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 RESOLUTION - Amending the Standing Rules of the City Council by repealing those rules and enacting a new set of Standing Rules of like subject matter.

**Sponsors:** Quinton Lucas, Melissa Patterson Hazley

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8/3/2023	1	Council	Moved to Waive Charter Requirement	Pass
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8/3/2023	1	Council	Adopted	Pass

RESOLUTION NO. 230654

Sponsors: Mayor Quinton Lucas and Councilmember Melissa Patterson-Hazley

RESOLUTION - Amending the Standing Rules of the City Council by repealing those rules and enacting a new set of Standing Rules of like subject matter.

BE IT RESOLVED BY THE COUNCIL OF KANSAS CITY:

Section 1. That the Standing Rules of the City Council are hereby repealed and new Standing Rules of the City Council are adopted in lieu thereof to read as follows:

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## Section I. Rules of Order

### Rule 1.01 Parliamentary authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* ("RONR") shall be the parliamentary authority of the Council in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules ("Standing Rules"), the City Charter, or any applicable law.

### Rule 1.02 Amendments to rules

Proposed rules or changes to the Standing Rules:

- (a) Shall be introduced in the form of a resolution.
- (b) Shall be referred to the Finance, Governance and Public Safety Committee for its report and recommendations.
- (c) May not be adopted at the same meeting at which they are introduced; except that a proposed change to the Standing Committees may be adopted at the same meeting without referral to committee.
- (d) Shall be adopted only upon the affirmative vote of seven Councilmembers.

## Section II. Meetings and Sessions

### Rule 2.01 Legislative sessions

The Council shall meet in regular legislative session at times designated by ordinance. (City Charter Sec. 210(b))

### Rule 2.02 Business sessions

On the same day as any regular session of the Council, a business session of the Council shall be scheduled to begin at 2:00 pm, unless such business session is dispensed with or a more convenient time or place is fixed by the presiding officer and/or Council. The subjects to be considered shall be determined by the Mayor or upon the written recommendation of at least five councilmembers. The City Manager, in coordination with the Mayor, shall prepare the agenda for each business session, as limited by this rule, and shall always include agenda items for:

- (a) approving the minutes of the prior business session, and
- (b) discussing ordinances, resolutions and communications listed on that day's Council legislative docket or to be introduced from the floor during that day's Council legislative session.

The City Manager shall announce the time and place of meeting to all Councilmembers, to department heads, to the City Clerk and to other persons whose participation shall be required. An item may be docketed for consideration at the business session after 2:00 p.m. on the day prior to the session pursuant to the provisions of RSMo Chapter 610 and upon approval of the presiding officer. Without the consent of the presiding officer or a majority of the Councilmembers who are present, only Councilmembers, government officials, and persons or groups so indicated upon the agenda, shall be permitted to address any such session.

### Rule 2.03 Notice of public meetings

Pursuant to the provisions of RSMo Chapter 610, whenever the Council or any committee thereof, shall meet in any session, formal or informal, at which any public business is to be discussed, decided, or public policy formulated, at any time or place other than that specifically fixed by law and whenever any such meeting, the time and place of which is fixed by law is dispensed with, public notice of the time, date, and place of each meeting, and its tentative agenda, or of dispensing therewith, shall be given as provided by such statutes.

### Rule 2.04 Closed sessions

Pursuant to the provisions of RSMo Chapter 610 and as otherwise may be provided for by law, the Council or any of its committees may enter into closed session upon the affirmative vote of a majority of the votes cast. In any such instance, the reason for closing the meeting and reference to the specific provision of the law authorizing closing and the vote of each Councilmember on the motion to close shall be announced in open session beforehand and made a part of the minutes.

Business not directly related to the specific reason announced for closing the meeting shall not be discussed during the closed session, and the meeting shall be closed only to the extent necessary for the reason announced. Any votes taken during a closed session shall be by roll call and recorded.

