



# City of High Point

Municipal Office Building  
211 S. Hamilton Street  
High Point, NC 27260

## Meeting Agenda

### Installation and Organizational Meeting 2023

*Mayor Cyril Jefferson, Britt Moore, Amanda Cook, Vickie M. McKiver, Tyrone Johnson, Monica Peters, Dr. Patrick Harman, Tim Andrew, Michael Holmes*

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Monday, December 4, 2023

6:00 PM

3rd Floor Council Chamber

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#### **INSTALLATION OF 2023-2027 MAYOR AND CITY COUNCIL**

#### **OATHS OF OFFICE ADMINISTERED TO ELECTED OFFICIALS**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **GENERAL BUSINESS AGENDA**

[2023-543](#)

Election of Mayor Pro Tempore  
City Council will consider the election of Mayor Pro Tempore; term effective December 4, 2023 expiring December 16, 2024.

**Attachments:** [Election of Mayor Pro Tempore](#)

[2023-546](#)

Appointments to the Standing Committees of the 2023-2027 High Point City Council  
City Council is requested to confirm appointments for the Standing Committees of the 2023-2027 High Point City Council as recommended by Mayor Jefferson.

**Attachments:** [Appointments - High Point City Council Standing Committees](#)

[2023-547](#)

Appointments of Council Liaison Members to the Various Boards and Commission Agencies  
City Council is requested to approve Council Liaisons Members to the various Boards and Commission Agencies for the 2023-2027 High Point City Council as recommended by Mayor Jefferson.

**Attachments:** [Boards and Commission's Liaison List](#)

[2023-548](#)

Ordinance Establishing Dates and Times for Official Sessions of the High Point City Council  
City Council is requested to adopt an Ordinance establishing dates and times for Official Sessions of the 2023-2027 High Point City Council.

**Attachments:** [Ordinance Establishing Dates and Times of Official Sessions](#)

[2023-549](#)

Adoption of Ordinance Establishing Rules and Procedures for the 2023-2027 High Point City Council  
City Council is requested to adopt an Ordinance establishing Rules of Procedures for the 2023-2027 High Point City Council.

Attachments: [Ordinance Establishing Rules of Procedures](#)

## **REMARKS FROM MAYOR AND CITY COUNCIL**

## **ADJOURNMENT**

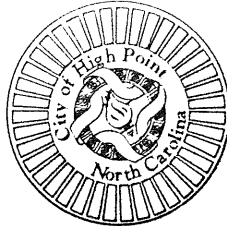
**ORDINANCE ADOPTING THE RULES OF PROCEDURE OF THE  
HIGH POINT CITY COUNCIL**

**WHEREAS,** Article II, Section 2.5 of the Charter of the City of High Point (Chapter 501 of the Session Laws of 1979, as amended), requires that the City Council shall by ordinance adopt and publish rules to govern its proceedings and transaction of business.

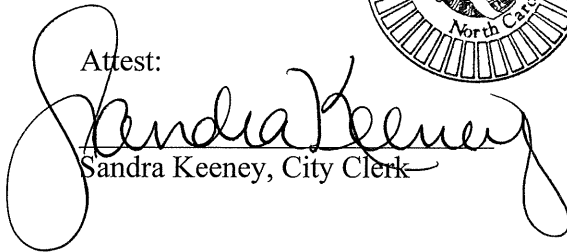
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:**

Pursuant to Article II, Section 2.5 of the Charter of the City of High Point, the High Point City Council adopts the Rules of Procedure attached hereto and incorporated herein by reference, to govern its proceedings and transaction of business.

Adopted by the City Council this 4th day of December 2023.



Attest:

  
Sandra Keeney, City Clerk

  
Cyril Jefferson, Mayor

# High Point City Council

## Rules of Procedure

### **Part I. Applicability**

#### **Rule 1. Applicability of Rules**

These rules (“rules” or “Rules of Procedure”) apply to all meetings of the High Point City Council (“Council”). For purposes of these rules, a meeting of the Council occurs whenever a majority of the Council’s members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Council’s real or apparent jurisdiction. The term “majority” as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

### **Part II. Quorum**

#### **Rule 2. Quorum**

**(a) Quorum Necessary to Conduct Business.** The presence of a quorum is necessary for the Council to conduct business. Any five Council members, or any four Council members and the mayor shall constitute a quorum for the transaction of business in any matter before the Council. A majority vote of the quorum shall control, except that in the matter of ordinances and resolutions a majority of the members of the Council shall be required for passage of an ordinance or resolution. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

**(b) No Quorum Present.** If a quorum of the Council is not present, the mayor (or other presiding officer) may send for absentees, and if a quorum fails to attend, the meeting shall stand adjourned to any time as may be agreed upon by the majority of the members present.

### **Part III. Open Meetings**

#### **Rule 3. Remote Participation in Council Meetings**

Members may participate remotely in Council meetings. Although a member who attends a meeting electronically may take part in debate, the member may neither be counted toward a quorum nor vote on any matter before the Council.

#### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the Council shall be open to the public, and any person may attend its meetings.

#### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The Council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session as provided in North Carolina General Statute (“G.S.”) § 143-318.11, attached hereto as Exhibit A.

**(b) Closed Session Participants.** Unless state law or the Council directs otherwise, (1) the city manager's office, city attorney's office, and city clerk's office may attend closed sessions, and (2) city staff may attend closed sessions if their presence is appropriate and reasonably necessary to aid in the consideration of the closed session business.

