

City of Framingham

The City Council of Framingham



ORDER NO. 2021-022-001 REQUEST OF THE ORDINANCE AND RULES SUBCOMMITTEE

UPON THE REQUEST OF THE ORDINANCE AND RULES SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

Be it adopted by the Framingham Council, as follows:

- 1) The Rules of the Council are hereby amended in section 1 of Rule 8a by replacing said subsection with the following:

Rule 8a. Meeting Materials

1. Members of the council and municipal staff who prepare background and supporting materials including visual presentations (power point, Google slides, etc..) shall have all such materials submitted to the council office by **12:00 noon Thursday before the Tuesday meeting**. If background and supporting materials including visual presentations are not received by the deadline, the council may by a majority rollcall vote waive this provision; otherwise, the matter shall be postponed until a future meeting.
- 2) And said Rule 8a is further amended in subsection2 by adding the following bullet:
 - All materials and visual presentations shall be post separately on the appropriate city government meeting portal on which all such meeting notices are posted for ease of access.
- 3) The Rules of the Council are hereby amended by adding the following new section at the end:

Rule 17: Public Records

- A. The City Clerk is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the Council. The City Clerk shall serve as the Records Access Officer for the Council.

Each Councilor shall keep or cause to be kept all suitable records of the his/her activities and those of any subcommittee, and compile or cause to be compiled, execute, submit, and file all reports, certificates, and other documents required of him/her by law or by the Council. These records shall be kept secure from loss or damage.

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All requests for public information are to be forwarded to the City Clerk immediately upon receipt. The City Clerk shall thereupon make a determination as to whether or not the information requested is public in nature. The Clerk shall have full authorization to search any and all emails and records in the custody of the Council; and, Councilors are not eligible to be part of the process to determine what emails or records they wrote are released and what is not in regards to their individual emails or records. Councilors shall be notified when a new request relating to the Council comes in, and when the process is completed.

If the City Clerk finds the information to be public in nature, he or she shall direct that it be released for reproduction on the premises. The party requesting the information will be notified immediately upon becoming available.

If the City Clerk finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.

If the City Clerk is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Council, an opinion from the City Solicitor as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The City Clerk shall notify the person requesting such information that an opinion is to be requested of the Solicitor and shall notify such person immediately upon receipt of an answer from the City Solicitor.

Credentialed media are directed to the public records process as a last resort.

- B. Information supplied to the Council by the city staff will be duly posted and will be treated as public information, unless otherwise provided for by law.
- C. All proposed and passed measures shall be posted on the Council website page within five days of filing or passing, respectively. And all rollcall votes taken by the Council on any matter shall also be listed on the Council's official website page indicating how each member voted on each measure.

YEAS: Bryant, Cannon, Case, King, Leombruno, Long, Ottaviani, Shepard, Stefanini, Steiner, Stewart-Morales

NAYS: None

ABSTAIN: None

ABSENT: All members were present in person or via teleconferencing

PASSED IN COUNCIL: MAY 4, 2021

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A True Record, Attest:

5/5/2021

Date Approved

Lisa A. Ferguson

Lisa A. Ferguson, City Clerk
Emily Butler, Assistant City Clerk