Closed sessions may be adjourned by the chairperson if he or she determines that there is no further business to be considered in closed session and if there is no objection by any Councilmember. In the event of an objection, adjournment of a closed session shall be upon motion which shall be by roll call and recorded as provided above. After the closed session is ended, the Council will be in open session and shall proceed as appropriate.

### **Section III. Ordinances and Resolutions**

#### **Rule 3.01 Introduction and preparation of ordinances and resolutions**

All ordinances and resolutions shall be introduced only in printed or electronic form.

- (a) The Mayor, all Councilmembers, the City Manager and the City Manager's assistants, all department directors, and others authorized by the Council may introduce legislation before the Council. (City Charter Sec. 501(a))
- (b) The City Attorney shall review and prepare proposed ordinances and resolutions, and shall approve as to form all ordinances.
- (c) Ordinances and resolutions shall include a docket memo or designate no fiscal impact. Any docket memo shall include the account(s) from which funds are to be encumbered. Such documents shall be submitted to the City Clerk.
- (d) The City Clerk shall prepare and electronically distribute copies of all proposed ordinances and resolutions, together with summaries, to all Councilmembers at the meeting at which they are to be introduced. Paper copies will be distributed on request.
- (e) When any version of a proposed ordinance amends, repeals or otherwise changes sections of the Code of Ordinances or City Charter, Council (and the public upon request) shall be provided with a copy identifying the proposed changes. Proposed additions to the code or charter shall be underlined. Proposed deletions to the code or charter shall be shown with a line ~~striking~~ the language to be deleted.

#### **Rule 3.02 Appropriation ordinances**

- (a) Appropriation ordinance requests shall show the full purpose of the appropriation and the fund to which it is to be charged.
- (b) The City Attorney shall not prepare an appropriation ordinance, except for a Councilmember, absent the approval of the City Manager.
- (c) The City Clerk shall not docket any appropriation ordinance until assured that the above described approvals are met and until a docket memo accompanies the ordinance.
- (d) The City Manager or City Manager's designee shall use best efforts to effectuate contractual terms authorized by Council within 90 days, unless material impediments exist to delay contractual assent. The City Manager or City Manager's designee shall notify Council via docketed communication that such impediment exists and briefly describe such impediment.

#### **Rule 3.03 Content and titles**

- (a) The content of ordinances and resolutions shall be limited to a single subject.

- (b) Ordinances and resolutions shall have a title which shall clearly express the subject matter contained therein.
- (c) Ordinances and resolutions concerning a specific City project shall include the project name in the title. [Res. 130846, adopted Oct. 31, 2013]

**Rule 3.04 Introduction from the floor**

Any Councilmember who desires to introduce an ordinance or resolution during legislative session shall deliver in printed or written form such ordinance or resolution to the City Clerk who shall proceed to assign a number and read the title of the ordinance or resolution.

**Rule 3.05 Ordinances - three readings required**

Ordinances, except emergency ordinances, shall not be passed until they shall have been read on three separate days at regular or special meetings of the Council, unless a motion is made to dispense with the requirement of reading on three separate days and adopted upon the affirmative vote of nine Councilmembers. (City Charter Sec. 502(b)) [Res. 140301 (effective May 1, 2014)]

**Rule 3.06 Reading of ordinances and resolutions**

- (a) On the first, second, and third reading of ordinances or resolutions, the number, title, and committee report only shall be read.
- (b) Any Councilmember may request the reading of any ordinance or resolution as a whole.

**Rule 3.07 Resolutions - same day adoption**

Except where otherwise provided by the Charter or the Code of Ordinances, resolutions shall not be passed on the same day they are introduced unless a motion is made for immediate adoption and approved upon the affirmative vote of nine Councilmembers.

**Rule 3.08 Referral to committee**

- (a) Any ordinance or resolution introduced on the printed docket or during legislative session shall be referred to an appropriate committee unless:
  - i. In the case of an ordinance, a motion is made and adopted to waive three readings.
  - ii. In the case of a resolution, a motion is made and adopted for immediate adoption.
- (b) If a motion to waive three readings or a motion for immediate adoption fails, the ordinance or resolution shall be referred to committee as if no such motion had been made.
- (c) The committee so referred shall be determined by the presiding officer, unless a motion is made to change the committee referral and adopted upon the affirmative vote of a majority of the votes cast.
- (d) The committee so referred may be a joint committee.

