

Q.

Are you aware of any municipality's policy on ending times of meetings or establishing a specified time for a meeting to begin or end? I know it sounds strange, but I am extremely frustrated by my Board's lack of agenda management and really could use some guidance.

A.

<http://www.cityofhomer-ak.gov/cityclerk/chapter-114-notice-meetings>

[http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/reso\\_10-81a.pdf](http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/reso_10-81a.pdf)

<http://www.cityofhomer-ak.gov/planning/homer-advisory-planning-commission>

Click on the link for the HAPC Bylaws in the first page is outlines for meeting start and finish times.

A.

It's not a strange request at all. I think many clerks suffer from boards/commissions/councils that have poor meeting management. Our City Council adopted the attached resolution to address our various Commissions' meetings, some of which were going until midnight.

A.

The City Council of the City of Palm Springs  
adopted Council Rules and Procedures by  
Resolution in 2005, and it is address in  
**Sections 1.1 and 2.9.** (See attached)

#### 1.1 REGULAR MEETINGS:

The City Council of Palm Springs shall hold regular meetings in the Council Chamber of the City Hall, 3200 East Tahquitz Canyon Way, Palm Springs, California, on the first and third Wednesdays of each month at 6:00 p.m. (or as amended by the City Council by Ordinance or Resolution). When the day for any regular meeting of the Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding day thereafter that is not a holiday. (Gov. Code 54954)

## 2.9 TENTATIVELY SCHEDULED ADJOURNMENT TIME:

The tentatively scheduled adjournment time for all regular meetings and study sessions shall be 10:00 p.m. The City Council may continue the meeting past the 10:00 p.m. tentatively scheduled adjournment time, by a majority vote of the City Council.

A.

First I must say I learned something new from the question...I like it. I learned that municipalities have legislation establishing how long the meeting will be - I love it. The following is what I have to offer - take care...

### EXCERPT FROM COUNCIL RULES

Rule 1 - Regular (Bi-monthly) Meeting (as prescribed by Charter Section 10)

The Regular Bi-monthly meetings of the Council, as set forth in Charter Section 10, shall be held in the Ashtabula City Municipal Building, on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, and begin at 7:00 p.m., unless otherwise ordered by the Council with a majority vote of the suspension of the Charter requirement calling for said meetings. The absence of a member of Council from 3 consecutive Regular Bi-monthly meetings shall operate to vacate the seat of that member, unless the absence is excused by a majority vote of Council present and able to conduct business, and entered upon the journal. Each excused absence of a member of Council from a Regular Bi-monthly meeting, in excess of three (3) in a 12 month period, shall constitute the deduction of a sum equal to 2% of the annual salary of such member. An absence will be excused for the following reasons but are not limited to the list: funeral, illness, work or vacation.

### Pre-Council Meetings

Pre-Council meetings shall be held in the Ashtabula City Municipal Building, on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, and begin at 6:00 p.m., unless otherwise ordered by a majority vote of the Council. Pre-Council meetings are an extension of the Regular (Bi-Monthly meeting

### CODIFIED ORDINANCE

## 111.03 NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS.

(a) The Clerk shall post a statement of the time and place of **regular** meetings of each municipal body for each calendar year not later than the second day proceeding the day of the first **regular** meeting, other than the organizational meeting of the calendar year of that municipal body. The Clerk shall check at reasonable intervals to ensure that the statement remains posted during the calendar year. If at any time during the calendar year the time or place of **regular** meetings, or of any **regular** meeting, is changed on a permanent or temporary basis, a statement of the time and place of the changed **regular** meetings shall be posted by the Clerk at least twenty-four hours before the time of the first changed **regular** meeting.

(b) The Clerk shall post a statement of the time and place of any organizational meeting of a municipal body at least twenty-four hours before the time of the organizational meeting.

(c) Upon the adjournment of any **regular** or special meeting to another day, the Clerk shall promptly post notice of the time and place of the adjourned meeting.

(1980 Code 30.12; Ord. 7443)

#### **CHARTER SECTION 10 TIME OF MEETING; RULES; JOURNAL.**

At 6:30 p.m. on the first day of December following a regular municipal election, or if such day be Sunday, on the day following, the Council shall meet at the usual place for holding the meetings of the legislative body of the City for the purpose of organization. Thereafter the Council shall meet at such times as may be prescribed by ordinance or resolution (SEE ABOVE), except that it shall meet regularly not less than the first and third Mondays of each

month. The President, any 2 members of the Council, or the City Manager, may call special meetings of the Council, upon at least 12 hours' written notice to each member, served personally or left at his usual place of residence. The Council shall determine its own rules and order of business and shall keep a journal of its proceedings. Executive sessions may be held and shall be governed by Section 121.22 of the Ohio Revised Code. (Amended 3-19-96)

A.

Regarding start times for our 'regular' meetings, it is established by resolution, usually in November/December for the following year, listing the meeting times and dates (see attached)

As for end times, we have a Council Policy that says we won't start any new items past 10 PM without the consensus of the Council. However, due to recent health issues of the Mayor, a new policy is on the agenda for our April 6 meeting to move that time to 9 PM. Below is the current policy language for Policy 100-38:

"It is the policy of the City Council that consideration of public hearing items, and items for discussion appearing on a Council Agenda, may not commence after 10:00 p.m. without a majority concurrence of the City Councilmembers present at the meeting."