

**A RESOLUTION SUBMITTED BY:  
ALDERMAN-AT-LARGE AUSTIN TYLEC**

RE: Parliamentary Procedures

**WHEREAS**, all North Tonawanda Alderpersons are considered elected officials and as such have both the responsibility and right to submit legislation for consideration which he or she believes will be to the benefit of City residents, and

**WHEREAS**, it is the responsibility of all alderpersons to properly consider and vote on such legislation at a regular meeting of the Common Council, and

**WHEREAS**, it is important that rules and guidelines be approved and implemented to allow for the submission and proper consideration of all legislation proposed by individual Alderpersons.

**NOW, THEREFORE, BE IT**

**RESOLVED**, Any Alderperson wishing to submit a resolution for consideration by the entire North Tonawanda Common Council (now referred to as Council) shall submit such resolution in to the North Tonawanda City Clerk/Treasurer (now referred to as Clerk) no later than Noon on the Thursday immediately prior to the next regularly scheduled workshop meeting of the Council.

**RESOLVED**, Such proposed resolution shall be submitted in writing. Writing shall include not only by letter or "hard copy" but shall may also include email to the official email address of the Clerk.

**RESOLVED**, Should the designated Thursday mentioned in item #1 above be a holiday when the City offices are closed, the resolution must be submitted by Noon on the Wednesday prior.

**RESOLVED**, The Clerk shall be required to place the resolution in its original form on the official agenda for the meeting designated in item #1 above.

**RESOLVED**, The Clerk, upon receipt shall be required to forward such resolution in writing to the North Tonawanda City Attorney for his/her review.

**RESOLVED**, If the resolution involves the expenditure of City funds the resolution shall also be forwarded by the Clerk to the City Accountant for her/his review.

**RESOLVED**, The resolution shall be read by the Clerk in its entirety at the regular meeting designated in #1 above and automatically referred to the full Council for consideration and discussion at the next workshop meeting of the Council. Any opinions or concerns of the Accountant or Attorney shall be considered at this workshop meeting.

**RESOLVED**, an item received by the office of the City Clerk-Treasurer subsequent to the deadline aforementioned in the first RESOLVED clause may be subject to inclusion on the agenda of the following Council Workshop or regular Council Meeting should the late item's placement receive majority support of the Council, support being defined as "receiving a signature of approval, prior to the applicable meeting, by a majority of the Common Council members present at said applicable meeting; and be it further

**RESOLVED**, The resolution shall be placed by the Clerk on the agenda for regular meeting immediately following the workshop meeting specified in item #7 above. At this regular meeting, amendments to the proposed individual resolution, if offered, will be considered. At any point during this meeting the Alderperson submitting the individual resolution may call for and receive a vote by/of the entire Council on the resolution as originally presented.

**RESOLVED**, The schedule for considering individual resolutions as defined above may only be altered or delayed by the approval of the sponsoring Alderperson.

**RESOLVED**, that a certified copy of this resolution be sent to any entity made-up by members appointed by the Mayor, including, but not limited to, the Board of Assessment, City Cemetery Board, Historic Preservation Commission, Planning Commission, Plumbing Board, Traffic Safety Committee, Waterfront Commission, and Zoning Board of Appeals.