**(c) Motion to Return to Open Session.** Upon completing its closed session business, the Council shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The Council, through the city clerk, shall keep full and accurate minutes of all of its meetings. To be "full and accurate," minutes must record all actions taken by the Council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes of each meeting shall be signed by the mayor and city clerk.

**(b) Record of "Yeses" or "Ayes" and "Noes" or "Nays."** At the request of any member of the Council, the minutes shall list each member by name and record how each member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the Council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Council or, if the Council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the Council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

## **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a Council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Council meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a Council meeting shall notify the city clerk no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Council meeting.

**(c) Equipment Placement.** The city manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the city manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the city manager may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media requests an alternative meeting site to accommodate

news coverage, and the Council grants the request, the news media making the request shall pay the costs incurred by the city in securing an alternative meeting site.

## **Part IV. Organization of the Council**

### **Rule 8. Organizational Meeting**

**(a) Scheduling Organizational Meeting.** The Council shall meet for organization in the Council chamber on the date and at the time of the first regular meeting in December after the results of the election have been certified, or if such day is a legal holiday, on the next following day not a legal holiday.

**(b) Oath of Office.** All newly elected members of the Council shall take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the city clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

**(c) Rules of Procedure.** The Council shall by ordinance adopt and publish rules to govern its proceedings and transaction of business.

**(d) Selection of Mayor Pro Tempore.** The Council shall elect from among its membership a mayor pro tempore. The mayor pro tempore shall serve for one year at the Council's pleasure.

## **Part V. Types of Meetings**

### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The Council shall hold a regular meeting on the first and third Monday of each month, except that if a regular meeting day is a legal holiday, that meeting shall be held at a time and date established by Council. The regular meetings shall be held in the Council chamber of the Municipal Building located at 211 South Hamilton Street and shall begin at 5:30 p.m. At the beginning of each year, the Council shall adopt a regular meeting schedule consistent with this rule and in accordance with state law. A copy of the Council's current regular meeting schedule shall be maintained by the city clerk and posted on the city's website.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the Council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the city clerk at least seven calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the city's website.

### **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** A special meeting of the Council may be called by the mayor, mayor pro tempore, city manager, or any two Council members. A special meeting may also be called by vote of the Council in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the Council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board or, if the Council has no such board, at the door of the Council's usual meeting room and (2) de-

livered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the city clerk. Furthermore, if the Council has a website maintained by at least one city employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

**(c) Notice to Members.**

- (1) *Meeting called by the mayor, mayor pro tempore, city manager, or any two Council members.* At least forty-eight hours before a special meeting called by the mayor, mayor pro tempore, city manager, or any two Council members, written notice of the meeting stating its date, time, place, and purpose of the meeting shall be delivered to the mayor and each Council member or left at his or her usual dwelling place.
- (2) *Meeting called by vote of the Council in open session.* When a special meeting is called by vote of the Council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose.

**(d) Transacting Other Business.** Only those items of business specified in the notice to Council members may be taken up at a special meeting, unless all members are present, or any absent member has signed a written waiver of notice.

**Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the Council may be called only to address generally unexpected circumstances demanding the Council's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the Council may be called:

- (1) The mayor, the mayor pro tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each Council member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the Council are present and consent thereto, or when any absent member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the city clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify Council members. Notice must be provided immediately after Council members have been notified and at the expense of the party notified.

**(d) Transacting Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

**Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Council may recess the meeting to another date, time, or place by a procedural motion

made and adopted, as provided in Rule 29, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** Notice of the recessed meeting's date, time, and place must appear on the city website prior to the meeting. No further notice of a properly called recessed meeting is required.

## **Part VI. Agenda**

### **Rule 13. Agenda**

#### **(a) Proposed Agenda.**

- (1) *Preparation.* The city manager or designee shall prepare a proposed agenda in advance of each meeting of the Council.
- (2) *Requesting placement of items on proposed agenda.* The mayor or any two Council members may have an item placed on the proposed agenda. To place an item on the proposed agenda, Council members should go through the mayor, and should the mayor not be available, then the mayor pro tempore. Requests for items to be placed on the proposed agenda should be received by the city manager or designee by the Tuesday prior to the meeting.
- (3) *Supplemental information/materials.* A copy of all proposed ordinances or ordinance amendments, resolutions, and other pertinent information shall be attached to the proposed agenda. An agenda packet shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to Council members.* Each Council member shall receive a copy of the proposed agenda and the agenda packet. Council members shall read and be familiar with materials in the agenda packet prior to the meeting.
- (5) *Public inspection.* The proposed agenda and agenda packet shall be available to the public when circulated to Council members.

#### **(b) Adoption of the Agenda.**

- (1) *Adoption.* As its first order of business at each meeting, the Council shall review the proposed agenda, make whatever revisions it deems appropriate, and adopt the formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the Council may add or subtract agenda items by majority vote of the members present and voting, except that (1) the Council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and (2) only business connected with the emergency may be considered at an emergency meeting.

