

Subject: Special Called Meetings of the Mayor and Council
Policy No.: 000.0010
Effective Date: Revised 12/14/2020

PURPOSE: To clarify Section 2.31 of the Woodstock City Charter pertaining to the notification for Special Called Council Meetings.

SECTION 2.31 OF THE WOODSTOCK CITY CHARTER READS....

- (a) The council shall hold regular meetings at such times and places as prescribed by ordinance. The council may recess any regular meeting and continue such meetings on any weekday or hour it may fix and may transact any business at such continued meeting as may be transacted at any regular meeting.

- (b) Special meetings of the council may be held on call of the mayor or two members of the council. Notice of such special meetings shall be served on all other members personally, or by telephone personally, or shall be left at their residence at least two hours in advance of the meeting. Such notice shall not be required if the mayor and all councilmen are present when the special meeting is called. Notice of any special meeting may be waived in writing before or after such a meeting and attendance at the meeting shall also constitute a waiver of notice of any special meeting. Only the business stated in the call may be transacted at the special meeting, except by unanimous consent of all members present. With such consent, any business which may be transacted in a regular meeting may be conducted at the special meeting.

- (c) All meetings of the council shall be public.

CLARIFICATION OF NOTIFICATION TERMS FOR ELECTED OFFICIALS:

Personally: Shall mean a two-way verbal conversation between a staff member (either the Mayor, City Manager, City Clerk or a staff member assigned the duty of contacting the elected officials and the elected official.)

Telephone Personally: Shall mean a two-way conversation between two parties (one being the elected official and one being a staff member assigned the duty of notifying the elected officials) – a voice mail or message left with spouse/family member is not sufficient.

In no event is a voice mail, email or facsimile acceptable, without acknowledgement of receipt by the elected official. Failure to personally contact each elected official as required by the Charter and this policy will cause the meeting to be cancelled or delayed until all members are notified.

All meetings shall be held in accordance with the Open Meetings Act, O.C.G.A. 50-14-1 through 50-14-6.