

SALISBURY CITY COUNCIL  
REGULATIONS AND RULES OF ORDER  
(As of July 14, 2008)

1. PREAMBLE

The City Council is the legislative and policy-setting part of the City's organization. The Mayor is responsible for carrying out the executive and administrative duties of the city, including administering the policies and enforcing the laws set by the council. The laws enacted by the Council are called ordinances. Usually the policies established by the Council are enacted by resolution. The Council is made up of five (5) members, elected by the people to four (4) year staggered terms.

It is the fixed policy of the Salisbury City Council to facilitate the expression of views and the introduction of legislation by members of the Council, and promote the orderly, open discussion of issues relevant to the government of the City. These Rules shall be construed to promote that policy and shall be in effect upon their adoption by the City Council until they are amended or new rules are adopted.

2. ATTENDANCE AND PARTICIPATION AT COUNCIL MEETINGS

Council members are expected to attend all meetings (regular, special, work sessions, closed sessions, budget sessions) of the City Council. If a Council member cannot attend a meeting of the City Council because of illness, vacation, business travel or other unavoidable circumstance, the Council shall be advised of such absence. Council members shall be physically present in meetings in order to participate and/or vote. Council members shall not participate in meetings via any electronic means such as telephone or video conference.

3. COUNCIL MEETINGS

- A. Regular open meetings of the Salisbury City Council will be held in Room 301 of the City/County Government Building, 125 N. Division Street, Salisbury, Maryland, unless notice to the contrary is given. Regular meetings are held on the second and fourth Mondays of each month at 6:00 p.m. except when Monday falls on a legal holiday. In the event that a City holiday falls on Monday, the meeting will be moved to the following Tuesday.
- B. Special open or closed meetings may be held at any time and place the City Council determines is appropriate.
- C. All meetings of the Salisbury City Council will be tape recorded by the City Clerk. A recording of an open session made by a member of the public, or any