

CITY OF DISTRICT HEIGHTS, MARYLAND

2022 Legislative Session

Ordinance Number:	DH- 2022-01
Proposed and Presented by	Vice-Mayor Miller
Introduced by:	Vice-Mayor Miller
Co-Sponsors:	Commissioners Irving and Harcourt
Date of Introduction:	January 13, 2022

ORDINANCE

1 AN ORDINANCE

2 OF THE MAYOR AND COMMISSIONERS OF THE CITY OF DISTRICT HEIGHTS,
3 MARYLAND

4 As provided in the City Charter, Section 309, ORDINANCES, enacting in the City's Code of
5 Ordinances.

6 **SECTION I:** WHEREAS, the Mayor and Commissioners of the City of District Heights,
7 Maryland, have adopted a Code of Ordinances pursuant to its authority contained in Section 309
8 of the City of District Heights' Charter; and

9 WHEREAS, the Mayor and the Commissioners of the City of District Heights, Maryland,
10 have the authority to determine its own rules and order of business of the Commission pursuant
11 to its authority contained in Section 308 of the City of District Heights' Charter.

12 **SECTION II:** WHEREAS, the Mayor and the Commissioners of the City of District
13 Heights, Maryland believe that it is in the best interest of the City to enact in its Code of
14 Ordinance the Commission's Rules of Procedure.

15 **SECTION III:** BE IT ORDAINED BY THE MAYOR AND COMMISSIONERS OF THE
16 CITY OF DISTRICT HEIGHTS, MARYLAND that the City's Code of Ordinances and any
17 amendments thereto, is amended and Article XVII is enacted as this Ordinance.

18 **SECTION IV:** BE IT ORDAINED BY THE MAYOR AND THE COMMISSIONERS
19 OF THE CITY OF DISTRICT HEIGHTS that this Ordinance shall be introduced this ____ day
20 of _____, 2022 and posted on the City's website and in the City Clerk's office for at least six
21 (6) days but no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be

1 effective twenty (20) days after adoption. Notice of its passage shall be posted in a public place
2 within the CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a
3 publication of general circulation within the City.

4
5 **ARTICLE XVI**

6 **COMMISSION RULES OF PROCEDURES**

7 **Section 1701. Authority**

8 Section 308 of the City of District Heights Charter, grants the Commission the right to determine
9 its own rules of procedure; the following rules are enumerated under and by authority of said
10 Section of the Charter.

11 **Section 1702. Applicability**

12 The rules of procedure adopted by the Commission are applicable to City Commission meetings,
13 without regard as to if the meeting is held in-person or virtually.

14 **Section 1703. Amendment**

15 These rules may be amended, or new rules adopted, by a majority vote of the members of the
16 Commission present.

17 **Section 1704. Recission and Suspension of Rules**

18 A motion to suspend these rules and procedures may be bought pursuant to a majority vote of the
19 members of the Commission present.

20 **Section 1710. Meetings Shall be Public**

21 A meeting occurs when a quorum of the Mayor and Commission convenes to consider or
22 transact public business.

23 All meetings of the Mayor & Commission shall be governed by the Maryland Open Meetings
24 Act and shall ordinarily be public, and notices thereof shall be posted as provided under the
25 Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland,
26 Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given
27 at least 24 hours in advance. Nothing in this section precludes the Commission from meeting in
28 closed session as outlined in The Maryland Open Meetings Act. The information required in 3-
29 306 of the Open Meetings Act as to notice to the public of the time, vote, persons present, and
30 topics discussed shall be appended to the minutes of the next public meeting.

31 **Section 1711. Regular Meetings**

1 The Commission shall meet at such time as may be prescribed by ordinance or resolution, but
2 not less frequently than once each month unless the Commission at the meeting immediately
3 preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open
4 meetings of the Commission shall be open to the public, and the rules of the Commission shall
5 provide that citizens of the City have a reasonable opportunity to be heard at any such meetings.
6 Special meetings or work sessions are not regular meetings of the Commission but shall be open
7 to the public unless closed according to state law.