**(c) Consent Agenda.** The Council may designate part of an agenda for a regular meeting as the consent agenda. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the Council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the Council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

#### **Rule 14. Acting by Reference to Agenda or Other Document**

The Council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The Council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

#### **Rule 15. Order of Business**

Items shall be placed on a regular meeting agenda according to the usual order of business, which may be amended from time to time, and which may vary depending on business. The usual order of business for regular meetings shall be as follows and as applicable:

- recognitions and presentations,
- adoption of the agenda,
- updates and reports,
- public comment period (in accordance with Rule 35),
- consent agenda, and
- general business agenda.

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

### **Part VII. Role of the Presiding Officer**

#### **Rule 16. The Mayor**

**(a) Duties.** The mayor shall preside at meetings of the Council and shall have the power to vote on all questions before the Council. The mayor shall be the official head and spokesperson of the city in all acts of ceremony and shall represent the city in matters of governmental affairs.

**(b) Recognition of Members.** A member must be recognized by the mayor (or other presiding officer) in order to address the Council, but recognition is not necessary for an appeal pursuant to Rule 29, Motion 1.

**(c) Powers as Presiding Officer.** As presiding officer, the mayor is to enforce these rules and preserve order and decorum during Council meetings. The mayor shall decide all questions of order subject to appeal to the Council. To that end, the mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(d) Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (c)(1), (2), or (3) in accordance with Rule 29, Motion 1.

### **Rule 17. The Mayor Pro Tempore**

The mayor pro tempore shall exercise the functions of the mayor whenever the mayor is absent, disabled, or unable to discharge the duties of the office of mayor. The mayor pro tempore shall preside over Council meetings in the mayor's absence and with all the powers specified in Rule 16(c).

### **Rule 18. Other Presiding Officer**

If both the mayor and mayor pro tempore are absent, the Council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 16(c). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 26.

## **Part VIII. Motions and Voting**

### **Rule 19. Action by the Council**

Except as otherwise provided in these rules, the Council shall act by motion. Any member may make a motion, including the mayor.

### **Rule 20. Second Required**

A motion shall require a second prior to a vote being taken upon the motion.

### **Rule 21. One Motion at a Time**

A member may make only one motion at a time.

### **Rule 22. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

### **Rule 23. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below:

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

## **Rule 24. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

## **Rule 25. Changing a Vote**

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

## **Rule 26. Duty to Vote**

**(a) Duty to Vote.** Every Council member must vote except when excused from voting as provided by this rule or state law.

**(b) Grounds for Excusal.** A member may be excused from voting on a matter involving consideration of the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to Council members. Members may also be excused from voting when prohibited from voting under G.S. § 14-234 (contracts providing direct benefit to member or spouse), G.S. § 14-234.3 (contracts benefiting nonprofits with which associated), or G.S. § 160D-109 (legislative decision regarding a development regulation), attached hereto as Exhibit B. Questions about whether a basis for excusal exists should be directed to the city attorney.

### **(c) Procedure for Excusal.**

- (1) *At member's request.* Upon being recognized at a duly called meeting of the Council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On Council's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining Council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided the member is physically present in the Council chamber or the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

**(e) Failure to Vote on Certain Development Matters.** For votes taken under G.S. § 160D-601 (adopting, amending, or repealing development regulations), a member's unexcused failure to vote shall not be recorded as an affirmative vote. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

## **Rule 27. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The Council may not vote by secret ballot.

**(b) Rules for Written Ballots.** The Council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the city clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

## **Rule 28. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the Council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 29, Motion 14.

## **Rule 29. Procedural Motions**

**(a) Procedural Motions Allowed.** The Council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that:

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting and shall be acted upon without debate. It is not in order if the Council is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Council is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirma-

tive votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats. The Council may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The Council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** This motion may be employed to delay the Council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The Council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the Council must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter. A motion to amend is improper if adoption of the motion to amend has the same effect as rejection of the original motion.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The Council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The Council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken by one voting with the prevailing side or (b) upon notice by one voting with the prevailing side that a motion will be made to reconsider at the next regular meeting. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Council's deliberation on a pending matter. To be adopted at a subsequent meeting, this motion must receive votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats.

**Motion 15. To Rescind.** The Council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law. To be adopted, this motion must receive votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the Council's next organizational meeting, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 30. Introduction of Ordinances**

For purposes of these rules, the "date of introduction" for a proposed ordinance is the date on which the Council first votes on the proposed ordinance's subject matter. The Council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

### **Rule 31. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing, approved as to form by the city attorney, and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* Except an ordinance on which a public hearing must be held pursuant to G.S. § 160D-601 (adopting, amending, or repealing development regulations) before the ordinance may be adopted which may be adopted on the date of introduction by a majority vote, to be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Council members not excused from voting on the matter.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

### **Rule 32. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the city charter, general law, or local act:

- (1) the Council may adopt or amend the budget ordinance at a regular or special meeting of the Council by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance

are not subject to the provisions of any city charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as:

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the Council to hold closed sessions on any basis other than the grounds set out in Rule 5.

### **Rule 33. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** All contracts by or on behalf of the city shall be in writing.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all Council members not excused from voting on the contract.

**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the Council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 32.

## **Part X. Public Hearings and Public Comment Periods**

### **Rule 34. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the Council may hold any public hearings it deems advisable. The Council may schedule hearings or delegate that responsibility to city staff, as appropriate, except when state law directs the Council itself to call the hearing. If the Council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the city or within the county where the city is located.

**(c) Rules for Public Hearings.** The Council may adopt reasonable rules for public hearings that, among other things:

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the Council is present shall

be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The Council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the Council is not present for a properly scheduled public hearing, the hearing must be continued until the Council's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Council for the hearing. Unless the Council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the Council shall resume the regular order of business.

