



**CITY OF TACOMA, WASHINGTON
OFFICE OF THE CITY COUNCIL
COUNCIL CONSIDERATION REQUEST**

TO: Tacoma City Council
FROM: Mayor Victoria Woodards and Chief Policy Analyst Bucoda Warren
COPIES TO: Hyun Kim, Interim City Manager; Chris Bacha, City Attorney
SUBJECT: **A resolution amending the Rules of Procedure of the Council of the City of Tacoma – Requested for December 2, 2025**
DATE: November 13, 2025

I ask for your support for a resolution amending the Rules of Procedure of the Council of the City of Tacoma.

LEGISLATIVE INTENT:

Resolution/Ordinance Request:

The intent of this resolution is to ensure that the City Council's Rules of Procedure remain current, effective, and aligned with the Council's evolving practices and priorities. Periodic review and amendment of the Rules of Procedure are necessary to promote transparency, consistency, and efficiency in Council operations.

This action provides an opportunity to clarify existing provisions, incorporate new practices that enhance public participation and accountability, and ensure that the Council's procedures reflect best practices in local governance. The amendments are intended to support clear expectations for Councilmembers, staff, and the public, improve meeting management, and strengthen the Council's ability to conduct the City's business in an orderly and equitable manner.

Below is a list of amendments that are included in the current draft changes for the rules of procedure, and who requested the change.

Rule 1 – Meetings

Mayor – align number of meetings with 2024 Charter change

Rule 2 – Duties

Mayor – align practice for the presiding officer to take a recess without motion

Scott – add language regarding Council provided a report for any out of state travel

Rule 4 – Order of Business

Staff – move "gifts and donations" and "interlocal agreements" from Consent Agenda to under the resolutions header on the Consent Agenda to align with legislation type

Hines – add multi-family housing limited property tax exemption agreements from the Regular Agenda to the Consent Agenda

Rule 9 – Public Comment/Public Forum

Bushnell – modify community forum periods and testimony time length

Rule 15 – Standing Committees
Bushnell – add OSAC

Rule 16 – Filling Council Vacancies and Approved Extended Leave of Absence
Staff – remove reference to RCW

DESIRED RESOLUTION DATE: December 2, 2025

COMMUNITY ENGAGEMENT/ (CUSTOMER RESEARCH):

In developing the proposed amendments to the Council Rules of Procedure, staff reviewed feedback received from Councilmembers, and City staff. Comments were gathered by email and conversations the Mayor had with Council Members.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

Updating the rules of procedures continues to ensure meeting and engagement with the City Council is relevant and accessible to all members of the public, and that meetings are run efficiently to allow for greater conversation and engagement.

ALTERNATIVES:

Alternative	Positive Impacts	Negative Impacts
1.do no adopt		Clarification of rules and changes will not be adopted for 2026

EVALUATIONS AND FOLLOW UP:

The Rules of Procedure of the Council of the City of Tacoma are updated on a regular basis, and at any time City Council can bring forward changes to keep the procedures current or change them for new practices.

SPONSOR RECOMMENDATION:

We recommend adoption of this resolution to ensure that the City Council’s Rules of Procedure remain current, effective, and aligned with the Council’s evolving practices and priorities.

FISCAL IMPACT:

No fiscal impact.

If you have a question related to the Council Contingency Fund Request, please contact Chief Policy Analyst Bucoda Warren at bwarren@tacoma.gov or by phone at 253-318-0594.

SUBMITTED FOR COUNCIL CONSIDERATION BY: Mayor Victoria Woodards