

Glossary of Terms/Phrases used for City Council Agenda, Meetings and Minutes

City Council Agenda

The weekly agenda that lists all matters from the Mayor and City Councilors for consideration during City Council meetings.

Docket Number

Each matter before the City Council is assigned a number (“docket number”) for “tracking purposes.”

Communications from the Mayor

Items on the City Council agenda that are filed by the Mayor for consideration by the City Council.

Reports of Public Officers and Others

All items received from Public Officers and others are submitted to the City Clerk and a notice is placed on the agenda reporting the receipt of that particular item.

Actions taken by the Mayor

Written notice of action taken by the Mayor indicating approval, veto (disapproval) or remanding of any order, ordinance or resolution passed by the City Council.

Reports of Committees

Submitted by the City Council Committee Chair following a public hearing to approve or reject a particular report that was referred to that committee.

Motions, Orders and Resolutions

Items on the City Council agenda filed by City Councilors for consideration by the City Council:

Motion: a proposal brought before the City Council for discussion and decision.

Order: presentation of a proposed action. *Resolution*: statement of sentiment.

Consent Agenda

Items on the City Council agenda that are filed by City Councilors to recognize constituents and/or neighborhood organizations for a personal accomplishment or celebration.

Green Sheets

A listing of dockets presented in a formal City Council meeting and assigned to a committee.

17F Request

The City Council at any time may request from the Mayor specific information on any municipal matter within its jurisdiction. The response from the Mayor may be in printed or electronic form within seven (7) calendar days.

Working Sessions

To discuss and deliberate on proposed changes to a matter assigned to City Council committees. Working sessions are held separately from Committee hearings and public participation at working sessions are limited to City Councilors and chair invitees.

Votes taken during City Council Meetings

City Councilors may vote on an agenda item by a “voice vote” or a “roll call vote.” Most votes are taken by a voice vote; however, any City Councilor who doubts the vote shall cause the presiding officer to request a roll call vote of the members present during that meeting.

Suspension of the City Council Rules (Suspend and Pass)

Nine votes (2/3 of members) needed to suspend and pass the matter at hand.

Placed on file

No action to be taken on a matter.

Late file

Matter received after the meeting agenda was established.

Move the question

Ends debate on any matter before City Council.

Remand

To return a matter to committee.