**(g) Public Hearings by Less Than a Majority of Council Members.** Nothing in this rule prevents the Council from appointing a member or members to hold a public hearing on the Council's behalf, except when state law requires that the Council itself conduct the hearing.

### **Rule 35. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The Council must provide at least one opportunity for public comment each month at a regular meeting, except that the Council need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The Council may adopt reasonable rules for public comment periods that, among other things:

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The Council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the Council's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 36. Appointments**

**(a) Appointments in Open Session.** The Council must consider and make any appointment to another body or, in the event of a vacancy on the Council, to its own membership, in open session.

**(b) Appointments by Ballot Upon Request.** All appointments by the Council shall be by ballot, if requested by any two members present, and a majority vote of all members present shall be necessary for any appointment; provided, that this requirement of voting by ballot may be suspended by a majority vote of the Council on motion duly made. Any vote by ballot shall be in accordance with Rule 27.

**(c) Appointments by Motion-and-Vote.** If no duly made request is made for appointments by ballot, the Council may use the appointment by motion-and-vote method. A member shall move that the Council appoint an individual, and following debate, the Council votes on the motion. If the motion passes, the seat is filled. If it fails, the floor is then open to a new motion.

### **Rule 37. Appointed Bodies**

**(a) Establishment and Appointment.** With the advice and consent of a majority of the Council, the mayor may establish and appoint standing and special committees, boards, commissions, and other bodies and may require those appointed bodies to make investigations of a special or general nature and to file a written report with the Council at a subsequent meeting. The Council may, by resolution, prescribe the duties of all appointed boards.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the city's professional staff.

**(c) Procedural Rules.** The Council may prescribe the procedures by which the city's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the Council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **Part XII. Miscellaneous**

### **Rule 38. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the city charter, city code, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Council's members, excluding vacant seats.

### **Rule 39. Reference to Robert's Rules of Order**

Except as may be provided otherwise by state law, these rules, or resolution of the Council in any particular instance, Robert's Rules of Order, current edition, shall govern the parliamentary procedure of the Council.

## **Exhibit A**

(See attached)

## **Exhibit B**

(See attached)

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Approval of the Boards/Commissions/Liaison Members for the 2023-2027 City Council

**From:** City Clerk's Office

**Meeting**

December 4, 2023

**Date:**

**Public**

n/a

**Advertised**

n/a

**Hearing:**

**Date/By:**

**Attachments:**

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**PURPOSE:** To approve the Boards/Commissions/Liaison Members for the 2023-2027 High Point City Council as recommended by Mayor Jefferson.

**BACKGROUND:** A Municipal Election was held on Tuesday, November 7, 2023, and the official results of the election have been acknowledged by the 2019-2023 City Council. Pursuant to Article II, Sec. 2.5 of the City of High Point's Charter, (a) "the council shall meet for organization in the council chamber on the date and at the time of the first regular meeting in December after the results of the election have been certified." This order of business is needed as part of the Organizational Meeting of the 2023-2027 City Council.

**BUDGET IMPACT:** n/a

**RECOMMENDATION / ACTIONS REQUESTED:** City Council is requested to approve Council Liaisons Members to the various Boards and Commission Agencies for the 2023-2027 High Point City Council as recommended by Mayor Jefferson.