8 Regular meetings of the Commission shall be on the first Thursday of each month at 7:00 PM.

9 The Commission may, by majority vote at a regular meeting, change the days or times of
10 meetings as circumstances may necessitate.

11 **Section 1712. Work Sessions**

12 **Purpose.** City Commission may call and hold work sessions for the purpose of conducting a
13 detailed and thorough exploration of matters that may properly come before the City
14 Commission. The work session is a meeting subject to the Open meetings Act. However, the
15 formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments,
16 Legislation, or Resolution, should not be done at a work session.

17 Regular Work Sessions shall ordinarily be on the second and fourth Tuesday of each month at
18 7:00 PM. The Commission may, by majority vote at a regular meeting, change the days or times
19 of work sessions as circumstances may necessitate. Work sessions are not regular meetings and
20 no opportunity need be provided for citizens to speak.

21 **Section 1713. Special Meetings**

22 Pursuant to Section 305 of the City of District Heights Charter, Special Meetings may be called
23 by the City Clerk upon written request of the Mayor, or three or more of the Commission
24 Members. Any such notice shall state the subject to be considered at the special meeting and no
25 other subject shall be considered, except by unanimous consent of all Commission members
26 present.

27 **Section 1714. Emergency Meetings**

28 In case of an emergency or urgent public necessity, which shall be expressed in the meeting
29 notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the
30 meeting is convened. Notice shall be provided also to the media and public by electronic
31 notification.

1 **Section 1715. Closed Sessions**

2 The Mayor and Commission may close a meeting to the public by a vote in open session under
3 the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act.
4 Notice of Closed Session shall be given as required by law.

5 **Section 1716. Recessed Meetings**

6 No meeting shall be recessed for a longer period of time than until the next regular meeting
7 except when required information has not been received, or, in the case of work sessions or
8 special meetings, to a date certain by a motion agreed to by the Commission.

9 **Section 1717. Information Meetings**

10 The Mayor and Commission may hold information meetings to present information to and obtain
11 feedback from, residents of the City. The Mayor and Commission shall determine the rules
12 governing presentations at such meetings.

13 **Section 1718. Public Hearings**

14 This section is only used when a statutorily required public hearing is part of the order of
15 business. The Mayor or Presiding Official shall first request staff comments. The Mayor or
16 Presiding Official shall open the public hearing and receive citizen input in the following order:
17 proponents, then opponents. While the public hearing is open, the Commission may ask
18 questions of the speakers, but may not deliberate or argue with the public on the matter at hand.
19 Those speaking at a public hearing are required to follow the rules established herein for citizen
20 comments. Upon conclusion of citizen comments, the Mayor, or Presiding Official shall close
21 the public hearing. The Commission may deliberate or take action on the matter at hand upon the
22 closing of the public hearing.

23 **Section 1719. Roll Call and Attendance**

24 (a) A majority of the members of the Commission then in office shall constitute a quorum.

25 (b) Before the commission proceeds with the business before it, the City Clerk shall
26 conduct a roll-call and note the members present for the minutes. The late arrival of members
27 shall be entered into the minutes.

28 (c) Commission members must cast a vote or abstention; proxy or absentee voting is not
29 permitted.

30 **Section 1720. Quorum**

31 (a) Majority of the members elected to the Commission shall constitute a quorum to do

1 business, but a lesser number may adjourn from time to time and compel the attendance of
2 absent members in such manner and under such penalties as may be prescribed by ordinance.

3 (b) Except where prohibited by the City of District Heights Charter, the affirmative vote of
4 a majority of the members elected to the Commission shall be necessary to adopt any ordinance,
5 resolution, order, or vote; except that a vote to adjourn, or regarding the attendance of absent
6 members, may be adopted by a majority of the members present.

7 (c) No member shall be excused from voting except on matters involving the consideration
8 of his own official conduct or when his financial interests are involved.

9 **Section 1721. Loss of a Quorum**

10 (a) Once a meeting has been properly convened with the presence of a quorum and the
11 number of persons necessary to constitute a quorum is no longer present, the Mayor or Presiding
12 Officer shall declare the meeting recessed until a quorum is reestablished.

