



Technical Brief

April 2020

Conference Dates and Board Meeting Conflicts

Due to the COVID-19 outbreak, the MML Annual Conference has been rescheduled to September 1-3, 2020. Those were the only dates available at the Mississippi Coast Coliseum and Convention Center in Biloxi. For many municipalities, these dates conflict with regularly scheduled board/council meetings on the first Tuesday of the month. Here are some recommendations on how to handle this situation:

- MML suggests that you first attempt to meet by conference call. Have a city employee in the normal meeting location with a speaker phone that everyone in attendance can hear. Have everyone call in from their phone, take the roll, and then make a motion to recess until a date and time when you want to meet in person.
- If nobody can call in or not enough call in for there to be a quorum, you still need to have a city employee be present in the regularly scheduled location of the meeting to notify any citizens that may come for the meeting that the meeting will not be held due to a lack of a quorum.
- If needed, call a special meeting sometime after everyone returns from the conference.
Calling special meetings:

- **Code Charters:** See Mississippi Code Section 21-3-21. The mayor or two aldermen may call a special meeting and must put a notice in writing. The notice must have the time of the meeting and must **“distinctly specify” all business to be acted on in the special meeting.** The officer or officers calling the meeting must sign the notice and it must be delivered by the marshal or a policeman to other members of the board (including the mayor) who did not sign it and who can be found at least three hours before the time fixed for the meeting. The notice and endorsement of service must be entered into the minutes of the special meeting and **only business specified by the notice may be transacted.**
- **Commission Form:** See Mississippi Code Section 21-5-13. The mayor or any two councilmen may call a special meeting.
- **Mayor-Council Form:** See Mississippi Code Section 21-8-11(2). The mayor or a majority of the members of the council may call a special meeting.
- **Council-Manager Form:** See Mississippi Code Section 21-9-39. The mayor or two councilmen may call a special meeting with at least two days’ notice given to the mayor and each council member. A special meeting may also be

held at any time by written consent of the mayor and all members of the council.

- **Special Charter:** If you are a special charter municipality, you must follow the special meeting process found in your charter.

We realize that many municipalities would normally have their budget and tax levy hearing at the first meeting in September. To ensure you meet the required deadlines, we recommend the following budget calendar:

Recommended Budget Calendar in light of Rescheduled 2020 MML Conference

<u>Date</u>	<u>Process</u>
May Board Meeting	Formulate budget policy (governing authorities)
May - Presentation	Develop financial forecast (budget officer) to the Governing Authorities
June Board Meeting	Distribute departmental request forms and notify of due date (budget officer)
July Board Meeting	Deadline for return of departmental request
August Board Meeting	Act on request of departmental budgets (governing authorities)
August 21st	Publish notices of public hearing(s) on proposed budget and tax levies and of availability of the budget for inspection before hearing in accordance with MCA § 27-39-203
August 28 th	Hold public hearing(s) on budget and tax levy and adopt tax levy or announce when tax levy will be adopted (MCA § 27-39-203 & 21-35-5)
September 4 th -15 th	Adopt budget and tax levies (if not adopted during budget hearing) no later than September 15
Before September 30 th	Publish tax levy resolution one time, or post in three public places, if less than 1,500 inhabitants
Before September 30 th	Publish budget at least one time, or post in three public places, if less than 1,500 inhabitants

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