**Rule 3.09 Passage of ordinances and adoption of resolutions**

Seven affirmative votes shall be required to pass an ordinance or adopt a resolution. (City Charter Sec. 502(a))

**Rule 3.10 Emergency ordinances**

- (a) An ordinance declaring an emergency is an ordinance which in whole or in part is passed upon the affirmative vote of nine Councilmembers for the immediate preservation of the public peace, property, health, safety or morals, in which the emergency is set forth and defined in a preamble to the ordinance. (City Charter Sec. 503 (a))

- (b) If any ordinance declaring an emergency fails to receive nine affirmative votes, such measure shall cease to be before the Council as a measure declaring an emergency. Thereafter, a motion to amend to strike the clause declaring the emergency shall be in order. If such motion is made and adopted, the ordinance shall be subject to the same three readings as a regular ordinance. If no such motion is made, the ordinance shall be deemed to have failed. (City Charter Sec. 503(a)) [Res. 140301 (effective May 1, 2014)]

#### **Rule 3.10.5 Ordinances with an accelerated effective date**

An ordinance with an accelerated effective date is an ordinance which in whole or in part falls within any of the categories outlined in the City Charter Sec. 503(a)(3) and is recognized in the ordinance as an ordinance with an accelerated effective date. (City Charter Sec. 503(a)) [Res. 140301 (effective May 1, 2014)]

#### **Rule 3.11 Reconsideration of ordinances and resolutions**

After the decision upon any ordinance or resolution, except the adoption or rejection of an ordinance submitted to the Council under the initiative, or an emergency ordinance or an ordinance with an accelerated effective date as defined in Section 503 of the City Charter, any Councilmember who voted with the prevailing side may move for reconsideration thereof at the same or the next meeting. A motion to reconsider shall be adopted upon the affirmative vote of a majority of the votes cast. Once a motion for reconsideration of a decision has been adopted and acted upon, or has been rejected, no other motion for a reconsideration of the decision shall be made at the same meeting without the unanimous consent of the Councilmembers who are present. This rule does not affect the right of the Mayor to require reconsideration under the provisions of Section 505 of the Charter. [Res. 140301 (effective May 1, 2014)]

### **Section IV. Special Actions and Communications**

#### **Rule 4.01 Special Actions**

- (a) A special action is a ceremonial act taken to present an award or citation, recognize visitors, or make an announcement or formal discussion.
- (b) No Councilmember, including the Mayor, shall act as lead sponsor on more than one special action at each regular meeting of the Council.
- (c) The City Clerk shall docket only one special action for which a Councilmember, including the Mayor, is the lead sponsor at each regular meeting.
- (d) A special action may be passed on the same day introduced, and the vote may be by acclamation.
- (e) The City Clerk shall docket no more than three special actions at each regular meeting of the Council, with the exceptions of the last regular meeting of each calendar year and the last regular meeting of each four-year Council term.

#### **Rule 4.02 Communications**

Such matters where appropriate may be conveyed to the attention of the Council by the administrative staff, through the City Manager, or the City Clerk or by Councilmembers in the form of a communication to the Mayor and Council which shall bear a number assigned by the City Clerk. Such communication shall be delivered to the City Clerk and placed on the regular docket under Communications. The listing on the docket of notices and communications constitutes the conveyance of such to the Council. Communication numbers and titles shall not be read.

### **Section V. Subsidiary Motions**

#### **Rule 5.01 Motion to amend**

- (a) A motion to amend an ordinance or resolution is in order when such ordinance or resolution is not in the hands of a committee and the motion is deemed adopted upon the affirmative vote of a majority of the votes cast.
- (b) An ordinance or resolution may be amended without limitation as to the number of amendments.
- (c) If an ordinance or resolution is amended, the changed ordinance shall be referenced as "As Amended."

