

**AN ORDINANCE TO AMEND AND REENACT SECTION 4-19 OF THE TOWN CODE
OF THE TOWN OF FRONT ROYAL, VIRGINIA, PERTAINING TO ORDER OF
BUSINESS AND SUBMISSION OF AGENDA ITEMS FOR TOWN COUNCIL
MEETINGS**

WHEREAS, the Town Council of the Town of Front Royal, Virginia, has reviewed its existing Town Code Section on Order of Business for regular meetings and found it to be inconsistent with existing practice on that subject; and,

WHEREAS, the said Council, further, believes, that its Policy for placing items on the Town Council Agenda for both regular meetings and work sessions should become a part of the Town Code so that such portion of its rules of procedure would be easily located and readily available to Council members as well as members of the general public.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA, that Section 4-19 of the Town Code is hereby amended and re-enacted, as follows:

4-19 ORDER OF BUSINESS; PLACEMENT OF ITEMS ON THE AGENDA

A. At every regular meeting of the Council, the order of business shall be as follows:

1. ~~Call of roll~~ Pledge of Allegiance.
2. ~~Reading of minutes~~ Moment of Silence.
3. ~~Petitions and communications, to be referred without debate to the appropriate Committees, after their purport has been briefly state by the member offering same~~ Roll Call.
4. ~~Reports and communications from town officers~~ Approval of the Minutes of previous meetings.
5. ~~Reports of standing Committees~~ Reports
 - a. ~~Streets~~ Report of special committees or Town officials.
 - b. ~~Water~~ Requests and inquiries of Council members.
 - c. ~~Electric~~ Report of the Mayor.
 - d. ~~Sewers~~ Report of the Town Manager.
 - e. Proposals for addition/deletion of items to the Agenda.
6. ~~Reports of Special Committees~~ Consent Agenda items.
7. ~~Unfinished business~~ Items for Approval.
8. ~~New business~~ Receipt of Petitions and/or correspondence from the public.
9. Closed meeting items (if applicable)

B. The order of business shall not be departed from except by the consent of two-thirds (2/3 rds) of the members of the Council present and voting.

C. Items which appear under the heading “Consent Agenda items” are intended to be routine business items which are not subject to individual debate or discussion, but are, instead, voted on as a group. However, at the time the presiding officer announces that the Consent Agenda portion of the order of business has been reached, any member of Council may request that any individual items or items may be removed from the Consent Agenda, and such item or items shall, thereafter, become the first item or items considered under the “Items for Approval” portion of the order of business.

D. The following items shall be placed on a Council Agenda for a regular meeting provided they are delivered to the office of the Town Manager and approved by the Mayor, or, in his absence, the Vice-Mayor, no later than 12:00 Noon on the Tuesday before the meeting is scheduled:

1. Items which come from members of Town Boards or Commissions whose membership is appointed by the Council.
2. Items which result from the application of a specific Town Code Section.
3. Items required for decision by the Town Manager, to include citizen requests placed in writing by the citizen or by the Manager.
4. Items such as proclamations which are handled on a routine basis.
5. Items which are requested for placement on the Agenda by the Mayor or a Member of Council, to include citizen requests placed in writing by the Mayor or Council Member.
6. Requests from citizens who have appeared at a previous meeting of Council, and who have placed their requests in writing and asked for the matter to be considered at the next regular meeting.

The Mayor shall cause items which do not meet the deadline and approval criteria specified in D, above, to be placed on an Agenda for a regular meeting within thirty (30) days from the date of submission. In addition, the Council may override the Mayor’s disapproval of any item which has been submitted within the specified time limit by adopting a motion to place the item on its Agenda by a unanimous vote from all members of Council present and voting.

E. The following items may be placed on the Agenda for a Work Session of Council provided they are delivered to the office of the Town Manager and approved by the Mayor, or, in his absence, the Vice-Mayor, no later than 12:00 Noon on the Tuesday before the meeting is scheduled:

1. Items D(3), (5), and (6), above, as well as items specially requested for a joint Work Session with another body, such as the Warren County Board of Supervisors, the Economic Development Authority, or any Town board or commission.
2. The Mayor shall cause items which do not meet the deadline and approval criteria specified in E, above, to be added to the Agenda for a Work Session within thirty (30) days of submission. In addition, the Council may override the Mayor’s disapproval of an item which was submitted within the specified time limit by adopting a motion to do so on a majority vote from all members of Council present and voting.

This Ordinance shall be deemed “routine” for purposes of Section 4-4 (E) of the Town Code, and is effective upon passage.

November 10, 2008