



TOWN OF CHEVERLY, MARYLAND  
MAYOR AND TOWN COUNCIL

WORKSESSION  
May 25, 2023  
7:30 PM

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Proclamations** – Vice Mayor Fry will read the proclamations.
  - a. **National Gun Violence Awareness Day 2023 Proclamation**
  - b. **Pride Month 2023 Proclamation**
  - c. **Juneteenth 2023 Proclamation**
4. **Clean Water Partnership** - Kristina Bigby will update the council regarding Cheverly Clean Water Restoration Project
5. **Traffic discussion** – Vice Mayor Fry and Town Administrator will lead discussion on town wide traffic concerns and CM Wade will provide an update on the petition for speed humps in the 3020 – 3100 blocks of Lake Ave
6. **Town Boards & Commissions** – Vice Mayor & Council will discuss updating policy for boards and commissions to align to the strategic plan and assign council liaisons.
7. **Meeting Rules & Procedures - 2023** Town Council will review and provide updates to the town meetings.
8. **Town Administrator Update** - Town Administrator Galloway will provide a report to the Mayor and Council
9. **Update by CM Fry & Garces Regarding Cheverly Station Apartments** -Council members will provide update/feedback from residents at Cheverly Station Apartments.
10. **Review of June Town Meeting Agenda and Future Requests** - Mayor and Town Administrator will offer a forecast of the June Mayor and Council Town Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
11. **Adjourn**



(\*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

***Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.***

#### **Zoom Information:**

**Topic: Cheverly Mayor & Council Work session**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>**

**Webinar ID: 825 5155 8763**

**Passcode: 916656**

**Or One tap mobile :**

**US: +13017158592,,82551558763#**

**Or Telephone:**

**US: +1 301 715 8592**



Thursday, May 25, 2023

**PROCLAMATION  
DECLARING THE FIRST FRIDAY IN JUNE TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY**

**THIS PROCLAMATION DECLARES THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY IN CHEVERLY TO HONOR AND REMEMBER ALL VICTIMS AND SURVIVORS OF GUN VIOLENCE AND TO DECLARE THAT WE AS A COUNTRY MUST DO MORE TO REDUCE GUN VIOLENCE.**

**WHEREAS**, every day, more than 120 Americans are killed by gun violence and more than 200 who are shot and wounded, and on average there are nearly 17,000-gun homicides every year; and

**WHEREAS**, Americans are 26 times more likely to die by gun homicide than people in other high-income countries; and

**WHEREAS**, municipalities across the nation, including Cheverly, are working to end the senseless gun violence with evidence-based solutions; and

**WHEREAS**, protecting public safety in the communities they serve is local government's highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

**WHEREAS**, gun violence prevention is more important than ever in the wake of the COVID-19 pandemic, which has exacerbated gun violence with increased gun sales, increased firearm homicides and nonfatal shootings across the country, increased calls to suicide and domestic violence hotlines, and increased community gun violence;

**WHEREAS**, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 2, 2023 to recognize the 26th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to Hadiya Pendleton and other victims of gun violence; and to the loved ones of those victims; and

**WHEREAS**, the idea of recognizing this day was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange and they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and



Thursday, May 25, 2023

**PROCLAMATION  
DECLARING THE FIRST FRIDAY IN JUNE TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY**

**WHEREAS**, by wearing orange on June 2, 2023, Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 2, the first Friday in June in 2023, to help raise awareness about gun violence; and

**NOW, THEREFORE**, that in keeping with our efforts to prevent the tragic effects of gun violence and to honor and value human lives Cheverly declares the first Friday in June, June 2, 2023, to be National Gun Violence Awareness Day.

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Marverly Nettles  
Councilmember

\_\_\_\_\_  
Joseph Dalaker  
Councilmember

\_\_\_\_\_  
Micah Watson  
Councilmember

\_\_\_\_\_  
Charly Garces  
Councilmember

\_\_\_\_\_  
Ted McCann  
Councilmember

\_\_\_\_\_  
Amy Fry  
Councilmember



Thursday, May 25, 2023

**PROCLAMATION**  
**PRIDE MONTH 2023**

**A PROCLAMATION RECOGNIZING JUNE AS PRIDE MONTH IN CHEVERLY, MD AND TO ACTIVELY PROMOTE THE PRINCIPLES OF EQUALITY, DIVERSITY, AND LIBERTY.**

