

**AS AMENDED ON FEBRUARY 25, 2013
RESOLUTION NO. 2251**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SALISBURY, MARYLAND AMENDING THE SALISBURY
CITY COUNCIL REGULATIONS AND RULES OF ORDER**

WHEREAS, §SC2-6 of the Charter of the City of Salisbury provides that the City Council shall determine its own rules and order of business; and

WHEREAS, the City Council of the City of Salisbury has previously adopted Regulations and Rules of Order by Resolution No. 737, and has amended those Regulations and Rules of Order by Resolution Nos. 806, 876, 972, 1043, 1335, 1386, 1451, 1476, 1577, 1600, 1672 and 2072;

WHEREAS, the City of Salisbury Employee Handbook Chapter 2 states, "City Council members travel must be approved by the Council prior to the travel. Throughout this policy, references to City employee would also apply to elected officials;" and

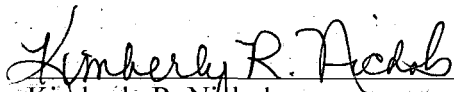
WHEREAS, the strategic and equitable use of the City Council's travel and training budget contributes to productive meetings and quality debate on legislation and policy for the benefit of the general public and the taxpayers who fund said budget; and

WHEREAS, the City Council deems it to be in the interest of its members, the general public and the taxpayers to include policy information related to its use of travel and training funds in the City Council Regulations and Rules of Order;

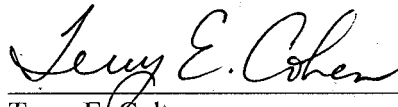
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Salisbury, Maryland, that the Salisbury City Council Regulations and Rules of Order are hereby amended by the addition of a new section as shown on Attachment A.

THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the City Council of the City of Salisbury, Maryland held on this 25th day of February, 2013, and shall become effective immediately upon adoption.

ATTEST:



Kimberly R. Nichols
City Clerk



Terry E. Cohen
Council President

**ATTACHMENT A
AMENDING THE SALISBURY CITY COUNCIL
REGULATIONS AND RULES OF ORDER**

A new section shall be added after Section 10 to read as follows:

11. USE OF COUNCIL TRAVEL AND TRAINING BUDGET

- A. Council members shall comply with the City of Salisbury Employee Handbook's policies on travel.
- B. Prior to incurring any travel expenses, a Council member shall obtain approval of the travel from the Council. Travel expenses incurred without the prior approval of Council shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.
- C. No member of Council shall use more than 1/5 of the appropriated total of the Council's travel and training budget without prior approval of the Council. If the amount used by any Council member exceeds this amount, the excess shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.

MEMORANDUM

TO: ALL CITY COUNCIL MEMBERS
FROM: TERRY E. COHEN, COUNCIL PRESIDENT
SUBJECT: TRAVEL POLICY FOR COUNCIL MEMBERS
DATE: 1/30/2013
CC: KIM NICHOLS, DIANE NELSON

Per Council's discussion at its work session on January 7, 2013, a resolution is attached for amending the Council Regulations and Rules of Order with travel policy information specific to Council members. After discussion at the upcoming February 4 work session, it can be moved forward for the legislative session on Monday, February 11.