name, the group, if any, on whose behalf they wishes to speak, their address and the subject matter which they wishes to speak. If members of the public are still waiting to speak after the twenty minute time period has expired the Council may, by majority vote, extend the time available for comments. Nothing in this Rule shall affect the ability of a member of Council to request that a member of the public be allowed to speak pursuant to Rule 11(a).