13 (b) Upon reestablishment of the quorum, the Mayor and the Commission shall resume
14 consideration of the matter before it at the time of the recess.

15 (c) If, in the opinion of the Mayor or Presiding Officer, a quorum cannot be obtained within
16 a reasonable period of time; the Mayor or Presiding Officer shall declare the meeting adjourned
17 until the next scheduled meeting.

18 (d) At that next meeting, after taking up the usual preliminary matters, the Mayor and the
19 Commission shall resume its consideration of the matter that was before it when it previously
20 adjourned. This shall not prevent any Commission member from moving to table, defer,
21 postpone, or making any other appropriate motion with respect to any pending matter.

22 **Section 1722. Conflict of Interest**

23 (a) A Commission member prevented from voting by a conflict of interest shall file a
24 conflict of interest statement with the City Clerk as soon as possible after the posting of an
25 agenda which contains a conflict; unless a prior conflict of interest statement has already been
26 filed with the City Clerk.

27 (b) A Commission member prevented from voting by a conflict shall step down from the
28 dais and take a seat in the audience, shall not vote on the matter, shall not participate in
29 discussions regarding the matter or attempt to influence the Commission's deliberation of the
30 matter in any way, shall not attend Closed Sessions regarding the matter.

31 **Section 1723. Presiding Officer**

1 (a) The Mayor shall serve as the Presiding Officer for all meetings of the Commission. In
2 the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of
3 the Vice-Mayor, the Commissioner with the most seniority shall serve as the Presiding Officer.
4 The Presiding Officer shall serve in such capacity until the meeting is adjourned.

5 **Section 1724. Place of Meeting**

6 All meetings of the Mayor and Commission, unless otherwise determined, shall be held at the
7 **City of District Heights, Commission Chambers, 2000 Marbury Drive, District Heights,**
8 **Maryland.** In addition to the customary forms of notification, the notice of change in meeting
9 place shall be prominently posted on the door of the regularly scheduled meeting place.

10 **Section 1725. Notice of Meetings**

11 Written notice of all public meetings of the Commission shall be posted on the bulletin board at
12 City Hall, posted on the City's website and Cable Channel. The notice will show the date, time,
13 place, and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a
14 notice that portions of the meeting may be closed.

15 **Section 1726. Dissents and Protests**

16 Any member shall have the right to express dissent from or protest against any ordinance,
17 resolution, or act of the Commission and the reason, therefore, entered into the minutes. Such
18 dissent or protest must be filed in writing, couched in respectful language, and presented to the
19 Commission no later than the next regular meeting following the date of passage of the
20 ordinance, resolution, or act.

21 **Section 1727. Courtesy, Decorum, Conduct, and Order**

22 This Ordinance is meant to promote an atmosphere of courtesy and decorum appropriate for the
23 efficient discussion of business. It is the responsibility of the Mayor (and members of the
24 Commission) to maintain that atmosphere of courtesy and decorum. The Mayor should always
25 ensure that debate and discussion focus on the item and the policy in question, not on the
26 personalities of the participants of the discussion. Debate on policy is healthy; debate on
27 personalities is not. In order to assist in the creation and maintenance of that atmosphere, the
28 following rules shall govern all meetings.

29 (a) Before a Commission member, staff member, or an audience member may speak, they
30 must first be recognized by the Mayor or Presiding Officer. Upon recognition, the person
31 requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public

1 comments shall be limited to three (3) minutes per speaker. Persons making inappropriate,
2 disrespectful, and/or, personal attacks, overly redundant, or slanderous remarks may be barred by
3 the Mayor from further comment before the Commission during the meeting. Audience members
4 who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the
5 City Clerk. The Mayor, or Presiding Officer, has the right to cut a speaker off if the discussion
6 becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous
7 (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to*
8 *remove an individual from a meeting if the Presiding Officer determines the behavior of the*
9 *individual is disrupting an open session).*

10 (b) If a person fails to request to speak before speaking, the Mayor, or Presiding Officer,
11 shall rule them 'out of order' and remind them that they do not have the floor. While the
12 Commission is in session, all Commission members must preserve order and decorum. A person
13 shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of
14 any Commission meeting, whether a Regular meeting, Special meeting, or a work session, nor
15 disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of
16 the Commission should not leave their seats during a meeting without first obtaining permission
17 of the Mayor or making a motion to recess.

