

**TOWN OF FAIRFAX
TOWN COUNCIL RULES AND PROCEDURES ERRATA**

TO:	Fairfax Town Council
DATE:	November 19, 2024
FROM:	Town Attorney Janet Coleson and Town Manager Heather Abrams
AGENDA ITEM:	#2 Adopt a Resolution Adopting the Town Council Rules and Procedures Handbook
ACTION:	Correcting Errors

- The resolution says “19h”, correcting to say 19th.
- On page 7 of the Rules and Procedures under Political Reform Act, it says City Attorney and it should say Town Attorney

These sections have been revised to read as follows:

Meeting Agendas and Notice Requirements

For all Regular meetings, an agenda containing a brief general description of each item of business to be considered must be posted at least 72 hours in advance of the meeting. Agendas are posted at Town Hall, the Fairfax Women’s Club Building, the Fairfax Post Office and on the Town’s website. Posting is handled by Town staff.

Special meetings may be called by the Mayor in consultation with the Town Manager. Notice of such meetings must be posted at least 24 hours in advance of the meeting and sent to all Council members. In these situations, the meeting notice constitutes the agenda, which must include the date, time and place of the meeting as well as a listing of all business to be transacted.

Future agenda items may be proposed at the end of Council meetings by any Council member, including the Mayor. A majority vote is required to place an item on a future Council meeting agenda.

The Town Council will review the agenda at 10:00 p.m. to ascertain which items, if any, will be continued to another meeting. Any matter not started by 11:30 p.m. will be continued to an adjourned, regular, or special Town Council meeting unless the Council suspends this rule by a majority vote.

Meeting Rules and Procedure

In order for the Town Council to meet, conduct business and take action, a quorum must be present. For a body of five members, quorum is three members. Action is taken by motion. All motions require a second. Failure to receive a second means a motion fails and there is no further action on that motion. The Mayor may make or second a motion. After discussion, a motion may be made and seconded. The Mayor will call for a vote. The Brown Act prohibits voting or taking action by secret ballot or proxy.