

**CITY OF NEWARK  
DELAWARE**

**RESOLUTION NO. 21-H**

**RULES OF PROCEDURE FOR THE 2021-2022 COUNCIL YEAR**

WHEREAS, Sections 309 and 311 of the Charter of the City of Newark gives to the Council of the City of Newark the right to determine meeting dates of Council, its own rules of procedure, and order of business;

NOW, THEREFORE, BE IT RESOLVED, that the regularly scheduled meetings of Council shall be held on the first, second, third and fourth Mondays except for the first, second and third Mondays in April, the first Mondays in June and July, the third and fourth Mondays in December, and on City holidays and shall commence at 7:00 p.m. Meetings on the first and third Mondays shall end by 9:00 p.m. and meetings on the second and fourth Mondays shall end by 10:00 p.m. unless any meeting is otherwise extended by majority of Council recognizing that completion of an agenda item commencing prior to the designated ending time may be finished unless otherwise specified. Executive sessions may take place before the public session of regularly scheduled Council meetings or extend meetings past the regular published agenda; and

BE IT FURTHER RESOLVED, that the order of business for each regular meeting of the Council of the City of Newark shall be as follows:

First and third Mondays:

1. SILENT MEDITATION & PLEDGE OF ALLEGIANCE
2. FINANCIAL STATEMENT
3. RECOMMENDATIONS ON CONTRACTS & BIDS OVER \$75,000
4. SPECIAL DEPARTMENTAL REPORTS
5. ITEMS SUBMITTED FOR PUBLISHED AGENDA:
  - A. Council Members
  - B. Others (This category shall include presentations (10-minute time limit) from outside organizations to Council.)

Agenda items 2-5 as included in the order of business above shall be open for public comment.

Second and fourth Mondays:

1. SILENT MEDITATION & PLEDGE OF ALLEGIANCE
  
2. ITEMS NOT ON PUBLISHED AGENDA:
  - A. Elected Officials who represent City of Newark residents or utility customers
  - B. University
    - (1) Administration (5 minutes per speaker)
    - (2) Student Body Representative (5 minutes per speaker)
  - C. City Manager
  - D. Council Members
  - E. Public (5 minutes per speaker)

**(PUBLIC COMMENT** - Public comment is a time for individuals to speak before Council. Individuals are limited to five minutes each in public comment for items not on the published agenda. Individuals also are limited to five minutes per agenda topic for items on the published agenda that are open to public comment. These time limits may be extended by the chair upon the request of a Council member. Individuals wishing to make public comment in either category should sign in on the list provided at the entrance of the Council chamber prior to the start of the meeting. At the appropriate time, individuals who have signed up for public comment will be called forward to the podium by the chair of the meeting to speak. Thereafter other members of the public may request to be recognized by the chair. Individuals should approach the podium, state their name and information about their residence (address or council district and/or non-City of Newark residents), and commence with their comments. Please be sure to speak into the microphone so your comments are recorded. Once you have completed your comments, please be seated. Time may not be ceded to another member of the public. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. Council may or may not answer questions during public comment.)

3. APPROVAL OF CONSENT AGENDA

(The following items may be placed on a Consent Agenda: Council Minutes and Planning Commission Minutes; Resignations - Boards, Committees, Commissions; Alderman's Report; 1st Reading of Proposed Bills; Staff Reports; Correspondence Requiring No Action; Contracts and Bids, related Budget Amendments and related Resolutions with a value of \$50,000 above the threshold for Council approval or less; Debt/Lease Resolutions; Grant Support Resolutions and associated Budget Amendments; Pass-Through Contracts of Any Amount; and Monthly Financial Reports [except for end of quarter reports]. Any Council Member may request that an item be removed from the Consent Agenda with the exception of items that are on for first reading that will have a second reading and public hearing with opportunity for amendment and discussion at that time. Any member of the public who would like an item removed from the Consent Agenda may contact their Council member or the Mayor in advance of the meeting to request that it be removed. Items removed from the Consent Agenda will be discussed and considered separately immediately following the approval of the remaining Consent Agenda.)

4. APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS
5. ITEMS NOT FINISHED/NOT STARTED AT PREVIOUS MEETING  
(Items included in this section must have begun discussion/debate at the previous meeting and had a motion to postpone to a future meeting made and accepted or were not completed due to the adjournment of the meeting in order to be considered under this section. If an item is removed from an agenda either prior to a previous meeting via an addendum, it will then be placed on a future agenda under the heading it would normally be assigned. If an item has not had a public hearing at a previous meeting, it shall be open for public comment. If an item has previously been opened for public comment, Council may open public comment at their discretion for this item.)
6. SPECIAL DEPARTMENTAL REPORTS
7. FINANCIAL STATEMENT
8. RECOMMENDATIONS ON CONTRACTS & BIDS OVER \$75,000
9. ORDINANCES FOR SECOND READING & PUBLIC HEARING
10. RECOMMENDATIONS FROM THE PLANNING COMMISSION AND/OR PLANNING & DEVELOPMENT DEPARTMENT

Agenda items 4 and 6-10 as included in the order of business and portions of item 5 as outlined above shall be open for public comment.

Items may be removed from the agenda pursuant to a vote by Council if requested in writing by the person or entity who submitted the agenda item.

A. The agenda for regular Council meetings is to be prepared for the members of Council at least seven days before the date of the meeting, and no change will be made without a majority vote of all members of City Council present. The agenda and packet items may be delivered via e-mail and be available for pickup by the Council member or his/her designee at the City Secretary's office or be submitted to Council via electronic packet once use of electronic packets is approved by Council by the close of business at least seven (7) days before the meeting. All packet items, including presentations, shall be submitted to Council and posted on the City website at least seven (7) days in advance of Council meetings. Exceptions to this policy shall be limited to minutes on the Consent Agenda, supplemental information that is requested by Council in a timeframe that does not permit the gathering being completed by the deadline, corrections to previously submitted material and items added or additional information received after the seven-day deadline. Supplemental packet item submissions outside of the exemptions outlined must be approved by both the Mayor and City Manager.

B. All Council Members shall be notified in writing of special Council meetings at least three days prior to the meeting, and in those cases which, in the opinion of the Mayor, the City Manager, or by written request of three members of Council, constitute an emergency, and wherever practicable, upon no less than an eight-hour notice to each member.

Cancellation of any meeting shall be at the discretion of the mayor (or his/her designee), or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through the City Secretary's Office to the media and shall be posted on the City's website.

C. Summary minutes shall be kept of all Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and workshop sessions only and shall be stored for future reference according to the approved Record Retention Schedule for the City of Newark. A summary shall be prepared of all executive session meetings by the City Secretary and kept in a binder under the custody, control, and supervision of the City Secretary. If the City Secretary is not present at an executive session, the Mayor, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.

D. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the City of Newark, Robert's Rules of Order Newly Revised 11th Edition shall be the parliamentary authority.

RESOLVED at the Council Organizational Meeting on April 22, 2021.

Vote: 6 to 0.

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Mayor

Attest:

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City Secretary