

**AN ORDINANCE TO AMEND THE PEACHTREE CITY
CODE OF ORDINANCES BY DELETING SECTION 2-31
IN ITS ENTIRETY AND REPLACING IT WITH
THE FOLLOWING SECTIONS 2-31 THROUGH 2-38**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PEACHTREE CITY, and it is hereby ordained by authority of the same, that Article I, Section 2-31 be deleted in its entirety and replaced as follows:

CITY COUNCIL MEETING PROCEDURES AND RULES

Section 2-31 GENERAL PROVISIONS

- (a) Scope of Rules. These rules shall govern the conduct of the City Council and shall be interpreted to ensure fair and open deliberations and decision making.
- (b) Technical Parliamentary Forms Abolished. Except as specifically required by these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry, or other technical forms.
- (c) Matters not covered. Any matter, order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with the assistance and advice of legal Counsel. The decision shall be made in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the City Council.
- (d) Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Georgia and the City of Peachtree City.
- (e) Quorum. The Mayor and three Council members, or four Council members without the Mayor shall constitute a quorum.

Section 2-32. TIME AND PLACE OF MEETING

- (a) Regular Meetings. Regular meetings of the City Council of Peachtree City shall be held the first and third Thursday of each month at 7:00 p.m. in the City Council Chambers. However, the Mayor shall be authorized to cancel meetings and make temporary changes in meeting dates when such actions are for the convenience of the public. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and Council members.
- (b) Special Meetings. Special meetings shall be called by the Mayor as needed. Any Council member may request the Mayor to call a special meeting and such meeting shall be called. At least twenty-four (24) hours notice to the public must be provided.
- (c) Time to End Meetings. No agenda item of an open meeting other than one under consideration will be discussed after 11:00 p.m. Council shall have the authority to suspend this requirement and adopt other procedures by majority vote.

(d) Section 2-33 AGENDA

- (a) Preparation of Agenda. Prior to each regular Council meeting, the City Clerk shall publish an agenda, which contains all items the Council anticipates acting upon at the meeting. A notice shall be placed on the agenda stating: "This agenda may change at any time up to 24 hours prior to the meeting." The agenda shall be published the Friday prior to each regular scheduled meeting.
- (b) Consent Agenda. In preparing an agenda the City Clerk, shall separately designate items as "Consent Agenda", which may be acted upon by the Council as described in 2-36(f) of this ordinance. The Consent Agenda shall consist of routine, non-controversial items, which (in the City Manager's determination) can be appropriately considered in bulk at the Council meeting.
- (c) Citizen Agenda Request. Any citizen may request to have an item placed on the agenda, by filing such request in writing with the City Clerk prior to 5:00 p.m. on the Friday preceding the Council meeting.
- (d) Extra Items. Items requested, or filed after 5:00 p.m., on the Friday preceding a Council meeting shall not be included on the agenda unless the Mayor, a Council member, the City Manager, or the Assistant City Manager deems the item of sufficient urgency to warrant immediate Council action. These additional items shall be added no less than 24 hours prior to the scheduled meeting. The City Clerk shall record the name of the person adding the item on the agenda.
- (e) Reconsideration of agenda Items. The City Clerk shall not place on the agenda any matter for reconsideration unless sponsored by a Council member or Mayor who voted on the originally prevailing side or who was absent at the time of the original action.
- (f) Staff Withdrawal of Items. Only the person (or designated representative) requesting the placement of an item on the agenda may withdraw the item prior to the Council meeting. Council shall be advised of the reason why the item is being withdrawn. The item withdrawn may, nonetheless, be acted upon in the discretion of the Council.
- (g) Council Action to Defer, (Table), Continue or Not Act. The Mayor or a Council member wishing Council to defer action or continue an item has a right to make a motion to continue, defer or not act on any item considered before any other action which Council may consider.

Section 2-34 CONDUCT OF MEETINGS

- (a) Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. The presiding officer shall control discussion of the Council on each agenda item to assure full participation in accordance with these rules.
- (b) Order of Consideration of Agenda. Except as otherwise provided in these rules, each agenda item shall be considered in numerical order. The presiding officer shall separately announce each agenda item for the purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by its number unless someone in attendance requests greater specificity.
- (c) Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that

purpose. A Council member, after being recognized, shall not be interrupted except by the presiding officer to enforce these rules.

- (d) Presiding Officer's Right to Enter Into Discussion. The Mayor, or other presiding officer, as members of the Council, may enter into any discussion.
- (e) Limit on Remarks. Each Council member shall limit his or her remarks to a reasonable length.
- (f) Presiding Officer's Right to Speak Last. The presiding officer has the right to close the debate and speak last on any item.
- (g) Closing Debate. The Mayor or presiding officer shall close discussion on any item with concurrence of a majority of the Council. A call for the vote shall not close discussion if any member of the Council still wishes to be heard or the presiding officer determines the continued participation of citizens will be helpful to Council.