**BOARDS/COMMISSIONS/LIAISON MEMBERS**  
**(2023-2027) High Point City Council**

|                                                                                                                                                                                       |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <u>ABC Board</u> - <b>3<sup>rd</sup> Wednesday- 2:00 p.m.</b> , Administration Offices at 201 W. Fairfield.....                                                                       | <b>Peters</b>                  |
| <u>Arts Council</u> - <b>2<sup>nd</sup> Wednesday- 12 Noon</b> - 121 S. Centennial.....                                                                                               | <b>Harman</b>                  |
| <u>Board of Realtors-(Board of Directors)</u> <b>Last Wednesday- Various times/locations</b> .....                                                                                    | <b>Moore</b>                   |
| <u>Business High Point – Chamber of Commerce</u> - Board Room, Chamber of Commerce.....                                                                                               | <b>Moore</b>                   |
| <u>Citizens Advisory Council</u> - <b>4<sup>th</sup> Thursday- 6:00 p.m.- (various locations)</b> .....                                                                               | <b>Andrew</b>                  |
| <u>Convention &amp; Visitors Bureau</u> - <b>3<sup>rd</sup> Wednesday- 12 Noon</b> – HPCVB @ 1634 N. Main, Suite 102.....                                                             | <b>Peters</b>                  |
| <u>Economic Development Corporation</u> - <b>1<sup>st</sup> Wednesday- 4 p.m. (none in Jan., July or Dec.)</b><br><b>various locations</b> .....                                      | <b>Jefferson/Holmes</b>        |
| <u>Furniture Market Authority (BOD)</u> -(meet 4 times a year) .....                                                                                                                  | <b>Jefferson/Moore</b>         |
| <u>Forward High Point</u> .....                                                                                                                                                       | <b>Jefferson/Harman</b>        |
| <u>Greater HP Food Alliance</u> ... <b>2<sup>nd</sup> Wednesday @ 9:00 a.m.</b> .....                                                                                                 | <b>Harman</b>                  |
| <u>Guilford County Economic Development Alliance Leadership Group</u> – <b>4<sup>th</sup> Thursday of month – 8:30 a.m.</b><br>GTCC, Cameron Campus, 7908 Leabourne Road, Colfax..... | <b>Jefferson/Holmes</b>        |
| <u>Guilford County Local Emergency Planning Committee</u> - <b>2<sup>nd</sup> Thursday of month - 9 a.m - 12 Noon</b><br>Various locations (see attached schedule) .....              | <b>McKiver</b>                 |
| <u>High Point Community Against Violence</u> - <b>2<sup>nd</sup> Wednesday @ 8:30 a.m.</b> .....<br>(High Point Police Department)                                                    | <b>Moore/McKiver</b>           |
| <u>High Point Young Professionals (HPYP)</u> ... ..                                                                                                                                   | <b>Cook</b>                    |
| <u>Housing Authority</u> - <b>2<sup>nd</sup> Wednesday- 4:00 p.m.</b> - Board Room (unless otherwise posted) .....                                                                    | <b>Johnson</b>                 |
| <u>High Point Theatre Advisory Board</u> - <b>3<sup>rd</sup> Wednesday- 4:00 p.m.</b> - High Point Theatre.....                                                                       | <b>Cook</b>                    |
| <u>Human Relations Commission</u> - <b>2<sup>nd</sup> Thursday- 5:30 p.m.</b> - 3 <sup>rd</sup> Floor Lobby Conf. Rm.....                                                             | <b>Johnson</b>                 |
| <u>Library/Museum Board of Trustees</u> - <b>3<sup>rd</sup> Wednesday- 4:30 p.m.</b> - Board Room- Library .....                                                                      | <b>Cook</b>                    |
| <u>Parks &amp; Recreation Commission</u> - <b>2<sup>nd</sup> Monday – 5:30 p.m.-</b> Parks & Rec. Adm. Offices @<br>136 Northpoint.....                                               | <b>McKiver</b>                 |
| <u>PART</u> - <b>2<sup>nd</sup> Wednesday @ 8:30 a.m.</b> - PART Office- Greensboro.....                                                                                              | <b>Andrew</b>                  |
| <u>Piedmont Triad Regional Council</u><br>Paul J. Ciener Botanical Gardens, Kernersville.....                                                                                         | <b>Andrew</b>                  |
| <u>Guilford County Homelessness Taskforce</u> .....                                                                                                                                   | <b>Jefferson,Holmes,Peters</b> |
| <u>Transportation Task Force</u> .....                                                                                                                                                | <b>Jefferson/Holmes/Andrew</b> |
| <u>Transportation Advisory Committee/MPO</u> - <b>4<sup>th</sup> Tuesday @ 10:00 a.m.</b> .....                                                                                       | <b>Jefferson</b>               |
| <u>Welfare Reform Liaison Project</u> .....                                                                                                                                           | <b>Johnson</b>                 |
| <u>Workforce Development Board</u> .....                                                                                                                                              | <b>Holmes</b>                  |

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Adoption of Ordinance Establishing Dates and Times for Official Sessions of the 2023-2027 High Point City Council

**From:** City Clerk's Office

**Meeting Date:** December 4, 2023

**Public Hearing:** n/a

**Advertised Date/By:** n/a

**Attachments:** Ordinance and City of High Point Meeting Schedule

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**PURPOSE:** To adopt an Ordinance establishing dates and times for the Official Sessions of the 2023-2027 High Point City Council

**BACKGROUND:** A Municipal Election was held on Tuesday, November 7, 2023, and the official results of the election have been acknowledged by the 2019-2023 City Council. Pursuant to Article II, Sec. 2.5 of the City of High Point's Charter, (a) "the council shall meet for organization in the council chamber on the date and at the time of the first regular meeting in December after the results of the election have been certified." This order of business is needed as part of the Organizational Meeting of the 2023-2027 City Council pursuant to Article II, Sec. 2.5 (b) which states that "The council shall by ordinance adopt and publish rules to govern its proceedings and transaction of business, **including the time and place of holding regular meetings.**"

**BUDGET IMPACT:** n/a

**RECOMMENDATION / ACTIONS REQUESTED:** Council is requested to adopt an Ordinance establishing dates and times for Official Sessions of the 2023-2027 High Point City Council.

**ORDINANCE ESTABLISHING DATES AND TIMES FOR OFFICIAL SESSIONS OF THE  
HIGH POINT CITY COUNCIL**

**WHEREAS,** Article II, Section 2.5 of the Charter of the City of High Point (Chapter 501 of the Session Laws of 1979, as amended), requires that the City Council establish specific dates for all meetings, and provide for the call of special meetings;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:**

Pursuant to Article II, Section 2.5 of the Charter of the City of High Point, that on and after December 4, 2023, there shall be held Regular meetings of the High Point City Council in the Council Chamber on the Third Floor of the Municipal Building, located at 211 South Hamilton Street, High Point, North Carolina. The meeting schedule shall be as follows:

Regular Meetings of the City Council shall be held on the first and third Monday of each month at **5:30 p.m.** except as amended by the City of High Point 2024 Meeting Schedule attached hereto.

City Manager's Briefing Sessions shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 4:00 p.m. in the 3<sup>rd</sup> Floor Lobby Conference Room, unless otherwise announced.

