

**VERSION 2 – Non-mandatory Best Practices 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. Council Members are encouraged to consider the following 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. Prepare the amendment in writing.
  2. Include a brief statement or analysis of the effect of the amendment.
  3. Distribute the amendment to all members of the Council as soon possible prior to the meeting in which it will be offered.
  4. Distribute the amendment prior to the meeting to obtain input from the public, constituents groups, and/or Committee, Board, or Commission that may have provided comment on the original legislation.
  5. Distribute the amendment to the City Manager for purposes of obtaining input from City staff or outside experts, and the City Attorney for legal review.
  6. Distribute the 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 to allow for comments by the public during Public Comment.
  7. Obtain co-sponsorship of the amendment from other Council Members.

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.