



City of Annapolis

Regina C. Watkins-Eldridge, MMC., City Clerk
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2535

CityClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

DRAFT

December 20, 2024

To: City Manager Mallinoff
 All Department Directors

From: Regina C. Watkins-Eldridge, MMC
 City Clerk

RE: **DEADLINE** – For Introduction of Legislation – **2025 Election Year**

The purpose of this memorandum is to outline upcoming deadlines for the introduction of legislation before the City Council pursuant to the requirements in City Code Sec. 2.16.090 (A) - Reading, amendment and passage of ordinances, etc. states the following:

“All three readings of an ordinance and charter amendment **shall occur during the same term of the Council.**”

The last scheduled City Council Meeting for this term - **MONDAY, OCTOBER 27, 2025.**

Charter, Article IV, Sec. 4. (a) States the following:

*“The city council shall meet regularly on the second Monday of each month **except during the month of August and during the month of November in the year of a municipal general election.**”*

Accordingly, for each type of legislation identified below, the deadlines are as follows:

Type of Legislation	DEADLINE for submission of complete, legally sufficient legislation and all supporting materials	DEADLINE for introduction before the City Council.
Ordinances (No Planning Commission Referral)	Thursday, July 31, 2025	Monday, September 8, 2025
Ordinances (Referred to the Planning Commission)	Friday, June 6, 2025	Monday, June 16, 2025
Resolutions	Friday, October 3, 2025	Monday, October 13, 2025
Resolutions (Referred to the Planning Commission)	Friday, June 6, 2025	Monday, June 16, 2025
Resolutions (Public Hearing Requested 2.16.180 A)	Friday, September 5, 2025	Monday, September 15, 2025
Charter Amendments	Thursday, July 31, 2025	Monday, September 15, 2025

Cc: City Manager
 Department Directors