

I N T E R
O F F I C E

MEMO

Office of the City Clerk
410-548-3140

To: City Council

From: Brenda J. Colegrove, CMC *Agenda*
City Clerk

Subject: Charter Amendment
Frequency of Meetings of the City Council

Date: January 18, 2005

Currently, the Salisbury Charter stipulates that "the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than twice a month."

After receiving questions from several Council members, I researched the charters of other municipalities in Maryland to determine how many meetings were actually required by their charters. I used a benchmark of those municipalities over 5,000 in population. Through the Maryland Municipal League's Directory, I also obtained their scheduled meeting dates. A copy of that research is attached.

The Council discussed this Charter amendment during the January 3, 2005 work session and arrived at a consensus to include language that the Council may meet once during the months of June, July, August and December.

Our scheduled meeting dates will remain the second and fourth Mondays of each month. However, this will give the Council the flexibility to cancel a meeting during the months of June, July, August or December if circumstances warrant (i.e., second meeting in June usually conflicts with Maryland Municipal League Convention).

Attached is the proposed Charter amendment including the language as discussed above.

COUNCIL MEETINGS

Municipalities over 5,000 in population

Municipality	Meetings Required By Charter	Meeting Dates
Aberdeen (13,500)	not less frequently than once each month	2nd & 4th Mondays
Annapolis (35,838)	regularly on the second Monday of each month	2nd & 4th Mondays
Bel Air (10,084)	at least once a month	1st & 3rd Mondays
Bladensburg (7,661)	not less frequently than once each month, unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting	2nd Monday
Bowie (54,000)	not be less frequent than one each month	1st & 3rd Mondays
Brunswick (5,200)	second Tuesday in every month	2nd & 4th Tuesdays
Cambridge (10,911)	second & fourth Mondays	2nd & 4th Mondays
Cheverly (6,433)	at least once a month	2nd Thursday
College Park (23,714)	shall not meet less than once in every month	2nd & 4th Tuesdays
Cumberland (21,518)	at least bi-weekly	every other Tuesday
District Heights (5,958)	at least once in every month	1st Thursday
Easton (11,708)	third Monday in each month	1st & 3rd Mondays
Elkton (13,200)	not less frequently than once each month	1st & 3rd Wednesdays
Frederick (53,500)	shall meet in regular session on the first & third Thursdays of each month ; may meet once in the months of June, July, August, September and December	1st & 3rd Thursdays
Frostburg (7,873)	meet in regular session each month	3rd Thursday
Gaithersburg (56,130)	not less frequently than once each month	1st & 3rd Mondays
Glenarden (7,000)	not less frequently than once each month, except that during the months of July & August the regularly scheduled meetings may be canceled by a majority of the members of the Council	2nd Monday
Greenbelt (21,456)	not less frequently than once each month	2nd & 4th Mondays
Hagerstown (35,445)	not less frequently than once each month	4th Tuesday
Hampstead (5,420)	not less frequently than once each month	2nd Tuesday
Havre de Grace (11,041)	first & third Mondays of each & every month	1st & 3rd Mondays
Hyattsville (14,733)	two regular monthly meetings on the first & third Mondays of each month except during the months of June & August when there shall be one meeting on the first Monday of the month & the months of July & September when there shall be one meeting on the third Monday of the month	1st & 3rd Mondays
La Plata (7,000)	not less frequently than once each month	2nd & 4th Tuesdays
Laurel (19,960)	second & fourth Monday of each month	2nd & 4th Mondays
Mount Airy (7,861)	first Monday of each month	1st Monday
Mount Rainier (8,498)	not less frequently than once each month, except in July & August if the Mayor & Council chooses to suspend all meetings in those months	1st & 3rd Tuesdays
New Carrollton (12,811)	third Wednesday of each month	1st & 3rd Wednesdays
Ocean City (7,173)	not less frequently than once each month	1st & 3rd Mondays

Municipality		Meetings Required By Charter	Meeting Dates
Poolesville	(5,100)	meet on or before the first Monday in the month next succeeding their appointment & as often thereafter as may be necessary to discharge the duties of their office	1st & 3rd Mondays
Riverdale Park	(6,800)	at least once a month	1st Monday
Rockville	(47,388)	not less than once in every month	2nd, 3rd & 4th Mondays
Salisbury	(23,743)	not less frequently than twice a month	2nd & 4th Mondays
Takoma Park	(17,299)	generally not less frequently than once each calendar month	Mondays
Taneytown	(5,128)	not less frequently than once each month	2nd Monday
Thurmont	(6,000)	not less than once in every three months	Tuesdays
Walkersville	(5,407)	not less than once each month	2nd & 4th Wednesdays
Westminster	(17,288)	at least once a month	2nd & 4th Mondays
bjc - 10/15/04			

RESOLUTION NO. 1186

CHARTER AMENDMENT

**A RESOLUTION TO AMEND THE CHARTER TO MODIFY THE
REQUIRED FREQUENCY OF MEETINGS OF THE CITY COUNCIL.**

WHEREAS, the City Council customarily meets twice a month;

WHEREAS, the Council desires to amend the Charter to provide that the City Council may meet once a month during the months of June, July, August and December;

NOW, THEREFORE, be it enacted by the City of Salisbury that Article II be amended as follows:

ARTICLE II THE COUNCIL

§SC2-4. Meetings.

The newly elected Council shall meet on the second Monday evening following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than twice a month, except the Council may meet once during the months of June, July, August and December. Special meetings may be called in writing by the Mayor or by a majority of the members of the Council as often as necessary for the transaction of business. [1959 Code, sec. 289. 1951, ch. 534, sec. 9] [Amended 12-13-99 by Res. No. 684]

AND BE IT FURTHER ENACTED by the Salisbury City Council that this Resolution take effect fifty (50) days from and after the date of its final passage, subject to the right of

referendum. The City Clerk is hereby authorized to proceed with the posting and publication of this Resolution pursuant to the requirements of Article 23A of the Annotated Code of Maryland.

The above Resolution was introduced and read and passed at the regular meeting of the City Council of the City of Salisbury held on this _____ day of _____, 2005.

Brenda J. Colegrove
City Clerk

Michael P. Dunn
President of the City Council
of the City of Salisbury