**WHEREAS**, the Town of Cheverly continues to be dedicated to growing a welcoming community and ensuring that our town is an exceptional place for all to live, learn, work, play, and raise a family; and

**WHEREAS**, our community is committed to realizing a set of principles that includes that every person is equal, that each has rights to their life, liberty and pursuit of happiness, and that each shall be accorded the full recognition and protection of law; and

**WHEREAS**, our Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) neighbors are a diverse, engaged, and vital part of the fullness of our Cheverly community, contributing to all walks of life and as active and visible leaders and contributors to creating a stronger community; and

**WHEREAS**, our nation is founded on the principle of equal rights for all people, yet we continue to see that many Americans are not afforded the fulfillment of that promise; and

**WHEREAS**, we are still witnessing inspiring civil rights movements that continue to bring one group after another from the margins to the mainstream of American society with much work remaining to be done to ensure justice and equity for all; and

**WHEREAS**, nearly 53 years ago this month, the Stonewall Uprising became a tipping point for the gay rights movement where members of the LGBTQ+



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## PROCLAMATION

### PRIDE MONTH 2023

community rose up in bloody protest and in undaunted force against the injustice of a police raid of the Stonewall Inn in Greenwich Village, NYC; and

**WHEREAS**, we must acknowledge and honor the legacies of two transgender women of color: Marsha P. Johnson and Sylvia Rivera who, at the Stonewall Inn, helped ignite the LGBTQ+ rights movement in the United States; and

**WHEREAS**, we continue to witness that fatal violence disproportionately affects transgender women of color - particularly Black transgender women – and that according to the Human Rights Campaign, the intersections of racism, sexism, homophobia, biphobia, transphobia, and unchecked access to guns conspire to deprive these individuals of employment, housing, healthcare, and other necessities; and

**WHEREAS**, on this seventh anniversary of the Pulse nightclub massacre in Orlando, Florida, killing 49 people and wounding 53 more, most of whom from the Latinx community, is a somber reminder that targeted violence remains an important concern; and

**WHEREAS**, the Town of Cheverly recognizes that it is imperative that all people in our community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders; and

**WHEREAS**, the Town of Cheverly recognizes the importance of equity and freedom, and is dedicated to fostering acceptance of all its residents and preventing discrimination and bullying in any form; and

**WHEREAS**, Cheverly remains strengthened by and thrives upon the rich diversity and intersectionality of ethnic, cultural, racial, gender, age, and sexual identities of its residents; all of which contribute to the vibrant character of our Town;



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## PROCLAMATION

### PRIDE MONTH 2023

**NOW, THEREFORE,** Cheverly Mayor and Council, hereby proclaim and recognize June as Lesbian, Gay, Bisexual, and Transgender (LGBTQ+) Pride Month in the Town of Cheverly and the first Saturday of June as a day to raise a Pride flag at the Town Hall flagpole.

As Cheverly Mayor and Council, we urge Town residents to recognize the contributions made by members of the LGBTQ+ community; to encourage our LGBTQ+ youth to stand proud all year long; to actively promote the principles of equality and liberty, and to reject prejudice and bias in any form.

Date: Thursday, May 25, 2023

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Christopher R. Wade  
Councilmember

\_\_\_\_\_  
Joseph Dalaker  
Councilmember

\_\_\_\_\_  
Micah Watson  
Councilmember

\_\_\_\_\_  
Charly Garces  
Councilmember

\_\_\_\_\_  
Nicole Bryner  
Councilmember

\_\_\_\_\_  
Amy Jean Chung Fry  
Councilmember



Thursday, May 25, 2023

## PROCLAMATION

### Juneteenth Celebration

**To facilitate the Juneteenth Celebration and observance of the African American pursuit of freedom throughout America. This will bring the Cheverly Community together to celebrate our common bond of freedom. This has been an African American annual celebration tradition since June 19, 1886. This year's national theme is "The Wave of Freedom." Acknowledging all of the Freedom days from D.C. Emancipation Day April 16, 1862, to Oklahoma Treaty Day June 14, 1866.**

**WHEREAS**, our country is made up of people from every nation on earth, who are declared equal not only in freedom but also in justice, both of which are essential for a healthy human civilization; and