**Rule 5.02 Motion to amend a motion to amend**

A motion to amend a motion to amend shall be in order and is deemed adopted upon the affirmative vote of a majority of the votes cast.

**Rule 5.03 Motion to re-refer to committee**

A motion to re-refer an ordinance or resolution to committee is in order when such ordinance or resolution is not in the hands of a committee.

**Rule 5.04 Motion to hold off the docket**

- (a) A motion to hold an ordinance or resolution off the docket is debatable and is deemed adopted upon the affirmative vote of a majority of the votes cast.
- (b) An ordinance or resolution held off the docket shall be held off the docket until it is called up by the adoption of a motion for consideration, or until it becomes part of the semi-annual docket and is deemed to have failed, whichever occurs first.

**Section VI. Privileged Motions**

**Rule 6.01 Division of question**

If the question contains two or more divisible propositions, the presiding officer may, and upon request of a Councilmember, shall divide the same; but a motion or act to strike out a provision and insert a substitute is not divisible.

**Rule 6.02 Suspension of rules**

- (a) With proper notice, any provision of the Standing Rules not governed by the City Charter may be temporarily suspended at any meeting of the Council, upon motion duly made and adopted, upon the affirmative vote of a two-thirds majority of the votes cast. The required notice shall be provided to the City Clerk in writing, specifying precisely the rule or part proposed to be suspended, and the purpose thereof, and such notice shall be forwarded by the City Clerk to each Councilmember at least 24 hours in advance of the meeting in which the suspension is to be proposed.
- (b) Without notice, any provision of the Standing Rules not governed by the City Charter may be temporarily suspended at any meeting of the Council, upon motion duly made and adopted, upon the affirmative vote of a two-thirds majority of the votes cast or seven votes, whichever is greater.

**Section VII. Attendance; Order of Business**

**Rule 7.01 Publication of docket**

It shall be the duty of the City Clerk to publish on the day of a regular or special Council meeting a docket setting forth by number and full descriptive title, all ordinances, resolutions, and documents to come before the Council for consideration that day. Copies of this docket shall be distributed to the Councilmembers by noon on the day of the meeting.

**Rule 7.02 Attendance**

- (a) Councilmembers shall advise the presiding officer and the City Clerk at least 24 hours in advance, except in the most unusual cases, of their intention to be absent from legislative session.
- (b) The City Manager, or acting City Manager, shall attend all meetings of the Council. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote.
- (c) The City Attorney, or an assistant City Attorney, shall attend all meetings of the Council. The City Attorney shall act as the Council's parliamentarian.
- (d) The City Clerk, or a deputy City Clerk, shall attend all meetings of the Council and its committees and keep a record of the actions of the Council or committee.



**Rule 7.03      Order of Business**

The business of all regular legislative meetings of the Council shall be transacted in the following order:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Special Actions
5. Resolutions for Same Day Adoption
6. Final Readings - Consent
7. Final Readings - Debate
8. Committee Advances - Consent
9. Committee Advances - Debate
10. Second Readings
11. First Readings

If there is no objection, a Councilmember or the presiding officer may call for any ordinance, resolution, document, or item to be called up out of order. If there is objection, the Council may change the order upon a motion duly made and adopted upon the affirmative vote of a majority of the votes cast.

**Rule 7.04      Roll Call**

- (a) The presiding officer shall direct the City Clerk to call the roll at the beginning of every legislative session. Roll call votes will be alternated during each term of the Council in accordance with the following procedure. During the first eight (8) months of each council term, the voting order will be First District At-Large Councilmember, First District Councilmember, Second District At-Large Councilmember, Second District Councilmember, etc. with the Presiding Officer voting last. Each succeeding eight (8) month period, the voting of the councilmembers shall be rotated so that the next higher number councilmanic district will vote first and the councilmanic district formerly voting first will vote last, immediately preceding the vote of the Presiding Officer. At least seven Councilmembers must be present for quorum.
- (b) A Councilmember shall be recorded as present if he or she responds to the roll call or, if appearing after roll call, he or she casts a vote on any ordinance or resolution.
- (c) The absence of any Councilmember may be excused by the Mayor, or if the Councilmember is on official city business as an officially designated City representative.