Any Special Called Meetings—including Closed Sessions—may be called as provided by law.

All scheduled meetings shall be in accordance with the Open Meetings Law.

**(these meetings could be subject to cancellation if there is no business to be considered)**

**FURTHER,** that the Mayor, when present, shall preside at all meetings of the City Council. If the Mayor is absent, then the Mayor Pro Tempore shall preside. If the Mayor Pro Tempore is also absent, then any other Member of City Council may be selected to preside at the meeting.

*Meeting schedule to be effective upon adoption.*

Adopted by the City Council this 4<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Cyril Jefferson, Mayor

Attest:

\_\_\_\_\_  
Sandra Keeney, City Clerk

## City of High Point 2024 Meeting Schedule

| Meeting                                               | Dates           | Time      | Reason for Change                                                |
|-------------------------------------------------------|-----------------|-----------|------------------------------------------------------------------|
| <b>January</b>                                        |                 |           | New Years & MLK Day                                              |
| Community Development Committee                       | Tues - 1/09/24  | 4:00 p.m. |                                                                  |
| Finance Committee                                     | Wed - 1/10/24   | 4:00 p.m. |                                                                  |
| Manager's Briefing                                    | Tues – 1/16/24  | 4:00 p.m. |                                                                  |
| City Council                                          | Tues - 1 /16/24 | 5:30 p.m. |                                                                  |
| Transparency, Engagement, and Communication Committee | Wed – 1/17/24   | 9:00 a.m. |                                                                  |
|                                                       |                 |           |                                                                  |
| <b>February</b>                                       |                 |           |                                                                  |
| Finance Committee                                     | Thurs – 2/01/24 | 4:00 p.m. |                                                                  |
| Manager's Briefing                                    | Mon – 2/05/24   | 4:00 p.m. |                                                                  |
| City Council                                          | Mon – 2/05/24   | 5:30 p.m. |                                                                  |
| Community Development Committee                       | Tues – 2/06/24  | 4:00 p.m. |                                                                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 2/08/24 | 9:00 a.m. |                                                                  |
| Finance Committee                                     | Thurs – 2/15/24 | 4:00 p.m. |                                                                  |
| Manager's Briefing                                    | Mon – 2/19/24   | 4:00 p.m. |                                                                  |
| City Council                                          | Mon – 2/19/24   | 5:30 p.m. |                                                                  |
| Finance Committee                                     | Thurs – 2/29/24 | 4:00 p.m. |                                                                  |
|                                                       |                 |           |                                                                  |
| <b>March</b>                                          |                 |           | NLC- DC March 11-13                                              |
| Manager's Briefing                                    | Mon – 3/04/24   | 4:00 p.m. |                                                                  |
| City Council                                          | Mon – 3/04/24   | 5:30 p.m. |                                                                  |
| Community Development Committee                       | Tues – 3/05/24  | 4:00 p.m. |                                                                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 3/07/24 | 9:00 a.m. |                                                                  |
| Finance Committee                                     | Thurs – 3/14/24 | 4:00 p.m. |                                                                  |
| Manager's Briefing                                    | Mon – 3/18/24   | 4:00 p.m. |                                                                  |
| City Council                                          | Mon – 3/18/24   | 5:30 p.m. |                                                                  |
| Transparency, Engagement, and Communication Committee | Wed – 3/20/24   | 9:00 a.m. |                                                                  |
| Finance Committee                                     | Thurs – 3/28/24 | 4:00 p.m. |                                                                  |
|                                                       |                 |           |                                                                  |
|                                                       |                 |           |                                                                  |
| <b>April</b>                                          |                 |           | HP Market 13-17<br>City Vision Winston-Salem 23-25 <sup>th</sup> |
| Manager's Briefing                                    | Mon - 4/01/24   | 4:00 p.m. |                                                                  |
| City Council                                          | Mon – 4/01/24   | 5:30 p.m. |                                                                  |
| Community Development Committee                       | Tues – 4/02/24  | 4:00 p.m. |                                                                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 4/04/24 | 9:00 a.m. |                                                                  |
|                                                       |                 |           |                                                                  |
|                                                       |                 |           |                                                                  |
|                                                       |                 |           |                                                                  |
|                                                       |                 |           |                                                                  |

