

Manual of the City Government – 2022-2023

Order of Business

Sec. 26. Order of business

At every regular meeting of the council the order of business shall be as follows:

1. Reading of the Record
2. Hearings
3. Appointments and Reappointments
4. Communications from the Honor the Mayor
5. Motions, Orders & Resolutions
6. Reports of Committees
7. Communications and reports from city officers
8. Presentations of petitions, memorials and remonstrances
9. Unfinished business of preceding meetings.

The above order of business shall not be departed from, except by vote of a majority of the members.

Sec. 26A. Time within which matters to be submitted to council for action at regular meeting to be received by clerk; exception.

All matters submitted to the city council for action at any regular meeting must be received by the city clerk no later than fifty-five (55) hours prior to such regular meeting, not to include any matters which a city councillor may wish to submit at such regular meeting provided, however, that where a provision of the General Laws or the Charter of the City of Salem allows a certain time period prior to submission of a matter to the city council and these rules reduces such certain time period, the rule shall not apply. (Order 1/8/76)

Sec. 26B. Time limit specified in section 26A inapplicable when fifty-five hour period falls on Saturday, Sunday or holiday

The above shall not apply in the event that the fifty-five (55) hour time limit falls on a Saturday, Sunday, or Holiday. When this is the case, the fifty-five (55) hours are to counted back to 12:00 Noon time on the City Hall working day preceding said Saturday, Sunday, or Holiday.

Sec. 26C. Rules for Testimony During “Public Testimony” portion of Regular Meetings.

The following rules shall be observed during the “Pubic Testimony” portion of Regular Meetings of the City Council, as provided for in Section 28 of Appendix A, Rules and Orders of the City Council. (11/18/2010)

1. Public Testimony presented to the City Council shall pertain only to items on the agenda of that day’s Regular Meeting of the City Council. The President may rule out of order any testimony on any other topic.
2. In order to manage Public Testimony in a reasonable amount of time, before opening the Public Testimony portion of the meeting, the President may set a time limit by which each individual presenting testimony must abide. Public Testimony portion shall not exceed fifteen (15) minutes, extended at the discretion of the President or to a time definite by majority vote of the Council.

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3. Anyone wishing to present testimony at a City Council meeting must sign-up online, or sign a roster in the Clerk's office and indicate the agenda item upon which they wish to speak. Rosters shall be available in the office of the City Clerk prior to the start of the meeting thirty minutes prior to the start of the meeting. The roster (s) shall be presented to the President of the City Council at the start of the Regular Meeting. Only those individuals whose names appear on the roster may present testimony at the meeting in question.
4. Members of the public providing testimony under this section shall be deemed out of order and may have their comment period terminated by the President for any of the following offenses:
 - a. The use of vulgar, profane, or disrespectful language.
 - b. Ad hominem or personal attacks on any person, whether a member of the City Council or not;
 - c. Political speech in support of or in opposition to any candidates for public office in any local, state or federal election; and
 - d. Failure to direct comments to the President.
5. The Public Comment period is not a public hearing or a question and answer period. (Ord. 11/18/10)

Sec. 27. Acting on mayor's appointments and reappointments

Appointments and reappointments made by the mayor shall not be acted upon until the next meeting after such nominations are made; and such action, when taken, shall be by a yea and nay vote.

Sec. 27A. Appearance of nominees for positions before council

All nominees for positions to the various administrative boards established by the City of Salem, and all department heads except those presently employed, prior to confirmation shall appear before the City Council for examination at the next regular meeting following submission of their names by the Mayor.

Provided, however, that all department heads having once been examined need not submit to an annual re-examination unless the Council shall by majority vote deem otherwise.

Committees**Sec. 28. Committees, generally**

There shall be appointed standing committees as follows, all committees to consist of five (5) councillors, except for special or Ad-Hoc Committees & Committee of the Whole

1. Administration and Finance
2. Community and Economic Development
3. Ordinances, Licenses, and Legal Affairs
4. Government Services
5. Public Health and Safety and Environment
6. Committee of the Whole