



# TOWN OF CHAPEL HILL

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

## Legislation Text

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File #: [22-0272], Version: 1

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

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



**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 (2022-04-06/R-3)**

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 April 6, 2022 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.

This the 6<sup>th</sup> day of April 2022.

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

By adopting the resolution, the Council approves the Process for Submitting and Reporting on Petition/Resolution/Proclamation Requests by Members of the Chapel Hill Town Council.