

RESOLUTION 2020 - 03  
RESOLUTION TO ADOPT RULES OF PROCEDURE  
FOR THE TOWN OF MILLINGTON MEETINGS

**Be it hereby resolved** by the Millington Town Council that the following rules of procedures for the Town meetings are hereby established as cited in §2-7 Procedure; Journal of Proceedings of the Town of Millington Charter, which states "the Council shall determine its owns rules and order of business".

- I. All Town meetings are conducted in accordance with the State of Maryland's Open Meeting Act, Maryland Annotated Code §3-201 through §3-206.
- II. The order of procedures herein contained shall govern deliberations and the conduct of meetings of the Town Council.
- III. The Town Council adopts its regular meeting dates and times at its annual organization meeting generally held in April. Regular meetings are routinely scheduled to take place at the Millington Town Hall.
- IV. Special meetings may be called at any time by the Mayor of the Council or by three (3) or more Council members, subject to availability of a quorum and with notice to each member and through the Town's website, social media page, and community bulletin board at least forty-eight (48) hours in advance. The requirement of forty-eight (48) hours can be waived in case of an emergency.
- V. At all meetings of the Council, a majority of its members shall constitute a quorum for the transaction of business. Motions and votes made at all meetings shall be recorded in the minutes. No action of the Town Council shall be valid or binding unless adopted by the affirmative vote of the majority of the members of the Council.
- VI. All meetings of the Council shall be presided over by the Mayor, or in his/her absence, by the Vice-Mayor; or in the absence of both, a Mayor Pro Tem may be appointed by the members in attendance at the meeting.
- VII. The Town Clerk/Town Administrator shall serve as the Clerk of the Town Council. In the absence of both, the Council shall appoint a Clerk Pro Tem for the official recording of the business at all Council meetings.
- VIII. The order of business at all meetings including special meetings open to the public, shall be as follows:
  - Call to order;
  - Pledge of Allegiance;
  - Review and approval of previous meeting minutes;
  - Presentation of reports;
  - Old Business;
  - New Business;
  - Public Comment;
  - Council Comment; and
  - Adjournment.

The above order of business may be modified by the Mayor, Vice-Mayor, or Mayor Pro Tem in their discretion based on the nature and extent of business and agenda items for any particular meeting.

- IX. While in session, the only person(s) allowed to address the Council are other Council members, Town officials, staff members, consultants, or presenters in accordance with the agenda. Public comment on any matter shall be limited to the comment period reserved for interested citizens and to the public discussion period of a Public Hearing. Speakers shall identify themselves by name and affiliation and be allowed three (3) minutes to address the Council. Any person creating an interruption to the Council meeting while in session will be warned to adhere to the procedures as set forth in this Resolution. A second warning may result in being asked to leave the meeting with the assistance of law enforcement if necessary.
- X. The Town staff shall keep a correct record of all Council meetings and any vote taken shall be recorded with any dissenting opinion rendered.
- XI. All questions of order shall be decided by the presiding officer. Any Council member may appeal such a procedural ruling to the full Council for a final ruling. All questions of procedure not provided in these rules shall be decided by the Council at a future meeting with an amendment to this resolution.
- XII. It shall be the duty of each Council member to vote on all matters put to the Council; except when a Council member has a personal or financial interest in the matter, whether direct or indirect, he/she shall recuse from such vote.
- XIII. All meetings of the Council, except those exempted by the Maryland Open Meetings Act, shall be conducted publicly, and no ordinance, resolution, rule, regulation, order, or directive shall be adopted at any session except a regular or special meeting that has been properly advertised.
- XIV. A motion to adjourn, or to recess for a stated period of time, shall be entered by the presiding officer.
- XV. The rules and procedures set forth in this resolution may be temporarily altered, temporarily amended, or temporarily suspended by the affirmative vote of three (3) or more members of the Council.
- XVI. The Town Clerk/Town Administrator shall forward the Council meeting agenda, minutes, and all additional documentation prior to the regular Council meeting for review by members.
- XVII. Items to be placed on the regular agenda must be received by the Town Clerk/Town Administrator by 3:00 PM two business days prior to the regular Council meeting.
- XVIII. The Town Clerk/Town Administrator shall post the meeting agenda on the Town's website, social media, and community bulletin board no later than the Friday prior to the regular Council meeting.
- XIX. All proposed ordinances shall be written as legally required and shall be advertised in accordance with the Charter prior to the public hearing.

- XX. All regular and special Town Council meetings shall adjourn no later than 9:00 PM, unless the Council temporarily suspends this requirement for a particular meeting in accordance with Section XVII of this resolution.
- XXI. If circumstances require that public participation in a meeting must be restricted, as in the case of a pandemic, climate emergency, or other unanticipated event, notices will be posted on the Town's website, social media, by signage or other method, on alternate ways the public may participate.
- XXII. In the case of a declared state of emergency by the Governor of Maryland, the Town office, staff, and Council members will follow protocol established in the declaration with regards to continuity of operations for the Town of Millington.

**NOW, THEREFORE, BE IT RESOLVED**, on this 12<sup>th</sup> day of May, 2020, to adopt the rules of procedure for the Town of Millington Council.



WITNESS TO ALL:

*[Handwritten Signature]*  
 Elizabeth Jo Manning, Town Administrator

TOWN OF MILLINGTON

*[Handwritten Signature]*  
 Claude J. Morales, Jr., Mayor

*[Handwritten Signature]*  
 Kevin Hemstock, Council

*[Handwritten Signature]*  
 Michelle Holland, Council

*[Handwritten Signature]*  
 Jason E. Manning, Council

*[Handwritten Signature]*  
 Wayne J. Starkey, Council