**Rule 7.05      Consent items**

- (a) All ordinances and resolutions will be placed on the debate docket unless the reporting committee by unanimous vote of those present designates that the item be placed on the consent docket.
- (b) All ordinances and resolutions on the consent docket will be voted upon without discussion or explanation by a single vote of the Council.
- (c) An ordinance on the consent docket may be removed from the consent docket and placed on the debate docket upon the request of any Councilmember.
- (d) Ordinances on the consent docket will be subject to all customary motions.

**Rule 7.06          Debate items**

Items on the debate docket will be explained by the committee chairperson and shall be subject to debate.

**Rule 7.07          Semi-annual docketing**

At the first Council meeting following June 30 and December 31 of each year, the City Clerk shall cause to be printed a semi-annual docket listing by number and title all ordinances and resolutions more than six months old and undisposed of as of the date of such Council meeting. The items on such docket listing shall be referred to the appropriate committee, which shall consider and report the same with its recommendations to the Council. Once the clerk has received all the recommendations, the semi-annual docket listing the committee recommendations shall be presented at the next Council meeting. The committee recommendations will be accepted unless any Councilmember shall request that a specific measure or measures remain in committee for an additional six months.

**Section VIII. Decorum; Assignment of the Floor; Debate**

**Rule 8.01          Public conduct in Council meetings**

- (a) Citizens are welcome to attend all official meetings of the Council and will be admitted to the Council chamber up to the fire safety capacity of the room.
- (b) All citizens will refrain from extensive private conversations in the chamber while the Council is in session. Citizens attending a Council meeting shall not carry on audible conversations on cellular phones or any other electronic devices while in the Council chambers during Council proceedings.
- (c) Citizens attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to Councilmembers. Further, no citizen in attendance at a Council regular legislative or committee meeting shall attempt to contact any Councilmembers during the session by written or oral means within the bar without the consent of the Councilmember. Any person making personal, impertinent, or slanderous remarks, or who become boisterous while addressing the Council or while attending a Council legislative or committee meeting, or who attempts to communicate with Councilmembers as prohibited herein shall be removed from the room if the Sergeant-at-Arms or security is so directed by the presiding officer, and the person shall be barred from the Council chamber during that session of the Council.
- (d) Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the Sergeant-at-Arms or security to remove such offenders from the room.
- (e) Citizens attending Council meetings are not allowed to bring food or drink into the Council chamber.
- (f) In case of disturbances or disorderly conduct in the Council chamber, the presiding officer shall have power to order the chamber cleared by the Sergeant-at-Arms or security.

**Rule 8.02          Privileges of floor**

- (a) Privileges of floor shall extend only to:
  - i. The Mayor and the Mayor's staff
  - ii. Councilmembers and members of their staff
  - iii. The City Manager, the City Clerk, the City Attorney, and the City Auditor and members of their staffs
  - iv. Persons invited by the presiding officer or by a majority vote
  - v. Security personnel
- (b) Only persons with privileges of floor may:
  - i. Be admitted within the bar of the chamber.

- ii. Be allowed to address the Council.
- iii. Attempt to contact a Councilmember when Council is in session.
- iv. Occupy the security booth.

**Rule 8.03 Floor decorum**

During Council sessions, persons with privileges of floor:

- (a) Shall preserve order and decorum and shall neither, by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey any orders of the presiding officer or rules of the Council.
- (b) Shall accord the utmost courtesy to each other, the staff and members of the public and shall avoid discussion of personalities and the use of indecorous language.
- (c) Shall address each other and designated staff by their appropriate titles, i.e., Mayor, Councilman, Councilwoman, City Manager, City Clerk, City Attorney, or Mr./Mrs./Ms./Miss.
- (d) Shall be prohibited from making or receiving telephone calls from the Council chamber.
- (e) Shall not walk between the presiding officer and the City Clerk or between the presiding officer and a Councilmember addressing that officer.
- (f) Shall not address the presiding officer while a vote is being taken, except that Councilmembers may ask for a clarification on the issue being voted or raise a point of order.

