



# Council Rules of Procedure

City of Tacoma | City Attorney's Office

City Council Study Session  
20 September 2022  
ITEM #2



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## OVERVIEW



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

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## BACKGROUND

- June 7, 2022: City Council Rules of Procedure updated to comply with changes in open public meetings law (Resolution No. 40980)
- Staff noted several possible revisions for future Council discussion.
- Additional suggestions received from Mayor and GPF Chair Hines

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## BACKGROUND

- August 16, 2022: Presentation to Government Performance and Finance Committee
- Additional comments from GPF Members and Finance Director incorporated

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## ISSUES



- Preference for in-person attendance at meetings
- Duties and expectations
- Virtual Forum/Community Forum
- Council vacancy appointment process
- Current practices
- Add standard/clarifying language
- Minor revisions for consistency and formatting

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## PROPOSED REVISIONS



- **Remote participation in meetings (Rule 1.F)**
  - 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



- **Remote participation in meetings (Rule 1.F)**

- *From GPF Committee discussion:*

- *Consider setting a percentage of meetings per year that should be attended in-person*

- *Preference that meetings are chaired by someone attending in-person (if Chair attends remotely, the meeting would be run by the Vice Chair, or another member selected to be the presiding officer)*

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## PROPOSED REVISIONS



- **Council Member Duties and Expectations  
(Rule 2, New Section)**

- *From GPF Committee discussion:*

- *Add language about **duties** and **expectations** of Council Members & Mayor*

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## PROPOSED REVISIONS



- **Council Member Duties and Expectations**  
(Rule 2, New Section)

- Mandatory Duties
  - Meeting Attendance (Council, Committees, etc.)
  - Comply with City Charter, adopt budget and Comprehensive Plan, make/confirm appointments

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## PROPOSED REVISIONS



- **Council Member Duties and Expectations**  
(Rule 2, New Section)

- Expectations
  - Devote sufficient time to consider merits of each idea and then approve, modify, or reject it
  - Provide periodic reports to the Council on activities, make recommendations on issues

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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



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

- *From Finance Director:*
  - *Consent Agenda: Add approval of new purchase resolutions, or amendments to prior-approved purchase resolutions, with an amount not exceeding \$2,000,000. Amounts exceeding \$2,000,000 shall be placed under the Regular Agenda.*

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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 action (amendments to Council Rules require two readings of the Resolution)
  - First Reading of Resolution – September 27, 2022
  - Second Reading of Resolution – October 4, 2022

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