Section 2-35 CITIZEN PARTICIPATION

- (a) Citizen's Right to Address Council. Persons other than Council members shall be permitted to address the Council only upon specific agenda items.
- (b) Manner to Address Council. A person who desires to address the Council shall raise their hand to be acknowledged by the Mayor or presiding officer. They shall then step to the podium, state his or her name, address, and group affiliation (if any) and speak clearly into the microphone.
- (c) Time Limit on Citizen's Remarks. Citizens shall be limited to five minutes speaking time per item unless the presiding officer grants additional time. The presiding officer can limit the total time allocated for citizen input on a subject. A majority vote of the Council may extend the time limitations of this rule.
- (d) Remarks of Citizens to be Germane. Citizen's comments must be directed to the subject under consideration. The presiding officer shall rule on the germaness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the Council during the meeting.
- (e) Applause. The Mayor or presiding officer can determine individuals to be out of order for applauding citizens' comments. Applause for public comment is discouraged as it may discourage individuals with opposing views from speaking.
- (f) Matters not on the agenda. The Council may, in its discretion, allow citizens who wish to raise a matter not on the agenda and who have not filed a request, to address the Council at the end of the regular agenda. If action is required by Council, the item will be placed on the agenda for the next meeting.

Section 2-36 COUNCIL ACTION

- (a) Motion and Second Required. A member of the Council or the Mayor shall move all action requiring a vote. Motion must be seconded before the call for vote or it shall die for a lack of a second.

- (b) Motion to Reconsider. A motion to reconsider must be made by a Council member or the Mayor who was on the prevailing side in the original action or by a Council member absent at the time of the original action.
- (c) Motion by Presiding Officer. The presiding officer can make and second motions.
- (d) Call for Vote. At the conclusion of debate, the presiding officer shall call for a vote; however, a majority of the Council may also require a vote on any item.
- (e) Separate Consideration. Except as otherwise provided by these rules, each agenda item shall be voted upon separately
- (f) Action on Consent Agenda. Except as herein provided, the consent agenda shall be considered in bulk and voted upon with a single motion. At the time of consideration of the consent agenda, a Council member or the Mayor may announce items they wish to speak about or vote against. The presiding officer shall also ask if any person in attendance wishes to speak on any item. Such items shall be considered separately and not as a portion of any motion to call for action on the remainder of the consent agenda. The City Clerk, on all matters contained in the Consent Agenda, shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately.
- (g) Consideration Out of Order. With the consent of the Council, any agenda item may be considered out of the order listed on the agenda.
- (h) Recording Names Of Moving Members. The City Clerk shall record the name of the Council member or the Mayor making each motion and the member who seconded the motion.
- (i) Consideration Of Matters Not On Agenda. Any member of the Council or the Mayor may (at the close of the regular agenda) bring a matter not on the agenda to the Council's attention. Council shall not act upon such matter until it has been included on a later agenda.

Section 2-37 MISCELLANEOUS

- (a) Waiver of Ordinance Readings. A Council member or the Mayor may move to pass an ordinance, as presented, in written format without reading it for the record.
- (b) Applicability of Rules. These rules shall apply to the Council when meeting in any form.
- (c) Suspension of Rules. These rules, or any part thereof, may be suspended for a specific purpose by a majority of the Council.
- (d) Informal Relations. A member of the Council or the Mayor, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations, or opinions of the City Manager, Assistant City Manager, City Attorney or any City employee.

Section 2-38 PUBLIC HEARINGS

- (a) The City Clerk shall prepare, as separate portions of the agenda, a schedule of public hearings.

(b) The following public hearing procedures shall apply to any zoning matters pending before the City Council or the Planning Commission.

1. The Mayor or Chairperson will allow each side equal opportunity to the floor and establish time limits.
2. Members of the City Council or Planning Commission will become hearers. No action on their part is in order until the Mayor or Chairperson declares the hearing complete.
3. The applicant, and those supporting the issue, including the City staff position (if appropriate) will be heard.
4. Those opposing the issue, including the City staff (if appropriate) will be heard.
5. Prior to closing the public hearing input portion of the meeting, the hearers and any member of the public will be given the opportunity to ask questions of either or both sides of the issue.
6. When the Mayor or chairperson is assured that input is complete, the public hearing shall be ended and the appropriate body will then debate the issue and render a decision.

(c) Any appeal or variance that may be brought before the City Council or any commission will follow the procedures outlined above. Exceptions are budget hearings and administrative hearings dealing with alcoholic beverage violations.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed in their entirety. Done, Ratified and Passed this 21st day of October, 1999.

Robert L. Lee
Mayor
James J. Pace, Jr.
Carol A. Fritz
Art B. Smith
Dennis W. McMenamin

Attest: M. Faulk
City Clerk