

**VERSION 1 – City Council Suggestions From 11/19/29 Study Session
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 as soon as possible prior to the meeting in which it will be offered.

These requirements may be waived by a two-third simple majority vote of the Council Members present at the meeting in which the amendment will be offered. The rule is not intended to limit the public's right to influence the legislative process or to devalue the public's right to comment on and change pending legislation. 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.