

**STATE OF GEORGIA  
CLAYTON COUNTY  
CITY OF JONESBORO**

**RESOLUTION NO.** 2025-006

**A RESOLUTION AMENDING THE CITY OF JONESBORO  
RULES OF PROCEDURE FOR ELECTED OFFICIALS**

**WHEREAS**, the duly elected governing authority of the City of Jonesboro, Georgia is the Mayor and Council thereof; and

**WHEREAS**, the City Council desires to amend the City of Jonesboro Rules of Procedure for Elected Officials adopted by City Council in April 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, GEORGIA, AS FOLLOWS:**

SECTION 1. The “Limit contact to specific Staff” portion of the “Council Conduct With City Staff” section of the Rules of Procedure is amended to include a 48-hour response rule as follows:

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional background information should be directed to the City Manager. The Mayor should be copied on or informed of any request.

Requests for follow-up or directions to staff should be made only through the City Manager and/or Mayor when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager and/or Mayor for direction. Materials supplied to a Councilmember in response to a request will be made available to all members of the Council so that all members of Council have equal access to information.

All staff, Council and elected officials are encouraged to respond to inquiries within 48 hours, excluding weekends and legal holidays (2 business days). Councilmembers are encouraged to respond to each other, as well as the Mayor, within 48 hours, excluding weekends and legal holidays (2 business days).

SECTION 2. Severability. If any part of this resolution is deemed invalid or unenforceable, such invalidity or unenforceability shall not affect the remainder of this resolution.

SECTION 3. Attorney Authorization. The City Attorney is hereby authorized, by the consent of the City Council, to make such edits, changes, and additions to this resolution as necessary

to ensure its compliance with the intent of the City Council, the Charter of the City of Jonesboro, and all applicable laws and ordinances.

SECTION 4. Effective Date. This resolution shall be effective immediately upon its adoption.

SO RESOLVED this \_\_\_\_ day of July, 2025.

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Donya L. Sartor, Mayor

ATTEST:

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Shandrella Jewett, City Clerk

[SEAL]

APPROVED AS TO FORM:

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David Dreyer, City Attorney