

**RESOLUTION TO ESTABLISH RULES OF PROCEDURE FOR MEMPHIS CITY  
COUNCIL FISCAL YEAR 2026 BUDGET HEARINGS**

**WHEREAS**, the Memphis City Council recognizes the importance of maintaining order, efficiency, and transparency during the Budget Hearing process; and

**WHEREAS**, the Memphis City Council aims to streamline the budget process to improve the overall effectiveness of decision-making, reduce unnecessary delays, and ensure that public funds are allocated in a manner that best serves the citizens of Memphis; and

**WHEREAS**, the establishment of clear rules of procedure for Budget Hearings will enhance communication, foster mutual respect among all individuals, and create a more organized and productive environment for deliberations; and

**WHEREAS**, the Memphis City Council is committed to creating an orderly process for the review, discussion, and adoption of the City of Memphis' fiscal year budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Memphis City Council does hereby adopt the Rules of Procedure for Budget Hearings and approved Budget Resolution Templates which is attached hereto as Attachment A; the template for the Resolution to amend the Fiscal Year 2026 Operating/Capital Improvement Program Budget to reallocate to the General Fund unassigned balance is attached hereto as Attachment B; the template for the Resolution to amend the Fiscal Year 2026 Operating/Capital Improvement Program Budget is attached hereto as Attachment C.

**BE IT FURTHER RESOLVED**, that these rules and procedures and approved budget resolution templates will be effective immediately upon adoption and will be communicated to all participants in the Budget Hearing process prior to the commencement of hearings.

Sponsor:

Chase Carlisle

Chairman:

J. Ford Canale

I hereby certify that the foregoing is a true copy  
and document was adopted, approved by the  
Council of the City of Memphis in regular  
session on

Date APR 08 2025

Valerie C. Snipes  
Deputy Comptroller-Council Records

Mayor  
Garrett's  
Comp. Off.  
Bus. Acc.  
Budget  
Finance  
477

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Sponsor:

Chase Carlisle

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# **ATTACHMENT A**

MEMPHIS CITY COUNCIL

RULES OF PROCEDURE FOR FISCAL YEAR 2026 BUDGET HEARINGS

CITY OF MEMPHIS, TENNESSEE

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## RULES OF PROCEDURE FOR MEMPHIS CITY COUNCIL BUDGET HEARING

### A. ORDER OF BUSINESS (1-6)

1. Budget Hearings shall be called to order.
2. Roll Call.
3. Each Council Member shall have a total of 3 minutes to bring any old or new business in the form of a written resolution which shall be submitted electronically to the Budget Analyst before the Council. Resolutions submitted to the Budget Analyst at least 24 hours prior to each Budget Hearing, will be considered new business. No motions, votes, or discussion will take place during this time.
4. Each Chief and Deputy Chief, or Director and Deputy Director shall present their budget before the Council during their designated hearing time.
5. Following the end of each hearing, Council Members shall have the opportunity to ask any question relevant to the presentation.
6. Adjournment.
7. After the conclusion of the final Budget Hearing scheduled for the end of May, all resolutions that have been presented will be subject to a vote by Councilmembers according to the order in which they were received. Each resolution will be numbered according to the date and timestamp on which it was received.

### B. BUDGET HEARING PRESENTATIONS (7-9)

8. The FY26 Budget Hearing schedule shall be released by April 15, 2025.
  - a. In the event a scheduled budget hearing is canceled or rescheduled, notice must be provided to all Council Members and the affected divisions no later than forty-eight (48) hours prior to the originally scheduled hearing time, absent any extenuating circumstances. In cases where forty-eight (48) hour notice cannot be provided, the cancellation must be stated on the record at the conclusion of the Council meeting immediately preceding the scheduled hearing. Following any cancellation, the Chair and City Administration shall make a good faith effort to reschedule the hearing within five (5) business days and provide at least forty-eight (48) hours' notice of the new hearing date. The Chair shall have the discretion to accept and confirm the rescheduled hearing date and/or cancellation notice. The cancellation and its rationale shall be introduced as New Business at the next regularly scheduled budget hearing, where the Chair will determine if and how the matter is discussed. Once a new date is confirmed, the updated hearing schedule shall be promptly distributed to all relevant parties.

9. Each division shall submit their presentation in both digital and physical form one week prior to their scheduled hearing time.
  - a. Should a division not meet this deadline, the Presiding Officer/Budget Chairperson shall reserve the right to hold the division's hearing to a later date.
10. Each Chief and Deputy Chief, or Director and Deputy Director shall be requested to meet with Council Members the Thursday and Friday prior to the week their budget hearing is scheduled.
  - a. If they are not available to meet with Council Members they may send a representative from their division in their place. During this period, divisions will engage in discussions, answer any questions, and provide necessary information to Council Members ahead of the budget hearings. This time is dedicated to ensuring Council Members are thoroughly prepared and have a clear understanding of the budget details, key priorities, and any supporting data.