18 (c) Every person desiring to speak shall address the entire Commission and shall not single
19 out a member of the Commission, the audience, or a staff member and confine themselves to the
20 items on the agenda, avoiding all personal attacks and indecorous language.

21 (d) Call for orders of the day, this is simply another way of saying, "let's return to the
22 agenda." If a Commission member believes the discussion has strayed from the agenda, he or she
23 should move for orders of the day. The motion does not require a vote. If the Mayor or Presiding
24 Officer discovers that the discussion has strayed from the agenda, he or she shall return to the
25 business of the day.

26 (e) A member of the Commission indulging in any language or conduct unbecoming a
27 Commission member shall be called to order by the presiding officer and, in such case; the
28 offending member shall lose the floor and shall not proceed without the approval of a majority of
29 the members present. The Commission may, by majority vote, expel a member from a meeting
30 for disorderly conduct or violation of Commission rules.

31 (d) Members shall not raise personnel matters pertaining to alleged improper performance

1 or conduct of any City employee(s) or Commission appointee(s) at a public Commission
2 meeting. Any concerns about conduct or performance of any City employee(s) or Commission
3 appointee(s) shall be brought to the attention of the City Manager, or a Closed session of the
4 Commission may be requested to discuss the personnel matter.

5 (e) Members of the Commission shall not take positions on either national or foreign
6 political issues that do not affect the City.

7 (f) Demonstration or Disorder Among Bystanders – If any confusion, demonstration, or
8 disorder arises during a Commission meeting, the Mayor or Presiding Officer may, upon his or
9 her initiative or upon the request of any member, enforce order. If the offending person(s) be a
10 spectator, such person(s) may be ejected from the meeting. If any member of the Commission
11 shall object to the ruling of the Mayor or Presiding Officer, such member shall have the right to
12 appeal to the Commission.

13 (g) City Manager and Members of Staff – The City Manager shall have the right to take
14 part in the discussion of all matters coming before the Commission, and other members of staff
15 shall be entitled to take part in discussions of the Commission relating to their respective offices.

16 (h) Members of the public may speak for three (3) minutes, (during Public Comment Time)
17 at Regular Commission meetings of the Mayor and Commission according to procedures
18 established by the Mayor and Commission.

19 (1) A sign-up sheet will be maintained by the City Clerk for Citizens to sign in if they
20 wish to speak.

21 (2) Citizens will be called to speak in the order in which they were signed in.

22 (3) Each speaker is limited to one presentation per meeting and a maximum timed limit
23 of three (3) minutes.

24 (4) If the subject matter does not pertain to City business the Mayor, or Presiding
25 Officer, shall advise the individual and/or make recommendations as to how they may get the
26 issue addressed.

27 (5) Citizens speaking on agenda items shall restrict their comments to the subject
28 matter listed.

29 (6) Citizens speaking on non-agenda items shall only speak on matters pertaining to
30 City business or issues which the Commission would have the authority to act upon if brought
31 forth as an agenda item.

1 (7) The Commission may not act upon or discuss any issue brought forth as a non-
2 agenda item; except to make a statement of specific factual information given in response to the
3 inquiry, or a recitation of existing policy in response to the inquiry.

4 (8) Proper respect, decorum, and conduct shall prevail at all times. Impertinent,
5 slanderous, or personal attacks are strictly prohibited, and violators may be removed from the
6 Commission chambers or the Commission meeting.

7 (9) No placards, banners, or signs may be displayed in the Commission chambers or
8 City Hall. Exhibits relating to a presentation are acceptable.

9 (10) Arguing, intimidation, or other disruptive behavior is prohibited. Discussion
10 and/or debate are acceptable only on items specifically listed on the agenda.

11 **Section 1728. Commission May Discipline its Own Members.**

12 In the event a Commission member violates the Charter, these rules, or any other ordinance of
13 the City, or acts in a manner that causes embarrassment or disgrace to the City of District
14 Heights, the Commission on a 2/3 vote of all other Commission members may discipline the
15 offending member. Such action may only take place after an executive session is held to discuss
16 the offense. The offending member shall be present at the executive session to answer any
17 questions asked by members of the Commission or make other statements as he or she may
18 desire to make in his or her defense. If the offending member refuses to attend the executive
19 session, the remaining members of the Commission may proceed in his or her absence.

20 (a) The outcome of the executive session may be as follows and shall be made publicly in
21 open session in accordance with the Maryland Open Meetings Act:

22 (1) No Action. The Commission chooses to take no action.

23 (2) Private Censure. The Commission may choose to privately censure the offending
24 member, leaving their comments to the offending member left in the confines of the closed
25 session.

26 (3) Public Censure. The Commission may choose to publicly censure the offending
27 member through a resolution passed by a unanimous vote and entered into the public record.

28 (b) Pursuant to Section 306 of the City of District Heights' Charter, the Mayor shall be
29 considered a member of the Commission for the purposes of this Section 1728, and it shall apply
30 to the Mayor.

31 **Section 1729. Motions – When Reduced to Writing.**

1 Every motion or proposition shall be reduced to writing on the call of any member, and shall a
2 motion be made and seconded shall be deemed in possession of the Commission and shall be
3 read by the City Clerk prior to debate, and may be withdrawn at any time prior to the vote being
4 taken.

5 **Section 1730. Other Motions**

6 (a) Motion to Adjourn – This motion, if passed, requires the Commission to immediately
7 adjourn to its next regularly scheduled meetings. This motion requires a simple majority.

8 (b) Motion to Recess – This motion, if passed, requires the Commission to immediately
9 take a recess. Normally the Mayor will determine the length of the recess which could last for a
10 few minutes to several hours. It requires a simple majority vote.

11 (c) Motion to Table – This motion, if passed, requires discussion of the agenda item to be
12 halted immediately, and the agenda to be placed on hold. The motion may contain a specific
13 time to bring the item up again, or it may not specify a time. If no time is specified, the item shall
14 be placed on the agenda at the following Commission meeting.

15 (d) Motion to Remove from the Table – This motion, if passed, allows the Commission to
16 remove an item previously placed on hold. A vote in favor of removing an item from the table
17 must be made before the Commission can take action on an item that was tabled.

18 (e) Withdraw a Motion during the debate and discussion of a motion, the original maker of
19 the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion.
20 The motion is immediately deemed withdrawn and discussion on the motion shall cease.
21 Commission members are free to make the same motion or another motion.

22 **Section 1731. Rules of Discussion of Pending Questions**

23 After the previous question has been seconded and the main questions ordered, the member who
24 has introduced, or the staff member who has reported on the matter under consideration, shall
25 have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

26 **Section 1740. Voting Rules**

27 When a question is put, every Commission member present shall vote either in the affirmative or
28 a negative, “present,” or abstain. Any member shall be entitled to abstain so long as such
29 member gives a reason for abstaining. All voting shall be made by voice vote. All votes will be
30 taken by a “roll call” by the City Clerk and shall be stated as a “yea” “nay” “present” or
31 “abstain”. A record of the votes shall be entered upon the minutes of the proceedings of the

1 Commission.

2 **Section 1741. Voting Disqualification**

3 (a) A member shall not vote upon any matter on which the member is disqualified due to a
4 conflict of interest, or any quasi-judicial action regarding that in which the member is biased.

5 (b) A member shall openly state an abstention due to a conflict of interest or bias.

6 (c) A member who is abstaining due to a financial conflict of interest shall publicly identify
7 the financial interest in detail sufficient to be understood by the public, except that disclosure of
8 the exact street address of a residence is not required.

