

City of Ocean Springs – Resolution Process and Procedure Guidelines

1. Introduction / Proposal of Resolutions

- It is recommended that a resolution be proposed at a regular Board of Aldermen meeting. It may be initiated by a board member, the Mayor, or City staff in response to operational needs, community concerns, or legal requirements.
- The intent and purpose of the proposed resolution are briefly discussed, and direction is given on whether to move forward with drafting.

2. Drafting and Agenda Placement

- Once authorized, the resolution is drafted by City staff of the City Attorney.
- All resolutions must be reviewed and approved by the City Attorney before being placed on a meeting agenda.
- After internal review and approval, the resolution is included on a future agenda for Board consideration.
- When the resolution is drafted, it will either be classified as appropriate for a regular vote—which may be placed on the consent agenda—or will require a roll call vote if specifically mandated by law, grant guidelines, or the governing rules of an external agency.

3. Review and Discussion

- The Board of Aldermen will review and discuss the resolution during the scheduled meeting. This may include clarification of terms, recommended amendments, or discussion of potential impacts.
- Public input may also be heard, if applicable.

4. Vote

- Resolutions are adopted by a vote of the Board of Aldermen.
- A roll call vote is not required unless specifically mandated by law, external regulations, or special circumstances. Otherwise, a voice vote or show of hands may be used, and resolutions that meet routine or administrative criteria may be placed on the consent agenda for streamlined approval.

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5. Recording and Certification

- Once adopted, the resolution is recorded in the official minutes of the meeting.
- The resolution is signed by the Mayor, City Clerk, or other authorized officials.
- The resolution is retained as part of the City’s official records and may be certified if needed.

6. Clarification on Sponsorship Notation

- While a resolution may be introduced or requested by a specific alderman, official resolutions adopted by the City of Ocean Springs do not include sponsor names in the resolution text itself.
- If applicable, an alderman’s name may be noted on the agenda item to acknowledge who brought the matter forward.
- This policy reinforces that resolutions are official acts of the governing body as a whole, not of any individual member, and preserves the formality and neutrality of adopted legislation.