

**RULES AND PROCEDURES COMMITTEE  
JUNE 10, 2013 MINUTES**

The regular meeting of the City Council Rules and Procedures Committee convened at 6:30 p.m. on June 10, 2013 in the Mayor's Chambers of the Municipal Building with Committee Chair Baughn presiding.

**APPROVAL OF THE COMMITTEE MEETING MINUTES**

- April 1, 2013
- May 7, 2013

Committee Member Mosby moved to approve the minutes of the April 1 and May 7 Committee meetings. The motion was approved by unanimous voice vote by Committee Members Baughn and Mosby voting "Aye."

**DISCUSSIONS ON REVISIONS TO THE CITY COUNCIL RULES AND PROCEDURES AS SUGGESTED BY THE CITY CLERK IN MEMORANDUM NO. 13-26**

- Proclamations
  - Denial Measure
  - Submission Deadline
  - Authorization
- Agenda Deadlines
  - City Council Work Sessions and Miscellaneous Meetings
  - City Council (voting) Meetings

"Proclamations" (Section G) of the City Council Rules and Procedures was amended with the following changes with a motion presented by Committee Member Mosby and approved by unanimous voice vote by Committee Members Baughn and Mosby voting "Aye":

1. The last sentence in the Overview would read as follows: "Political, religious, or controversial positions will not be supported by the City of Oak Ridge."
2. The word "usually" was inserted in the Guidelines on the sixty (60) days notification to read "should usually be submitted. . ."
3. The word "approximately" was inserted in the Preparation of the sixty (60) day notification to read "to the City Clerk's Office approximately sixty (60) days. . ."

Councilmember Baughn moved to align the verbiage of the Work Session and Other Miscellaneous Meetings of City Council agenda deadline to match that of the agenda deadline for the voting meetings under The Finished Agenda, so as to read "an agenda shall be made available to all Council members, along with supporting information/documentation usually by close of business one (1) week prior to the meeting." The motion was approved by unanimous voice vote by Committee Members Baughn and Mosby voting "Aye."

**ADJOURNMENT**

The meeting adjourned at 6:47 p.m.

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(signature on file)  
Diana R. Stanley, City Clerk  
Secretary for City Council Rules and Procedures Committee

APPROVED BY THE CITY COUNCIL RULES AND PROCEDURES COMMITTEE  
August 12, 2013

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(signature on file)  
Trina Baughn, Chair  
City Council Rules and Procedures Committee, 2013