**Rule 8.04 Right of floor**

When any Councilmember desires to address the Council, the Councilmember shall stand and be recognized by the presiding officer.

**Rule 8.05 Debate**

- (a) The presiding officer shall attempt to recognize Councilmembers in the order they seek recognition.
- (b) Every Councilmember desiring to question the administrative staff shall address questions to the City Manager, who shall be entitled either to answer the inquiries personally or to designate some member of the staff for that purpose.
- (c) A Councilmember, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, a point of order is raised by another Councilmember, or the speaker chooses to yield to another Councilmember. If a Councilmember is called to order while speaking, the Councilmember shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Councilmember shall be permitted to proceed.
- (d) No Councilmember shall speak to any ordinance or resolution in excess of five minutes consecutively, and not in excess of ten minutes in total; thereafter, under extraordinary circumstances, the Presiding Officer may grant a Councilmember one additional period, not to exceed three minutes, in which to speak to that ordinance or resolution.
- (e) Councilmembers shall confine their questions to the particular matters before the assembly and, in debate, shall confine their remarks to the issue before the Council.

**Section IX. Voting**

**Rule 9.01 Voting**

- (a) On the passage of every ordinance and resolution, and on the appointment of every officer, the vote shall be

taken by roll call and entered in full upon the record.

- (b) On any other question, a voice vote shall be sufficient unless at the request of a Councilmember, the vote shall be taken by roll call and entered in full upon the record.
- (c) The vote on a pending ordinance or resolution shall be for or against the item and not on the report of the committee.
- (d) A Councilmember who is present may vote “Abstain” and his or her vote shall be registered as “Present, but choosing to abstain from voting.”

**Rule 9.02 Votes required**

As a matter of convenience only, the following table gives the number of votes required on various matters pending before the Council:

- (a) Simple Majority Vote
  - i. All Motions unless otherwise stated in the rules, the City Charter or applicable law.
- (b) Two-Thirds Majority Vote
  - i. Motion to close debate (previous question) (RONR)
  - ii. Motion to suspend the rules (Standing Rule 6.02)
- (c) Seven Votes
  - i. Passage of an ordinance (City Charter Sec. 502(a))
  - ii. Adoption of a resolution (City Charter Sec. 502(a))
  - iii. Amendments to the Standing Rules. (Standing Rule 1.02)
  - iv. Creating any new department in the city government. (City Charter Sec. 502(a))
  - v. Ordinance with an accelerated effective date. (City Charter Sec. 503(a))
  - vi. Authorizing the sale of city property (City Charter Sec. 1210)
- (d) Nine Votes
  - i. Dispensing with Charter requirement that an ordinance (except an emergency ordinance) be read on three separate days (City Charter Sec. 502(b))
  - ii. Adoption of a resolution on the same day it is introduced (Standing Rule 3.07)
  - iii. Authorizing the director of finance to borrow money (City Charter Sec. 806)
  - iv. Expulsion of a Councilmember from the Council (City Charter Sec. 211)
  - v. Vacating any public highway, street, alley, public place, platted addition or subdivision or part thereof (KCMO Code of Ordinances 88-560-09B)
  - vi. Amendments to zoning law when under protest (KCMO Code of Ordinances Sec. 88-515-09)
  - vii. Declared emergency (City Charter Sec. 503(a)) [Res. 140301 (effective May 1, 2014)]

**Section X. Committees**

Rule 10.01. Standing Committees.

