




Council Rules of Procedure
City of Tacoma | City Attorney's Office
Government Performance and Finance Committee
16 August 2022
ITEM #1

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• • • Presentation Type

- Informational Only

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OVERVIEW



- Background
- Issues
- Proposed revisions to the Council Rules
- Next steps

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BACKGROUND



- Resolution No. 40980 (June 2022) amended the City Council Rules of Procedure to comply with changes in open public meetings law.
- Staff noted several possible revisions for future Council discussion.
- Additional suggestions were received from the Mayor and Chair Hines.

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ISSUES



- Council preference for in-person attendance
- Reflect current practices
- Standard language in other cities' Council Rules
- Virtual Forum/Community Forum
- Council vacancy appointment process
- Minor revisions for clarity, consistency, and formatting

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PROPOSED REVISIONS



- **Remote participation in meetings (Rule 1.F)**
 - *Chair Hines*
 - Highlights preference that Council Members attend meetings in-person when possible
 - Council prefers **and values** in-person attendance.
 - **Council Members are expected to attend at least one regular business meeting per month in-person**

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PROPOSED REVISIONS



- **Order of Business (Rule 4.A)**

- Add "Agenda Modifications" header (current practice)
- Consent Agenda
 - Clarify grant approval and acceptance
 - Add approvals of:
 - quieting title/clearing title issues on real property
 - claims for expense, materials, purchases, advancements

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PROPOSED REVISIONS



- **Parliamentary Procedures and Motions (Rule 5)**

- Relocate language about Robert's Rules (from Rule 8)
- Add language found in other cities' rules:
 - City Attorney is the Parliamentarian
 - Motions
 - Abstaining or Recusing from a vote

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PROPOSED REVISIONS



- **Public Comment/Public Forum (Rule 9)**

- **Public Comment:** Speaker's comments limited to 2 minutes (current practice)
- **Community Forum**
 - Held on 2nd and 4th Tuesday (creates an additional Community Forum to replace Virtual Forum)
 - Limited to 60 minutes (Virtual Forum current practice)
- **Virtual Forum** removed/moved to Community Forum

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PROPOSED REVISIONS



- **Council vacancy process (Rule 16)**

- *Mayor Woodards*
- Additional stage if more than 10 applicants:
 - Each Council Member selects a number of applicants equal to 20% of the total applicant pool, rounded up.
 - All those selected move forward for a three- to eight-minute presentation.
 - Presentations are done in alphabetic order.

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PROPOSED REVISIONS



- **Council vacancy process (Rule 16) cont'd**
 - Additional stage if more than 10 applicants cont'd:
 - After presentations (or if not more than 10 applicants), each Council Member selects a number of applicants equal to 20% of the total applicants, rounded up.
 - Council votes to schedule candidates to be interviewed.
 - Council may deliberate the number of finalists to forward for interviews.

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PROPOSED REVISIONS



- **Council vacancy process (Rule 16) cont'd**
 - Interviews of finalists:
 - No more than 20 minutes
 - Opening remarks (2 minutes)
 - Council questions (17 minutes)
 - Closing remarks (1 minute)
 - Interviews are done in alphabetic order

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PROPOSED REVISIONS



- **Council vacancy process (Rule 16) cont'd**

- Final votes on finalists are voted on in random order as determined by the City Clerk.
- If no finalist receives a majority vote, the finalist with the least votes will be removed from consideration, and another vote will be taken. This will be repeated until an applicant receives a majority of the votes.

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PROPOSED REVISIONS



- **Minor revisions for clarity, consistency, and formatting (Various Rules)**

- Clarify the types of meetings
- Gender neutral language
- Formatting, numbering, references, etc.

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Next Steps



- GPF Committee Review – August 16, 2022
- Study Session – September 20, 2022
- City Council Consideration (amendments to Council Rules require 2 readings of the Resolution)
 - First Reading of Resolution – September 27, 2022
 - Second Reading of Resolution – October 4, 2022

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