**WHEREAS**, our nation was conceived on July 4th, 1776, with the Declaration of Independence, the classic statement being: "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness; and

**WHEREAS**, at 2:00 p.m. on New Year's Day, January 1, 1863, using his war powers as President, Abraham Lincoln signed the Emancipation Proclamation, providing that all persons held as slaves within any State or designated part of a State "shall be then, thenceforward, and forever free;" and

**WHEREAS**, The Emancipation Proclamation led the way to total abolition of slavery in the United States. With the Emancipation Proclamation, the aim of the war changed to include freeing slaves in addition to preserving the Union. Although the Proclamation initially freed only the slaves in the rebellious states, by the end of the Civil War the Proclamation had influenced and prepared citizens to advocate and accept abolition for all slaves in both the North and South; and

**WHEREAS**, Texas was the last Confederate territory reached by the Union Army. On June 19, 1865, almost 2 1/2 years later, Major General Gordon Granger arrived in Galveston, Texas, and announced the end of both the Civil War and slavery, with General Order #3. It reads: "The people of Texas are informed that, in accordance with a





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## PROCLAMATION

### Juneteenth Celebration

proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property, between former masters and slaves and the connection heretofore existing between them, becomes that between employer and hired labor. The Freedmen are advised to remain in their present homes and work for wages. They are informed that they will not be allowed to collect at military posts, and they will not be supported in idleness either there or elsewhere; and

**WHEREAS**, History notes that popular to contrary belief, the Civil War did not conclude with the signing of the Emancipation Proclamation or defeat of the South's major field armies at the onset of 1863. In fact, in places such as the State of Texas local merchants, governments, and the last remnants of the Confederate army alike, flat out refused to acknowledge that the war was for all intent and purposes concluded. Research conducted by the National Juneteenth Observance Foundation (NJOFF), including education committee member Carl Adams, indicates that over 10,000 United States Colored Troops (USCT) were in the vicinity of Galveston TX. They were sent there in order to enforce both the end of the Civil War and that all those still held in bondage are free; and

**WHEREAS**, Texans began the celebration of Juneteenth in 1866, with community events such as parades, cookouts, prayer gatherings, musical performances, and historical cultural readings; some communities purchased land for Juneteenth celebrations, such as Emancipation Park in Houston, TX; and as freed families emigrated from Texas to other parts of the United States, they carried the Juneteenth celebration with them; and

**WHEREAS**, A Al Edwards, a freshman state representative, put forward the bill, H.B. 1016, in 1979 making Texas the first state to grant this emancipation celebration; and

**WHEREAS**, On June 17, 2021, President Biden signed into law a bill that made Juneteenth an official national holiday; and

**WHEREAS**, African American history has gone unrecognized, not discussed, and or covered up. The Civic African American Community Organization (CAACO) is honored to present to the residents of Cheverly and the surrounding communities, relevant African American History and the importance of the observance and recognition of Juneteenth. The historical legacy of Juneteenth illustrates the value of never giving up hope in uncertain times.



Thursday, May 25, 2023

## PROCLAMATION

### Juneteenth Celebration

**NOW, THEREFORE,** We Cheverly Mayor and Council, do hereby proclaim June 17th, 2023 as Juneteenth Celebration Day in the Town of Cheverly, and to be celebrated and commemorated with the raising of the Juneteenth flag at Cheverly Town Hall.

Date: Thursday, May 25, 2023

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Christopher R. Wade  
Councilmember

\_\_\_\_\_  
Joseph Dalaker  
Councilmember

\_\_\_\_\_  
Micah Watson  
Councilmember

\_\_\_\_\_  
Charly Garces  
Councilmember

\_\_\_\_\_  
Nicole Bryner  
Councilmember

\_\_\_\_\_  
Amy Jean Chung Fry  
Councilmember

## MAYOR AND COUNCIL RULES AND PROCEDURES

### SECTION 1 – AUTHORITY AND ADMINISTRATION

#### A. Authority

- a. The Town Council may determine its own rules and order of business as authorized by the Charter and Code of the Town of Cheverly. The Mayor and Council Rules of Procedure shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter and Code of the Town of Cheverly and the Constitution and laws of the State of Maryland.
- b. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council and related Council work.
  - i. To the extent these Rules of Order do not address an issue of parliamentary procedure, Robert’s Rules of Order Newly Revised may be used as a guide to resolve the issue.
  - ii. When present, the Town Attorney shall serve as parliamentarian. In the absence of the Town Attorney, the Town Administrator shall serve as parliamentarian.