The Standing Committees of the Council shall be:

- (a) Finance, Governance, and Public Safety
- (b) Transportation, Infrastructure, and Operations Committee
- (c) Neighborhood, Planning, and Development

**Rule 10.02 Standing Committee composition and membership**

For each Standing Committee:

- (a) No later than the first day of a Council term, the Mayor shall appoint Councilmembers as committee members.
- (b) The Mayor may serve as an appointed member.
- (c) The Mayor shall designate who shall serve as chairperson and vice chairperson.
- (d) The Mayor may change committee appointments and the designations of chairperson and vice chairperson at any time.
- (e) Quorum shall consist of a majority of members.

**Rule 10.03 Special Committees**

The Mayor may appoint Special Committees not encompassed by the Standing Committees. A majority of the members of a Special Committee shall constitute a quorum.

**Rule 10.04 Ethics training required**

No non-incumbent Councilmember shall serve on any committee who has not received orientation training on ethics as required by Section 2-2003, Code of Ordinances.

**Rule 10.05 Committee meetings and conduct of business**

- (a) For committee meetings on zoning ordinances, the time and place of a committee meeting may be set at any time after proper publication of notice.
- (b) For all other business, the Standing Committees shall hold regular public hearings on ordinances and resolutions referred to them at regular times and places designated by the committee chairperson in a notice to the City Clerk.
- (c) Standing and Special Committee meetings may also be held at such other times and places as such committee may deem necessary for any cause as determined by the committee chairperson, upon proper notice as set out in the Standing Rules.
- (d) Chairpersons shall maintain order, allowing only one person to address the committee at a time.
- (e) The City Clerk or a member of the Clerk's staff shall attend each committee meeting to take notes and assist in making changes to ordinances or resolutions.
- (f) The City Attorney or the City Attorney's designee shall attend each committee meeting for legal advice or technical assistance in making changes to ordinances or resolutions.
- (g) The City Manager or the City Manager's designee shall attend each committee meeting to report on each ordinance and resolution.

- (h) Each committee may establish procedures for the conduct of its hearings.
- (i) No committee meetings shall be held on the same day as a regular Council legislative session.

**Rule 10.06 Handling of referred items in committee**

- (a) An item referred to a committee, typically an ordinance or resolution, shall be placed on the agenda of the next meeting of the committee for consideration.
- (b) A referred item may be changed from one committee to another with the consent of the chairperson of each committee involved and the Mayor.
- (c) Prior to any item being reported out of committee, it shall receive a public hearing and members of the public shall be allowed to give testimony in favor of or in opposition to such item.
- (d) Without objection or upon the affirmative vote of a majority of the votes cast, a committee may change or amend an item.
- (e) The chairperson may place a one-week hold on an item. If the chairperson places such a hold, no action may be taken on the item at the meeting in which the hold is placed. Once the chairperson places such a hold on an item at a committee meeting, the chairperson may not place a hold on the item at any subsequent committee meeting.
- (f) Committees may hold an item for a definite period of time without objection or upon the affirmative vote of a majority of the votes cast.
- (g) Committees may hold an item off its docket indefinitely without objection or upon the affirmative vote of a majority of the votes cast. Items so held may be placed back on the committee's agenda, with proper notice, at the direction of the chairperson or at the next meeting of the committee by the adoption of a motion for consideration. An item held off the docket shall be held off the docket until it is called up for consideration or until it becomes part of the semi-annual docket and is deemed to have failed, whichever occurs first.

**Rule 10.07 Committee reports**

- (a) Reports shall be made upon the affirmative vote of a majority of the votes cast.
- (b) Ordinances and resolutions shall be reported out "Do Pass," "Do Not Pass," or "Without Recommendation."
- (c) Communications may be filed or the committee may return its action on the communication to the Council in the form of a resolution. The recommendations of the committee on the resolution shall accompany the communication.
- (d) Any item changed or amended in committee shall be reported with the "Committee Substitute" qualifier.
- (e) The City Clerk and the City Attorney, acting jointly, are authorized to amend ordinances and resolutions to correct scrivener's errors.
- (f) Items may also be reported out with an "Advance" docket request, which shall mean that the committee requests that the Council take up the item at its next regular meeting.
- (g) Items may also be reported out with a "Consent" docket request upon unanimous consent, which shall mean that the committee requests that the Council place the item on its Consent agenda.