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|-------------------------------------------------------|-----------------|-----------|------------------|
|                                                       |                 |           |                  |
|                                                       |                 |           |                  |
|                                                       |                 |           |                  |
| <b>May</b>                                            |                 |           |                  |
| Finance Committee                                     | Thurs – 5/02/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 5/06/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 5/06/24   | 5:30 p.m. |                  |
| Community Development Committee                       | Tues – 5/07/24  | 4:00 p.m. |                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 5/09/24 | 9:00 a.m. |                  |
| Transparency, Engagement, and Communication Committee | Wed – 5/15/24   | 9:00 a.m. |                  |
| Finance Committee                                     | Thurs – 5/16/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 5/20/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 5/20/24   | 5:30 p.m. |                  |
| Finance Committee                                     | Thurs – 5/30/24 | 4:00 p.m. |                  |
|                                                       |                 |           |                  |
| <b>June</b>                                           |                 |           |                  |
| Manager’s Briefing                                    | Mon – 6/03/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 6/03/24   | 5:30 p.m. |                  |
| Community Development Committee                       | Tues – 6/04/24  | 4:00 p.m. |                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 6/06/24 | 9:00 a.m. |                  |
| Finance Committee                                     | Thurs – 6/13/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 6/17/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 6/17/24   | 5:30 p.m. |                  |
|                                                       |                 |           |                  |
| <b>July</b>                                           |                 |           | Independence Day |
| Finance Committee                                     | Thurs – 7/11/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 7/15/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 7/15/24   | 5:30 p.m. |                  |
| Transparency, Engagement, and Communication Committee | Wed – 7/17/24   | 9:00 a.m. |                  |
|                                                       |                 |           |                  |
| <b>August</b>                                         |                 |           |                  |
| Finance Committee                                     | Thurs – 8/01/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 8/05/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 8/05/24   | 5:30 p.m. |                  |
| Community Development Committee                       | Tues – 8/06/24  | 4:00 p.m. |                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 8/08/24 | 9:00 a.m. |                  |
| Finance Committee                                     | Thurs – 8/15/24 | 4:00 p.m. |                  |
| Manager’s Briefing                                    | Mon – 8/19/24   | 4:00 p.m. |                  |
| City Council                                          | Mon – 8/19/24   | 5:30 p.m. |                  |
|                                                       |                 |           |                  |
| <b>September</b>                                      |                 |           | Labor Day        |
| Community Development Committee                       | Tues – 9/10/24  | 4:00 p.m. |                  |
| Prosperity, Livability, & Safety Committee            | Thurs – 9/12/24 | 9:00 a.m. |                  |
| Finance Committee                                     | Thurs – 9/12/24 | 4:00 p.m. |                  |

|                                                       |                  |           |                                       |
|-------------------------------------------------------|------------------|-----------|---------------------------------------|
| Manager's Briefing                                    | Mon – 9/16/24    | 4:00 p.m. |                                       |
| City Council                                          | Mon – 9/16/24    | 5:30 p.m. |                                       |
| Transparency, Engagement, and Communication Committee | Wed – 9/18/24    | 9:00 a.m. |                                       |
|                                                       |                  |           |                                       |
|                                                       |                  |           |                                       |
| <b>October</b>                                        |                  |           | HP Market - 26-30 <sup>th</sup>       |
| Finance Committee                                     | Thurs – 10/03/24 | 4:00 p.m. |                                       |
| Manager's Briefing                                    | Mon – 10/07/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 10/07/24   | 5:30 p.m. |                                       |
| Community Development Committee                       | Tues – 10/08/24  | 4:00 p.m. |                                       |
| Prosperity, Livability, & Safety Committee            | Thurs – 10/10/24 | 9:00 a.m. |                                       |
| Finance Committee                                     | Thurs – 10/17/24 | 4:00 p.m. |                                       |
| Manager's Briefing                                    | Mon – 10/21/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 10/21/24   | 5:30 p.m. |                                       |
| Finance Committee                                     | Thurs – 10/31/24 | 4:00 p.m. |                                       |
|                                                       |                  |           |                                       |
| <b>November</b>                                       |                  |           | NLC City Summit - 13-16 <sup>th</sup> |
| Manager's Briefing                                    | Mon – 11/04/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 11/04/24   | 5:30 p.m. |                                       |
| Community Development Committee                       | Tues – 11/05/24  | 4:00 p.m. |                                       |
| Prosperity, Livability, & Safety                      | Thurs – 11/07/24 | 9:00 a.m. |                                       |
| Finance Committee                                     | Tues – 11/12/24  | 4:00 p.m. |                                       |
| Manager's Briefing                                    | Mon – 11/18/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 11/18/24   | 5:30 p.m. |                                       |
| Transparency, Engagement, and Communication Committee | Wed – 11/20/24   | 9:00 a.m. |                                       |
| Finance Committee                                     | Tues – 11/26/24  | 4:00 p.m. |                                       |
|                                                       |                  |           |                                       |
| <b>December</b>                                       |                  |           |                                       |
| Manager's Briefing                                    | Mon – 12/02/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 12/02/24   | 5:30 p.m. |                                       |
| Community Development Committee                       | Tues – 12/03/24  | 4:00 p.m. |                                       |
| Prosperity, Livability, & Safety Committee            | Thurs – 12/05/24 | 9:00 a.m. |                                       |
| Finance Committee                                     | Thurs – 12/12/24 | 4:00 p.m. |                                       |
| Manager's Briefing                                    | Mon – 12/16/24   | 4:00 p.m. |                                       |
| City Council                                          | Mon – 12/16/24   | 5:30 p.m. |                                       |
|                                                       |                  |           |                                       |

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Election of Mayor Pro Tempore

**From:** City Clerk's Office

**Public Hearing:** n/a

**Attachments:**

**Meeting Date:** December 4, 2023

**Advertised Date/By:** n/a

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**PURPOSE:** To elect a Mayor Pro Tempore for the period of December 4, 2023 to December 16, 2024.

**BACKGROUND:** A Municipal Election was held on Tuesday, November 7, 2023, and the official results of the election have been acknowledged by the 2019-2023 City Council. Pursuant to Article II, Sec. 2.5 of the City of High Point's Charter, (a) "the council shall meet for organization in the council chamber on the date and at the time of the first regular meeting in December after the results of the election have been certified." This order of business is needed as part of the Organizational Meeting of the 2023-2027 City Council pursuant to Article II, Sec. 2.4 which states that "**At its organizational meeting, the council shall elect from among its membership a mayor pro tempore to exercise the functions of mayor whenever the mayor is absent, disabled or unable to discharge the duties of the office of mayor.**"

**BUDGET IMPACT:** n/a

**RECOMMENDATION / ACTIONS REQUESTED:** City Council is requested to elect from among its membership a Mayor Pro Tempore.

