

COUNCIL COMMITTEE RECORD

August 21, 2007

Date: _____

Personnel, Intergovernmental and Annexation

Committee: _____

Brent Taylor P

Committee Chairman: _____

Myron Lowery P

Vice Chairman: _____

		Y	N
Committee Members present:	<u> P </u> Dedrick Brittenum	___	___
	<u> P </u> Scott McCormick	___	___
	_____ Jack Sammons	___	___
Others present:	<u> P </u> Madeleine Taylor	___	___
	_____ Joe Brown		
	<u> P </u> Carol Chumney		
	<u> P </u> Edmund Ford		
	_____ Henry Hooper II		
	<u> P </u> Barbara Swearengen Ware		
	<u> P </u> E. C. Jones		
_____ Tom Marshall			

Item: Resolution establishing a standard paper size for papers submitted to the City Council

Motion: Brittenum

Second: Gors

Vote: _____

Motion: Holt - 12 pt. recommended

Second: McCormick

Vote: _____

Motion: _____

Second: _____

Vote: _____

Committee Action Requested:

~~print smaller than 10pt. font~~
10 pt but 12 is recommended font

CITY COUNCIL RESOLUTION

WHEREAS, based upon a recommendation of the Tennessee Supreme Court's Advisory Commission on Technology, in 2003 the Court adopted Tennessee Supreme Court Rule 36 establishing a standard paper size for papers filed in all state courts which states in part, "All pleadings, motions, and other papers presented for filing with the clerk or intended for the use of the court shall be upon letter size (8½ X 11 inches) opaque, unglazed white paper;" and

WHEREAS, in an increasingly paperless world, it is desirable to standardize size and reduce the amount of paper we use.

NOW, THEREFORE BE IT RESOLVED, that effective September 04, 2007, any document submitted to the Memphis City Council whether Ordinance, Resolution, report or other document shall be upon letter size (8½ X 11 inches) opaque, unglazed white paper and text printed in a minimum 10-point font size with a 12-point font size as the preferred dimension.

BE IT FURTHER RESOLVED, that the Memphis City Council minutes maintained by Records Management are exempted until January 2008; attachments or exhibits including but not limited to engineering documents, maps and plats may be submitted in original size; however, parties are encouraged to reduce or enlarge exhibits or attachments to letter size (8½ X 11 inches) paper if doing so does not impair legibility or clarity.

Memphis City Council
September 4, 2007