



City of Hampton, Virginia

Ordinance - Coded

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

File Number: 13-0231

Enactment Number: 13-0014-

An Ordinance to Amend and Re-enact Chapter 2 of the Code of the City of Hampton, Administration, Article II, City Council, Division 2, Meetings, Section 2-36, Place and Time for Regular Meetings, Receipt of Public Comment and Work Sessions; Cancellation of Meetings; etc. to Establish a Work Session Agenda Deadline and to Require Concurrence of Two Councilmembers for Addition of Items to the Work Session Agenda

BE IT ORDAINED by the City Council of Hampton, Virginia, that the Code of the City of Hampton, Virginia be amended and re-enacted to read as follows:

Sec. 2-36. – Place and time for regular meetings, receipt of public comment and work sessions; cancellation of meetings; new business not to be started after certain hour.

(a) Regular meetings of the council shall be held in the council chambers of the city at 7:00 p.m. on the second Wednesday in each month. From 6:00 p.m. to 7:00 p.m. preceding the regular meeting on the second Wednesday of each month the council shall be assembled in the council chambers for the sole purpose of receiving public comment from persons desiring to address council.

(b) Work sessions of the council shall be held at 1:00 p.m. at such location as council shall direct on the second and fourth Wednesdays in each month. The work session agenda, as prepared by the clerk of the council and to include all items of discussion and presentations of which he has been notified by any of the following persons: the mayor, at least two (2) concurring members of council, the city manager or the city attorney by 12:00 p.m. on each Friday following the second and fourth Wednesdays of each month, (i.e., the "work session agenda deadline"). Items submitted after the work session agenda deadline for any given work session shall be included on the work session agenda only with the approval of the city manager.

(c) In addition, on the fourth Wednesday of each month the council shall be assembled at 5:30 pm in the council chambers for awards, proclamations and other ceremonial matters, to be immediately followed by a public comment period

for the sole purpose of receiving comment from persons desiring to address council.

(d) If any such regular meeting date or council work session date shall fall upon a legal holiday, so declared by the city, the meeting or work session shall be held on the next succeeding day which is not a legal holiday, and at the same hours, except as otherwise provided by resolution of the council.

(e) A regular meeting or regularly scheduled work session of the council may be cancelled by the city manager, after consulting individually with the members of council, in the event that there are no agenda items for consideration at the regular meeting or work session. Any such meeting or work session may be continued if the mayor, or vice-mayor if the mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members and the public to attend the regular meeting or work session. Such decision to continue a meeting due to adverse weather or other conditions shall be communicated to the members and the media as promptly as possible and all hearings and other matters previously advertised shall be conducted at the continued meeting with no further advertisement required. Any such continuance declared in the discretion of the mayor or vice-mayor shall not extend beyond the time fixed for the next regular meeting.

(f) No new item of business shall be begun at a regular council meeting after the hour of 11:00 p.m., except by special consent of the council. Unfinished business shall be carried over to the next regular meeting, unless otherwise directed by the council.

Adopted at the regular meeting of the City Council of the City of Hampton, Virginia held on June 12, 2013.

Signed by _____ **Date** _____
Molly Joseph Ward, Mayor

Attested by _____ **Date** _____
Katherine K. Glass, CMC
Clerk of the Council