

Topics for Additional Discussion:

Process for Submitting and Reporting on Petition/Resolution/Proclamation Requests by Members of the Chapel Hill Town Council

1. **Topic for Discussion:** Should the sitting Council establish a process for future Councils to follow?

Interest: Create an objective, flexible process that can work for different Councils.

Feedback/comments:

- *This is something the new Council should discuss, as this represents a significant change in our Council procedures.*
- *Any process we design should work for future Councils.*

2. **Topic for Discussion:** What minimum number of Council members are required to bring a petition forward?

Interest: Provide a platform for Council members to raise an idea in a way that respects the board's need for efficiency and uses staff resources effectively.

Current language: "Secure the support of two additional Council members to bring forth the petition."

Feedback/comments:

- *The requirement for three sponsors may have the effect of precluding individual Council members from having a platform to express their individual ideas to the public about their priorities.*
- *We may limit the ability of the Council to be responsive and to be creative in responding to issues with the requirement of three members to bring a petition forward.*
- *At least two additional Council members?*

3. **Topic for Discussion:** What role(s) should the Mayor and Manager/staff play in the process?

Interest: Establish an impartial process where all board members feel assured their request will be responded to timely.

Current language: Council members provide a summary of their request/idea to the Mayor for initial review and inclusion on an upcoming Council agenda. The Mayor is responsible for circulating the petition to the full Council if it is not included in the agenda packet.

The Mayor and Manager check in with the petition sponsor about a course of action and keep the Council members updated on the status of the petition.

Feedback/comments:

- *The Mayor and Manager should receive the summary for initial review.*
- *Have the Manager be responsible for circulating the petition to the full Council.*
- *The Manager should check in with the petition sponsor about a course of action and keep the Council members updated on the status of the petition.*
- *The ability to review a petition should be managed solely by staff, ideally the Manager's Office.*
- *The petition should be referred to the Mayor, Manager and petition sponsor. The petition sponsor would then discuss with the Mayor and Manager what additional information is needed for the Council to make an informed decision on how to proceed*

4. **Topic for Discussion:** Is the distinction between petitions, resolutions, and proclamations clear enough?

Interest: Avoid confusion among Council Members about which part of the process to follow when bringing forward a request.

Current language: "Submit a Council Petition to formally request that the Council consider taking an action such as adopting a policy, amending an ordinance, or changing a practice."

"Draft a Resolution or Proclamation for the Council to consider adopting a formal statement about an issue of local, regional, national, or international importance."

"supporting upcoming observations"

"honoring members of the community"

"comment on events with broader implications at a state, national, or international level"

"joining with other governmental entities to amplify the message on behalf of Town residents"

Feedback/comments:

- *I believe we have a policy on resolutions/proclamations that they should be focused in certain ways. Maybe add clarifying language like “national or international importance that affect the Chapel Hill community”.*
- *In the past, we've had new programs or large policy changes brought forth as resolutions instead of going through a more thorough review as is done with a petition. I think this concern could be satisfied by making anything requiring staff time or a budget commitment proceed as a petition; showing support or taking a stand on an issue could be done as a resolution.*