

ACTION CALENDAR
December 10, 2002

To: Members of the City Council

From: Tom Bates, Mayor

Subject: Amendments Action Calendar Item 29: Council Rules of Procedure and Creation of a Rules Committee and Appointment of Members

Summary of Changes (*changes in italics*):

Delete the term “non-debatable” in section III-C-1-a-ii:
Items Authored by a Council member or Auditor

Amend Section III-C-b: Items Authored by Commissions
by striking item iii and insertion of item ii to treat Commission
items similarly to items authored by Council members

Delete the term “non-debatable” in section III-C-1-c:
Items Authored by the City Manager

Addition of Article VI: Expiration of Ordinance

III. AGENDA

C. PROCEDURE FOR BRINGING MATTERS BEFORE CITY COUNCIL

1. Persons Who Can Place Matters On The Agenda-Rules Committee

Matters may be placed on the agenda by any Councilmember, the City Manager, the Auditor, or any Board/Commission/Committee created by the City Council subject to review by a Rules Committee, which shall be a standing committee of the City Council. The Rules Committee shall consist of the Mayor and two Council members, nominated by the Mayor and approved by the Council. The Rules Committee shall have the powers set forth below.

- a) Items Authored by a Council Member or the Auditor.
As to items authored by a Council member or the Auditor, the Rules Committee shall review the report for the item and may:
 - i) Reject any item which fails to follow the form required by these Rules:

- ii) Recommend that the matter be referred to a commission or City Manager for analysis or action or suggest any other appropriate action including scheduling the matter for a later meeting.

If a Council member or Auditor declines to follow the Rules Committee's recommendation, s/he must advise the City Clerk by the Monday, following the Rules Committee meeting, whether the author wishes to place the item, as submitted to the Rules Committee, before the Council contrary to the recommendation of the Rules Committee. If s/he does so, the item will appear on the Council agenda on a Tuesday, which is at least fifteen days after the Rules Committee meeting. Council items not approved by the Rules Committee will appear on a special section of the Action calendar, which so indicates. The item may be discussed and acted upon by the Council only upon passage of a ~~non-debatable~~ Council motion to take up the matter contrary to the determination of the Rules Committee. The Rules Committee minutes concerning the item shall be made part of the Council agenda packet for the Council meeting at which the item is proposed to be considered.

b. Items Authored by Commissions

As to items authored by commissions, the Rules Committee shall review the report for the item and may:

Reject any item which fails to follow the format required by these Rules;

- ii) *Determine that the matter be referred to a commission or the City Manager for analysis or recommendation or require any other appropriate action including scheduling the matter for a public hearing or a later meeting. If a Council member believes the decision of the Rules Committee is erroneous, s/he must advise the City Clerk by the Monday, following the Rules Committee meeting, whether the Council member wishes to place the item, as submitted to the Rules Committee, before the Council contrary to the recommendation of the Rules Committee. If s/he does so, the item will appear on the Council agenda on a Tuesday, which is at least fifteen days after the Rules Committee meeting. Council items not approved by the Rules Committee will appear on a special section of the Action calendar, which so indicates. The item may be discussed and acted upon by the Council only upon passage of a ~~non-debatable~~ Council motion to take up the matter contrary to the determination of the Rules Committee. The Rules Committee minutes concerning the item shall be made part of the Council agenda packet for the Council meeting at which the item is proposed to be considered.*

c. Items Authored by the City Manager

Agenda descriptions of items authored by the City Manager shall be reviewed by the Rules Committee. The City Manager shall brief the committee on matters of particular significance and items likely to cause

controversy. The Committee may postpone the item to different date, refer it to a commission or require other appropriate action. The City Manager will inform the Rules Committee of urgent items which need to go forward. Zoning appeals and other similar quasi-judicial items will follow the procedures specified under applicable local and state law. If the City Manager determines that the matter should proceed notwithstanding the Rules Committee's action, it will be placed on the Council agenda one week after the date that it was originally scheduled and a copy of the Rules Committee minute action on the item shall be made part of the Council packet for that Council meeting. The item will appear in the section of the Council agenda for items not approved by the Rules Committee. It may be discussed and acted upon only upon the Council's passage of a ***non-debatable*** motion to consider the matter.

VII EXPIRATION OF ORDINANCE

This Ordinance will expire on November 30, 2004 unless otherwise voted by the Council.

