

## Rules of Procedure of the Council of the City of Tacoma

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### RULE 8 - MISCELLANEOUS

- A. **Agenda.** The City Clerk, under the direction of the City Manager, shall prepare the Agenda for each session of the Council in regular order in accordance with these rules, which order shall not be departed from for any purpose, except as provided for in these rules. Such Agenda shall include all resolutions, ordinances, and matters requested by any Council Member, including the Mayor, or by the City Manager. No item shall be deleted from the Agenda, except by motion approved by the Council.
- B. Amendments to Motions, Resolutions, and Ordinances. It is the policy of the Council to process legislation in a manner that is fair, equitable, transparent, effective, and respectful towards the public, constituent groups, and to the Council itself. The Council shall consider an amendment (including substitutes) to pending legislation only if the following requirements are met:
1. The amendment shall be in writing.
  2. The amendment shall include a brief statement or analysis of the effect of the amendment.
  3. The amendment shall be provided to all members of the Council, City Manager, City Clerk, and City Attorney a minimum of two (2) hours prior to the meeting in which it will be offered.

These requirements may be waived by a two-thirds majority vote of the Council Members present at the meeting in which the amendment will be offered. The presiding officer shall retain authority to allow public comment on amendments that substantially change original legislation after introduction.

Council Members are encouraged to consider the following additional best practices prior to submission of an amendment that will substantially change the policy scope or policy language, use of City resources, or costs to the City if the original legislation is amended.

1. Distribute the written amendment for input at a Council study session at least one week prior to the meeting in which it will be offered.
2. Distribute the written amendment for input to the public, constituents groups, and/or Committee, Board, or Commission that may have provided comment on the original legislation.

3. Distribute the written amendment to the City Manager for purposes of obtaining input from City staff or outside experts.
4. Distribute the written amendment to the City Clerk's Office on the Thursday prior to the meeting it will offered so it can be included in the published agenda and to allow for comments by the public during Public Comment.
5. Obtain co-sponsorship of the written amendment from other Council Members.

**BC. Robert's Rules of Order.** On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in *Robert's Rules of Order Newly Revised* shall prevail.

**ED. Amendments to Rules.** Amendments to these rules shall be made by resolution and shall require two readings.

**DE. Public Requests for Proclamations.** It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The Council retains the right to limit the number of proclamations at a Council Meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.

8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

**EF. Public Requests for Presentations.** It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of presentations:

1. The person(s) or organization making the request to make the presentation must submit a completed Application to Make a City Council Presentation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The presentation shall not exceed five minutes in length and the Council will not entertain more than two presentations at one Council Meeting.
5. The City retains the right to decide if the presentation will or will not be permitted.
6. Once approved, the presentation will be included on the appropriate Council agenda.
7. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

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