#### B. Administration

- a. At a work session scheduled within two weeks of one or more elected officials taking office, orientation shall be provided in order to discuss the role of Council, review meeting procedures, and give an overview of the Town Budget. Newly sworn in elected officials shall be provided with a hard copy of the Town Charter, Code, and Budget.
- b. The Town Council shall review and readopt these rules, with or without amendments, within sixty (60) days following the regularly scheduled biennial election of Council Members.
- c. The presiding officer is responsible for ensuring that all elected and appointed officials and members of the public adhere to these Rules.
- d. Any Council Member may request that the presiding officer enforce these Rules.

#### C. Suspension

- a. Any rule contained herein may be suspended by five affirmative votes of Town Council Members present and voting.

D. Amendment

- a. These rules of procedure of the council will be placed on the agenda of the first meeting of the council following the seating of the newly elected councilmembers for review and adoption. A copy of the rules adopted shall be distributed to each councilmember. The council may alter or amend its rules at any time by five affirmative votes of Town Council Members present and voting, after notice has been given of the proposed alteration or amendment.

SECTION 2 – CONDUCT OF MEETINGS

A. Frequency and Type

- a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.
- b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.
  - i. Elected officials bear primary responsibility for compliance with that Law.
  - ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.
- c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.
  - i. “Regular meetings” as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.
  - ii. “Work Sessions” as envisioned in C-13(A2) shall be held on the fourth Thursday of every month.
- d. Special meetings of The Town Council may be convened by the Mayor or by four Ward Council Members with 72 hours’ notice given by the Town Clerk to the public and to Town Council Members whenever possible.
  - i. Special meetings shall consider only the one item on its agenda.

- ii. The Town Clerk shall notice the purpose of the meeting and the resultant agenda.
  - iii. Unless the meeting is closed, public input shall be welcomed in accordance with 3C of these Rules.
- e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Work Session, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda.
- f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town's website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.

**B. Presiding Officer**

- a. The Mayor shall preside at all meetings of the Town Council (C-11B).
- b. In the Mayor's absence, the Vice Mayor shall preside for the duration of that meeting.
- c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Temp from among the Ward Council Members present who shall preside for the duration of that meeting.

**C. Attendance and Quorum**

- a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.
- b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.
- c. Proxy voting is not permitted.
- d. Town Minutes, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.
- e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.

- f. Elected and appointed officials shall make every effort to refrain from using electronic devices for other than note-taking purposes during meetings.

D. Translation and Interpretation

- a. Regular Meetings (C13A1) shall be simultaneously interpreted into American Sign Language for recording and broadcast or rebroadcast.
- b. Requests for translation of published materials, or interpretation during meetings, in a spoken language other than English shall be favorably considered by the Town Administrator when the request is made at least 72 hours in advance of the meeting.

SECTION 3 – MEETING AGENDAS

A. Standing Agenda Items:

- a. Regular Meetings shall include:
  - Call to Order
  - Pledge of Allegiance
  - Approval of the Agenda
  - Resident Input
  - Matters Involving Guest Speakers/Elected Official
  - Town Administrator’s Report
  - Consent Calendar
  - Action Items
  - Discussion Items
  - Agenda Items for Future Meetings
  - Adjournment
- b. Regular Meetings can additionally include:
  - Approval of Prior Meetings’ Minutes
  - Police Chief’s Report
  - Public Works Director’s Report
  - Public Recognitions or Presentations
  - Committee Reports
  - Mayor and Council Announcements

- c. Worksessions shall include:
- Call to Order
  - Pledge of Allegiance
  - Approval of the Agenda
  - Town Administrator's Report
  - Discussion Items
  - Agenda Items for Future Meetings
  - Adjournment

- d. Worksessions can additionally include:

- Consent Calendar
- Action Items
- Resident Input

- B. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.
- C. The Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes (if not included on the Consent Calendar); to approve the Consent Calendar; to approve each individual Action Item; and to adjourn the meeting.
- D. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.
- E. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda in advance of any public posting.