C. DECORUM IN BUDGET HEARINGS (10-11)

11. Budget Hearings shall be conducted in an orderly manner to ensure the deliberative process of the Council is retained at all times. The Presiding Officer/Budget Chairperson shall be responsible for maintaining decorum throughout the meeting. If a Councilmember feels that the Presiding Officer/Budget Chairperson has failed to address a breach of decorum, the Councilmember may, by motion, appeal to the Presiding Officer/Budget Chairperson to preserve decorum. [NOTE: This section is adapted from Memphis City Council Rules of Procedure]
  - a. Councilmembers. The members of the City Council shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the budget hearings or disturb any other member while speaking and obey the orders of the Presiding Officer/Budget Chairperson. Councilmembers addressing Administrative Staff, Council Staff, or other Councilmembers shall do so in an orderly manner and shall not make personal, impertinent, slanderous, or profane remarks to any member of the Council, staff, or general public. Any Councilmember who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of any hearing shall, at the discretion of the presiding officer, be asked to refrain from such behavior. If the behavior persists, the Presiding Officer/Budget Chairperson, with the approval or majority vote of the body, shall determine how to proceed with the meeting.
  - b. Employees. Employees of the City shall observe the same rules of order and decorum as those which apply to the members of the Council.
12. No member shall speak more than twice on the same subject, without permission from the Presiding Officer/Budget Chairperson; and Council Members who have spoken shall not speak again unless recognized by the Presiding Officer/Chairperson be entitled to the floor (except for the purpose of explanation), to the exclusion of another who has not spoken; and no member shall speak longer than 4 minutes in the first speech and 3 minutes in the second speech on any question, without

permission of the Presiding Officer/Budget Chairperson. Statements made may, at the discretion of the Presiding Officer/Budget Chairperson, be limited to 3 minutes duration. Such statements may be upon any subject of concern to the speaking Member but must be offered under the last budget hearing. [NOTE: Adapted from Rules of Order of the Senate for the One Hundred Twelfth General Assembly State of Tennessee]

# **ATTACHMENT B**

**RESOLUTION TO AMEND THE FISCAL YEAR 2026 OPERATING/CAPITAL  
IMPROVEMENT PROGRAM BUDGET TO REALLOCATE TO THE GENERAL FUND  
UNASSIGNED BALANCE**

**WHEREAS**, the Mayor submitted to the Council of the City of Memphis on April 8, 2025, a proposed Operating Budget and Capital Improvement Program Budget for the Fiscal Year ending June 30, 2026; and

**WHEREAS**, the Budget Committee of the Council has held meetings and thoroughly reviewed the recommended Operating and Capital Improvement Program Budgets and will make approved revisions thereto; and

**WHEREAS**, the Council has identified a need for funds to be allocated to other projects/programs/initiatives that serve the City of Memphis and significantly contribute to its growth and development and ensuring the City of Memphis is financially sound; and

**WHEREAS**, it is the intent of the Council that any and all funds allocated to \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) be reallocated to the General Fund Unassigned Balance.

**NOW, THEREFORE, BE IT RESOLVED** that the Memphis City Council hereby amends the (Capital Improvement Program) \_\_\_\_\_ (Operating Budget) for Fiscal Year 2026 by reallocating and appropriating \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) to the General Fund Unassigned Balance effective upon approval of this resolution and to be incorporated into the Fiscal Year 2026 Budget Ordinance.

Sponsor:

# **ATTACHMENT C**

**RESOLUTION TO AMEND THE FISCAL YEAR 2026 OPERATING/CAPITAL  
IMPROVEMENT PROGRAM BUDGET**

**WHEREAS**, the Mayor submitted to the Council of the City of Memphis on April 8, 2025, a proposed Operating Budget and Capital Improvement Program Budget for the Fiscal Year ending June 30, 2026; and

**WHEREAS**, the Budget Committee of the Council has held meetings and thoroughly reviewed the recommended Operating and Capital Improvement Program Budgets and will make approved revisions thereto; and

**WHEREAS**, the Council has identified a need for funds to be allocated to projects/programs/initiatives that serve the City of Memphis and significantly contribute to its growth and development; and

**WHEREAS**, the Memphis City Council hereby amends the (Capital Improvement Program/ Operating Budget) for Fiscal Year 2026 by making a reduction of \$\_\_\_\_\_ from the \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) and increasing the \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) by \$\_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED** that the Memphis City Council hereby amends the (Capital Improvement Program/Operating Budget) for Fiscal Year 2026 by reducing \$\_\_\_\_\_ from the \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) and increasing the \_\_\_\_\_ (name of project or program) \_\_\_\_\_ (service center/line item) by \$\_\_\_\_\_ effective upon approval of this resolution and to be incorporated into the Fiscal Year 2026 Budget Ordinance.

Sponsor: