



RESOLUTION NO. 40508

1 A RESOLUTION relating to City Council procedures; amending the *Rules of*
2 *Procedure of the Council of the City of Tacoma* by adding a new Rule 8.B,
3 entitled “Amendments to Motions, Resolutions, and Ordinances,” for the
4 purpose of establishing best practices related to amending Council
5 legislation; by changing the name of “Citizens’ Forum” to “Community
6 Forum”; and by changing references from “citizen” to “resident” or
7 “community member.”

8 WHEREAS the current *Rules of Procedure of the Council of the City of*
9 *Tacoma* (“Rules of Procedure”) does not contain a process for amending Council
10 legislation beyond *Robert’s Rules of Order*, and

11 WHEREAS the Government Performance and Finance Committee (“GPFC”)
12 reviewed the matter and determined that the processing of legislative amendments
13 should be done in a manner that is fair, equitable, transparent, effective, and
14 respectful towards the public, constituent groups, and to the City Council itself, and

15 WHEREAS GPFC made a recommendation to the full City Council that the
16 Rules of Procedure should be amended to include a process for amending Council
17 legislation, which the City Council considered at its Study Sessions of
18 November 19, 2019, and December 3, 2019, and instructed the City Attorney’s
19 Office to prepare an amendment to the Rules of Procedure that encourages
20 Council Members to consider a number of best practices prior to submitting an
21 amendment that will substantially change the policy scope or policy language, use
22 of City resources, or costs to the City if the original legislation is amended, and

23 WHEREAS, pursuant to Rule 9 of the Rules of Procedure, the City Council
24 appreciates hearing from members of the public on items on the agenda or under
25 the jurisdiction of the City Council, and
26



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

WHEREAS Rule 9 uses the term “citizen” and names the public forum

“Citizens’ Forum,” and

WHEREAS, to make public participation in City Council meetings more inclusive, the Mayor requested that the name “Citizens’ Forum” be changed to “Community Forum,” and that references in the Rules of Procedures to the word “citizen” be changed to either “resident” or “community member;” Now, Therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

That the *Rules of Procedure of the Council of the City of Tacoma* is hereby amended by adding a new Rule 8.B, entitled “Amendments to Motions, Resolutions, and Ordinances,” for the purpose of establishing best practices related to amending Council legislation; by changing the name of “Citizens’ Forum” to “Community Forum,” and by changing references from “citizen” to “resident” or “community member,” all as more specifically set forth in the attached Exhibit “A.”

Adopted _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney

EXHIBIT A

Rules of Procedure of the Council of the City of Tacoma

RULE 2 - PRESIDING OFFICER – DUTIES

The presiding officer shall:

1. Preserve order and decorum in the Council Chambers;
2. Observe and enforce all rules adopted by the Council for its government;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any member to the Council; and
4. Recognize members of the Council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the Council have had an opportunity to be recognized and be heard.
5. Retain the authority, during Public Comment and [Citizens' Community Forum](#), to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forums, and the presiding officer shall have the authority to suspend such person's right to speak, subject to the Council's right to overrule such decision.

RULE 4 - ORDER OF BUSINESS

A. **Order of Business.** The order of business shall be as follows:

15. [Citizens' Community Forum](#). See Rule 9.C.

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.

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.

CD. **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.

RULE 9 - PUBLIC COMMENT/PUBLIC FORUM

- A. **Public Comment.** The City Council appreciates hearing from [citizens-community members](#) about items on its agenda, and desires to set aside time at the start of each Council business meeting for Public Comment. All comments must be limited to items on the agenda. Speakers are asked to identify the specific agenda items they wish to address.

To ensure equal opportunity for the public to comment, a speaker's comments shall be limited to up to five minutes per person, per meeting. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than five minutes. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Public Comment portion of the meeting. Comments may be made on resolutions as well as first and final readings of ordinances. Comments shall not be accepted on ordinances forwarded to the Council by the Hearing Examiner for which a public hearing has been held. Written comments submitted prior to Council action shall be considered in the same manner as oral comments. When the Council suspends its rules to include a new resolution or ordinance on the agenda, public comment will be taken at the time the Council considers the resolution or ordinance. Where an ordinance has been substantially changed at its final reading, a person may speak to the changes. Public comment sign-up forms will be available at the back of the Council Chambers for use by those persons wishing to address the Council. All remarks will be addressed to the Council as a whole.

- B. **Courtesy.** All speakers during Public Comment or [Citizens'Community](#) Forum, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the presiding officer, to the question or matter under discussion.
- C. **[Citizens'Community](#) Forum - Second Tuesday.** On the second Tuesday of each month, time shall be reserved for [Citizens'community members'](#) comments. The purpose of this forum is to assist the Council in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. A speaker's remarks shall be limited to up to three minutes per person, per [Citizens'Community](#) Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than three minutes. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the [Citizens'Community](#) Forum

portion of any meeting. Comment shall not be made in support of or opposition to any matter on the Council Agenda for which the time for public comment has passed.

- D. **No Use of Public Comment or Citizens'Community Forum for Campaigns.** No person may use public comment or Citizens'Community Forum for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Further, any direct mention of a candidate's candidacy or a ballot proposition shall constitute grounds for immediate suspension of such person's right to speak at that Council meeting.
- E. **No Use of Public Comment or Citizens'Community Forum for Advertising.** No person addressing the Council may use Public Comment or Citizens'Community Forum for the purpose of advertising. Advertising is defined as "promoting by making known, proclaiming publicly, drawing attention to, or making conspicuous any item, product, service, or thing, for profit or otherwise." This does not prevent or preclude any person addressing the Council from expressing his or her views or opinions on matters over which the Council has jurisdiction. Also, this does not prohibit individuals or organizations from promoting public events or causes through public requests for proclamations and presentations as provided in Rule 8, Sections D and E.
- F. **Transgression.** The presiding officer shall retain authority to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forum, and the presiding officer shall have the right to suspend such person's right to speak, subject to the Council's right to overrule such decision.

RULE 16 – FILLING COUNCIL VACANCIES AND APPROVED EXTENDED LEAVE OF ABSENCE

* * *

B. Appointment Process.

* * *

- 6. The City Clerk's Office shall use the standard application form used by the City for citizens-residents to apply to a City Committee, Board, or Commission. Applications will be available at the City of Tacoma Clerk's Office, Customer Service Center, and on the City's official website.

* * *