- F. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least eight days in advance of any meeting whenever possible; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.
- G. The Mayor and Town Administrator will jointly write and publish the Consent Calendar, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The presiding officer, or the Town Council by majority vote, may remove an item from the Consent Calendar and vote it separately.
- H. Action Items require formal approval by the Town Council at the current meeting or specified future meeting. Action Items shall have been discussed at a previous meeting, in accordance with the Town Charter. The Town Administrator, and where necessary the Town Attorney or relevant advisory committee, shall have provided to the Town Council their recommendation on each item.
- I. Motions:
- a. Motions – Procedure – Withdrawal prior to vote.
    - When a motion is made and seconded it shall be deemed to be in possession of the council and shall be stated by the presiding officer or, if in writing, read by the Town Clerk previous to debate. The motion may be withdrawn by the maker and the second prior to a vote.
  - b. Motions – Administration.
    - The presiding officer of the council may, at his/her discretion, call any member to take the chair to allow him/her to address the council, make a motion, or discuss any other matter at issue.
  - c. Motions – Order of priority.
    - A motion to lay any matter on the table shall be first in order and, on all questions, the last amendment, the most distant day, and the largest sum shall be put first.
  - d. Motions – Restricted when.
    - When a question or motion is before the council, no other motion shall be received, unless it is to amend, postpone, lay on the table, consider the main question, or to adjourn.



e. Motions to reconsider.

- Motions to reconsider must be by a member who voted with the majority and at the same or the next succeeding meeting of the council.

J. Voting

a. Voting – Requirements.

- All members present will be asked to vote on every order of business that is brought up for a vote except as to matters with respect to which such councilmember or the mayor discloses a reason for a disqualifying interest. A disqualifying interest will not affect the presence of a quorum to enact business.

b. Voting – Abstention.

- In the event a member abstains from voting, that member shall announce his/her intention to abstain and reason for abstaining. An abstention shall not affect the presence of a quorum. An abstention shall not be considered as either a vote for or against the matter.

c. Voting – Tie votes.

- The mayor shall vote only in case of a tie, unless prohibited through a disqualifying interest.

d. Voting – Disqualification – Member responsibilities.

- A councilmember shall disqualify himself/herself from participating on any issue if personal financial interest or other influences will prevent or appear to prevent him/her from exercising fair-minded independent judgment on the facts and established policy.

e. Voting – Disqualification – Procedures.

- Should a councilmember be aware of circumstances which might appear to disqualify himself/herself from council action, he/she can either disqualify himself/herself or explain the circumstances before the council. Should the council be aware of circumstances which might appear to disqualify the member, the council may request the disqualification of the member. Any member who is asked to stand down by the remaining members of the council shall evaluate the advice and act in the best interest of the Town.

f. Voting – Majority vote – Motions.

- All actions of business or policy shall be made by majority vote of the council. Each vote shall be preceded by a motion, a second and an opportunity for discussion.
- K. Discussion Items are important Town issues not requiring formal action by The Town Council in the next sixty days. Discussion of items listed under Discussion Items shall be limited to fifteen minutes each.
- L. During the specific Regular Meeting agenda section, Resident Input, the presiding officer will call speakers to the podium in the order in which they requested recognition. The presiding officer will remind speakers of the rules for Resident Input.
- a. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body, and not to speak on a topic that appears on the agenda.
  - b. Speakers may speak for up to three minutes.
  - c. Unused time may not be transferred to another speaker.
  - d. The presiding officer will not respond to the input directly and will not allow any Council Member to do so.
- M. During the specific agenda section Mayor and Council Announcements, the presiding officer will afford each elected official five minutes to speak. Unused time may not be transferred to another elected official. Formal Town Council business will not be conducted.

## SECTION 5 – REPRESENTATIONS

- A. The Mayor shall represent the decisions and policies of The Town Council in all forums.
- B. The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, the authority to represent the decisions and policies of The Town Council.

- C. Paragraphs A and B shall not constrain an individual Elected Official from expressing their opinion as their own in any forum. Individual Council Members will be careful to specify that their opinion is non-binding on the Town or The Town Council and not made on its behalf.

#### SECTION 6 – TOWN STAFF RESOURCES INCLUDING THE TOWN ATTORNEY

- A. The Town Administrator shall be the first point of contact for elected officials seeking information or action on any Town service, operation, or issue.