



TO: Elizabeth Pauli, City Manager
FROM: Bill Fosbre, City Attorney
COPY: GPF Committee; Andy Cherullo; Doris Sorum; Claire Goodwin
PRESENTER: Bill Fosbre, City Attorney, and Doris Sorum, City Clerk
SUBJECT: Rules of Procedure of the Council – Suggested Revisions
DATE: 16 August 2022

PRESENTATION TYPE:
Informational Briefing

SUMMARY:

The City Attorney’s Office will provide an informational briefing on the Rules of Procedure of the Council of the City of Tacoma (Council Rules).

BACKGROUND:

The Council Rules were last amended per Resolution No. 40980 in June 2022, to comply with changes in Washington State law relating to open public meetings. Staff completed further review of the Council Rules at that time. The City Attorney’s Office is presenting the compiled the staff suggestions as well as feedback from Chair Hines and Mayor Woodards, for the Committee to discuss.

ISSUE:

The suggested changes are focused on in-person meeting attendance, reflecting current and past City Council practice, addressing staff recommendations, revising the Council vacancy appointment process, and improving clarity and consistency throughout the Council Rules.

- Rule 1.F: Clarify that the City Council prefers and values in-person attendance at meetings, and add an expectation that Council Members attend at least one regular business meeting per month in person. (Chair Hines)
- Rule 4.A: Revise the agenda Order of Business to add Agenda Modifications, and update the Consent Agenda list to:
 - clarify which items are placed on the Consent Agenda,
 - add approvals of requests to quiet title or clear title issues on real property,
 - add approvals of payment of claims for expense, materials, purchases, and advancements.
- Rule 5: Revise the name of Rule 5 to “Parliamentary Procedure and Motions”, add language related to abstaining or recusing from votes, and add standard language used in other cities’ rules.
- Rule 9: Revise public comment speaking time based on current practice, replace Virtual Forum with an additional Community Forum on the fourth regular business meeting of the month, and update the time limit based on Virtual Forum current practice.
- Rule 16: Revise the vacancy appointment process (Mayor Woodards), including:
 - Create an additional stage of presentations if there are more than 10 applicants.
 - Final votes on finalists are in random order as determined by the City Clerk.
 - If an applicant does not receive a majority vote of the Council, the applicant with the fewest 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.
- Rules 1, 2, 4, 5, 8, 9, 11, 12, 15, and 16: Minor revisions for gender neutral language, clarity, consistency, and formatting throughout.

Note: Amendments to the Council Rules must be made by resolution, and require two readings.

ALTERNATIVES:

This is an information briefing only. There are no alternatives presented.

FISCAL IMPACT:

This is an information briefing only. There is no fiscal impact.

RECOMMENDATION:

This is an information briefing only. There is no recommendation.