9 (d) As to any other conflict of interest, the member's determination may be accompanied by
10 an oral or written disclosure of the conflict of interest.

11 (e) A member who is disqualified by a conflict of interest in any matter shall not remain in
12 the meeting during the discussion and shall not vote on that matter.

13 **Section 1750. Minutes of Meetings**

14 Minutes of regular meetings, special meetings, public hearings, public meetings, and work
15 sessions shall be made available to the public by the City Clerk. However, minutes shall not be
16 available until approved by the Commission in a regular meeting. Approved minutes shall also
17 be posted on the City's website. Minutes of closed sessions of the Commission held in
18 accordance with applicable state law shall not be open to public inspection and shall remain
19 sealed.

20 **Section 1751. Record of Meetings.**

21 The City Clerk designee shall be responsible for minutes of each Regular Meeting and Work
22 session of the Mayor and Commission and for maintaining the official record, which shall
23 include all Commission actions. Minutes shall include:

24 (a) All motions made, the name of the motion maker and second, the method and outcome
25 of the votes taken, names of guests and their affiliation; and

26 (b) Copies of resolutions, new or revised ordinances, or other actions approved by the
27 Mayor and Commission.

28 **Section 1752. Suspension of Rules**

29 Any provisions of this ordinance not governed by federal, state law, or the City Charter may be
30 temporarily suspended by a 2/3 vote of the assembled Commission and may be amended in a
31 similar fashion if such amendment was introduced at the previous regular meeting of the

1 Commission and shall have received preliminary approval of the Commission at such meeting.
2 For the purpose of this section, preliminary approval shall mean a motion and a second with a
3 2/3 majority vote to preliminary approve the amendment.

4 **Section 1753. Enforcement of Rules and Procedures**

5 The following provisions may be used to enforce the good order of the meeting. The action may
6 be taken by the Mayor under his or her own action, or upon a motion to enforce by any
7 Commission member:

8 (a) Warning - The Mayor may order any person (Commission member, staff member, or
9 audience member) in violation of these rules to be silent.

10 (b) Removal - If, after receiving a warning from the Mayor, the person continues to disturb
11 the good order of the meeting, the Mayor may order the person to leave the meeting. If the
12 person does not leave the room, the Mayor may have the individual removed by the Police. In
13 the instance of a meeting held virtually, the City Clerk may remove the individual from the
14 meeting.

15 (c) Motion to Enforce. Any Commission member may move to require the Mayor to
16 enforce these rules and the affirmative vote of a simple majority of the Commission shall require
17 the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

18 **Section 1754. Agenda**

19 (a) The agenda shall outline the established order of business.

20 (b) The City Clerk shall include on the agenda any item at the request of any member of the
21 Commission, provided that the member of the Commission shall have furnished to the City Clerk
22 a description of the item in time for inclusion with the printed agenda. At least one day before
23 each regular meeting, the City Clerk shall provide each member of the Commission a copy of the
24 agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and
25 background material of matters to be considered at the meeting.

26 (c) Copies of the agenda shall be posted on the City website and the bulletin board at the
27 Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of
28 the agenda shall be available to the public at the Commission meeting or earlier upon request, as
29 available.

30 (d) All meeting agendas and amendments to the agenda shall be approved by the
31 Commission at the beginning of the meeting. Items on the agenda can be reordered by the

1 Commission during the scheduled meeting.

2 (e) Items of routine business that generally require no discussion by Commission may be
3 placed on a Consent Agenda of a Regular Meeting. Any member of the Commission may
4 remove an item from the Consent Agenda and place it under Action Items.

5 (f) All meeting agenda and amendments shall be approved by the Mayor and Commission
6 at the beginning of the meeting. Items on the agenda can be approved by the Mayor and
7 Commission during the scheduled meeting.

8 (g) Agendas for Regular Meetings and Work sessions shall be published no later than
9 twenty-four (24) hours prior to the meeting.