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Appointment of Standing Committees of the 2023-2027 High Point City Council

**From:** City Clerk's Office

**Meeting**

December 4, 2023

**Date:**

**Public**

n/a

**Advertised**

n/a

**Hearing:**

**Date/By:**

**Attachments:**

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**PURPOSE:** To confirm the appointment of the Standing Committees of the 2023-2027 High Point City Council as recommended by Mayor Jefferson.

**BACKGROUND:** A Municipal Election was held on Tuesday, November 7, 2023, and the official results of the election have been acknowledged by the 2019-2023 City Council. Pursuant to Article II, Sec. 2.5 of the City of High Point's Charter, (a) "the council shall meet for organization in the council chamber on the date and at the time of the first regular meeting in December after the results of the election have been certified." This order of business is needed as part of the Organizational Meeting of the 2023-2027 City Council.

**BUDGET IMPACT:** n/a

**RECOMMENDATION / ACTIONS REQUESTED:** City Council is requested to confirm the appointment of the Standing Committees of the 2023-2027 High Point City Council as recommended by Mayor Jefferson.



**STANDING COMMITTEES OF CITY COUNCIL – COMPOSITION**  
(2023-2027)

**Finance Committee**

Britt Moore, Chair  
Michael Holmes  
Tim Andrew  
Monica Peters  
**Mayor**  
**Mayor Pro Tem**

**Day & Time of Meetings**

Thursday preceding the 1<sup>st</sup> and  
3<sup>rd</sup> Monday @ 4:00 p.m.

**Community Development Committee**

Tyrone Johnson, Chair  
Vickie McKiver  
Amanda Cook  
Tim Andrew  
**Mayor**  
**Mayor Pro Tem**

Tuesday after 1<sup>st</sup> Monday meeting  
@ 4:00 p.m.

**Prosperity, Livability & Safety Committee**

Monica Peters, Chair  
Patrick Harman  
Vickie McKiver  
Tyrone Johnson  
**Mayor**  
**Mayor Pro Tem**

Thursday after 1<sup>st</sup> Monday meeting  
@ 9:00 a.m.

**Transparency, Engagement, and Communication Committee**

Michael Holmes, Chair  
Britt Moore  
Patrick Harman  
Amanda Cook  
**Mayor**  
**Mayor Pro Tem**

3<sup>rd</sup> Wednesday bi-monthly  
@ 9:00 a.m.

*These committees will meet as needed and could be subject to cancellation if there is no business to be considered.*

**Sec. 2-1-22 - Official action by city council. (High Point Code of Ordinances)**

Official action by the city council can only be taken at a regular, special, or continued meeting of the city council, which includes continued public hearings and properly scheduled or called meetings. No standing or special committee of the city council shall have the power to act for the city council regardless of the number of city council members on the committee or present.

**ORDINANCE ESTABLISHING DATES AND TIMES FOR OFFICIAL SESSIONS OF THE  
HIGH POINT CITY COUNCIL**

**WHEREAS,** Article II, Section 2.5 of the Charter of the City of High Point (Chapter 501 of the Session Laws of 1979, as amended), requires that the City Council establish specific dates for all meetings, and provide for the call of special meetings;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:**

Pursuant to Article II, Section 2.5 of the Charter of the City of High Point, that on and after December 4, 2023, there shall be held Regular meetings of the High Point City Council in the Council Chamber on the Third Floor of the Municipal Building, located at 211 South Hamilton Street, High Point, North Carolina. The meeting schedule shall be as follows:

Regular Meetings of the City Council shall be held on the first and third Monday of each month at **5:30 p.m.** except as amended by the City of High Point 2024 Meeting Schedule attached hereto.

City Manager's Briefing Sessions shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 4:00 p.m. in the 3<sup>rd</sup> Floor Lobby Conference Room, unless otherwise announced.

Any Special Called Meetings—including Closed Sessions—may be called as provided by law.

All scheduled meetings shall be in accordance with the Open Meetings Law.

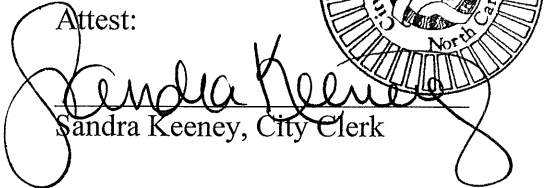
**(these meetings could be subject to cancellation if there is no business to be considered)**

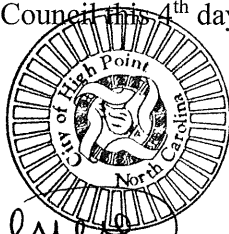
**FURTHER,** that the Mayor, when present, shall preside at all meetings of the City Council. If the Mayor is absent, then the Mayor Pro Tempore shall preside. If the Mayor Pro Tempore is also absent, then any other Member of City Council may be selected to preside at the meeting.

*Meeting schedule to be effective upon adoption.*

Adopted by the City Council this 4<sup>th</sup> day of December 2023.

Attest:

  
Sandra Keeney, City Clerk



  
Cyril Jefferson, Mayor