**Rule 10.08 Calling out of committee**

- (a) The Council may call an item out of committee at any time by a motion duly made and passed upon the affirmative vote of a majority of the votes cast.
- (b) The Mayor or Councilmember may call an item out of committee after 30 days from the date of referral having passed by announcing such a request in legislative session.

- (c) Items called out of committee shall be docketed under the "Second Readings" agenda item on the agenda of the next regular Council legislative session. At the time such items are scheduled for a final reading, they shall be docketed under the "Final Readings - Debate" agenda item.

**Rule 10.09 Docketing of items reported out of committee**

- (a) Items reported out of committee shall be docketed on the agenda of the next regular Council legislative session.
- (b) Ordinances reported out of committee with both the "Advance" and "Consent" docket requests shall be docketed under the "Committee Advances - Consent" agenda item.
- (c) Ordinances reported out of committee with only the "Advance" docket request shall be docketed under the "Committee Advances - Debate" agenda item.
- (d) Ordinances reported out of committee with only the "Consent" docket request shall be docketed under the "Second Readings" agenda item. At the time such ordinances are scheduled for a final reading, they shall be docketed under the "Final Readings - Consent" agenda item.
- (e) All other ordinances reported out of committee shall be docketed under the "Second Readings" agenda item. At the time such ordinances are scheduled for a final reading, they shall be docketed under the "Final Readings - Debate" agenda item.
- (f) Resolutions reported out of committee with the "Advance" and "Consent" docket requests shall be docketed under the "Final Readings - Consent" agenda item.
- (g) Resolutions reported out of committee with only the "Advance" docket request shall be docketed under the "Final Readings - Debate" agenda item. At the time such resolutions are scheduled for a final reading, they shall be docketed under the "Final Readings - Debate" agenda item.
- (h) Resolutions reported out of committee with only the "Consent" docket request shall be docketed under the "Second Readings" agenda item. At the time such resolutions are scheduled for a final reading, they shall be docketed under the "Final Readings - Consent" agenda item.
- (i) All other resolutions reported out of committee shall be docketed under the "Second Readings" agenda item. At the time such resolutions are scheduled for a final reading, they shall be docketed under the "Final Readings - Debate" agenda item.
- (j) Whenever an item is reported to the Council as a "Committee Substitute," the City Clerk shall provide a comparative copy of the item to the Council that compares the original form to the committee substitute. In addition, the comparative copy will be filed with the City Clerk.

**Section XI. Officers**

**Rule 11.01 Mayor; Presiding officer**

- (a) The Mayor shall be the presiding officer of the Council.
- (b) In the absence of the Mayor, the Mayor Pro Tempore shall preside.
- (c) In the absence of the Mayor and the Mayor Pro Tempore, the order of succession to preside over the meetings of the Council will be the same as the order of succession to the office of Mayor, as enacted by ordinance.
- (d) Upon the designation of the presiding officer, any other Councilmember may preside over a Council session.
- (e) The Mayor shall annually preside over sessions of the Council in which the performances and salaries of the City Manager, City Auditor, and City Clerk shall be reviewed.

**Rule 11.02 Mayor Pro Tempore**

The Mayor Pro Tempore shall have the following duties:

- (a) Shall be the Sergeant-At-Arms and shall arrange for appropriate security of all Council sessions and if requested by a Councilmember, shall arrange for appropriate security of a committee meeting.
- (b) Shall perform all other parliamentary assignments as the rules or the Mayor may delegate.

**Rule 11.03 City Clerk**

In addition to the parliamentary duties provided by the rules of the Council, the City Clerk shall publish in electronic or print form a record at least weekly in which an abstract of the proceedings of each meeting of the City Council is promptly published; the record shall be made available without a charge or fee in the office of the City Clerk.

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Approved as to form:

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Nelson V. Munoz  
Deputy City Attorney