10 **Section 1755. Order of Business**

- 11 I. Call to Order
- 12 II. Opening Prayer (non-denominational)
- 13 III. Pledge of Allegiance
- 14 IV. Approval of Agenda
- 15 V. Approval of Minutes
- 16 VI. Mayor & Commission Reports
- 17 VII. Staff Reports
- 18 IIX. Unfinished Business
- 19 IX. Financial Business
- 20 X. New Business
- 21 XI. Public Comments
- 22 XII. Adjournment

23 **Section 1756. Work Session Policies and Procedures**

24 The Commission may call and hold work sessions for the purpose of conducting a detailed and
25 thorough exploration of matters that may properly come before the Commission. The work
26 session is a meeting subject to the Open meetings Act. However, the formal adoption or passage
27 of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, shall not
28 be done at a work session.

29 **Section 1757. Work Session Agenda**

30 The following rules shall prevail for the call and conduct of work session meetings. Only a
31 limited number of matters shall be considered by the Commission during a work session, and

1 sufficient time for consideration of such matters shall be provided. An abbreviated agenda order
2 shall be used for all work session agendas.

3 **Section 1758. Work Session Documents**

4 When possible, staff shall make available to the Commission all documents, exhibits, maps,
5 plans, architectural drawings, specifications, or other similar documents at least 72 hours before
6 the beginning of the work session.

7 **Section 1759. Technical Questions**

8 All questions of a technical nature, which require a detailed explanation for understanding, may
9 be considered in a work session. The Commission may, through the City Manager, request the
10 attendance of such staff members or outside experts as may be required to answer such
11 questions.

12 **Section 1760. Citizen/Public Comments**

13 Public comments will not be considered at a work session.

14 **Section 1761. Commission Requests**

15 Commission requests that deal with policy issues and Commission requests that may be
16 construed as direction shall be directed to the City Manager, except for general inquiries or
17 questions, in which case the Commission may go to the department directors or key staff.

18 **Section 1762. Commission Requests for Funding**

19 Commission requests requiring funding must go through the City Manager and City Treasurer.
20 The City Manager and City Treasurer shall respond in a timely manner.

21 **Section 1763. Use of Staff Resources**

22 A request for use of staff time, other than standard requests for information from department
23 heads, by the Mayor or a Commission member must be made through the City Manager unless
24 already approved by the Commission.

25 **Section 1764. Take-Home Vehicles**

26 The Mayor and Commission members are prohibited from being assigned City-owned take-
27 home vehicles.

28 **Section 1765. Representation or Position by Mayor or Commission Member**

29 When the Mayor or a Commission member gives a statement in their elected capacity on an issue
30 affecting the City, the Mayor or Commission member shall first identify the adopted position of
31 Mayor and Commission with respect to that subject, if any. Thereafter, the Mayor or

1 Commission member may provide a statement of personal opinion or comment (including a
2 minority or opposing viewpoint), provided the Commission member expressly acknowledges
3 that such statements do not represent the position of the City.
4

MAYOR AND CITY COMMISSION OF DISTRICT HEIGHTS, MARYLAND

BY: _____

Johnathan M. Medlock, Mayor

BY: _____

Cynthia Miller, Vice-Mayor

BY: _____

Harryette Irving, Commissioner

BY: _____

Carol Blake, Commissioner

BY: _____

Xander Harcourt, Commissioner

ATTEST:

Antonio Robbins
City Clerk

I, Antonio Robbins, City Clerk of the City of District Heights, Maryland hereby certify that the following motion was made at the meeting of the Mayor and City Commission of District Heights on _____, 2022

Motion: I, Commissioner _____, move that the Mayor and City Commission adopt Ordinance No. DH 2022-01, and to amend the February 2021 Edition of the Code of Ordinances with this Article XVII.

Motion Seconded: I, Commissioner _____, Second the Motion.

Vote	AYE	NAY	ABSTAIN
Medlock	_____	_____	_____
Miller	_____	_____	_____
Irving	_____	_____	_____
Blake	_____	_____	_____
Harcourt	_____	_____	_____

Effective Date: _____, 2022

City Clerk to the Incorporated City of
District Heights, Maryland

Antonio Robbins