



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Details (With Text)

**File #:** [21-0899]      **Version:** 1      **Name:**

**Type:** Discussion Item      **Status:** Agenda Ready

**File created:** 11/10/2021      **In control:** Town Council

**On agenda:** 11/17/2021      **Final action:**

**Title:** Consider Approving a Process for Town Council Members to Submit Petition, Resolution, and Proclamation Requests

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed Council Petition Process 11112021, 2. Council Petition Process - Topics for Discussion, 3. Staff Presentation, 4. Council Questions with Staff Response

Date	Ver.	Action By	Action	Result
11/17/2021	1	Town Council		

### Consider Approving a Process for Town Council Members to Submit Petition, Resolution, and Proclamation Requests

**Staff:**

Maurice Jones, Town Manager  
Ross Tompkins, Assistant to the Town Manager  
Anita Badrock, Ombuds

**Department:**

Town Manager’s Office

**Overview:** The Council has expressed an interest in establishing an agreed-upon process for Council Members to follow when bringing a petition or other formal request for Council consideration. The goals of this process are to create consistency in how requests come forward, allow collaboration and input from all Council Members as requests are being developed, and provide predictability for how the requests are responded to.

☆ **Recommendation(s):**

That the Council discuss the proposed process and adopt the resolution to approve the attached process with any revisions agreed upon during the meeting.

**Fiscal Impact/Resources:** None. The requests that come forward may have a fiscal impact or require other resources to implement. This determination will be part of the analysis provided as part of this proposed process.

 **Attachments:**

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

**A RESOLUTION APPROVING A PROCESS FOR TOWN COUNCIL MEMBERS TO SUBMIT PETITION, RESOLUTION, AND PROCLAMATION REQUESTS FOR COUNCIL CONSIDERATION (2021-11-17/R-16)**

WHEREAS, individual members of the Town Council receive and generate ideas and suggestions when it comes to the Council adopting a policy, changing a practice, or making a formal statement; and

WHEREAS, the Council has expressed an interest in creating consistency, encouraging collaboration, and providing predictability by establishing a process for Council Members to follow when bringing a petition or other formal request for Council consideration.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves the "Process for Submitting and Reporting on Petition/Resolution/Proclamation Requests by Members of the Chapel Hill Town Council" as provided in the November 17, 2021 meeting materials.

BE IT FURTHER RESOLVED that any Council Member wishing to suggest modifying or establishing a Town or Council policy, practice, or position will follow this process to bring the idea forward for Council consideration.

BE IT FURTHER RESOLVED that the Mayor and Town Manager will use this process when following up and reporting back to Council on any requests referred to them by the Council.

BE IT FURTHER RESOLVED that the Council amend the Council Procedures Manual Section I.C.7. Petitions to the Council to replace the fourth subitem

~~4. Members of the Council may also petition the Council, generally to ask the Town staff for a report on a particular subject. Petitions from Council members should be distributed to the Mayor and Council in writing prior to the meeting or at the start of the meeting.~~

with the "Process for Submitting and Reporting on Petition/Resolution/Proclamation Requests by Members of the Chapel Hill Town Council" as provided in the November 17, 2021 meeting materials.

This the 17<sup>th</sup> day of November, 2021.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

**PRESENTER:** Ross Tompkins, Assistant to the Town Manager  
Anita Badrock, Ombuds

**RECOMMENDATION:** That the Council discuss the proposed process and adopt the resolution to approve the attached process with any revisions agreed upon during the meeting.