

RESOLUTION NO. 204

WHEREAS, the City Council and many citizens of the City of Alexandria, Virginia, have become concerned about the proper dispatch of business at City Council meetings; and

WHEREAS, City Council appointed an Ad Hoc Citizens Committee to study and report on the matter; and

WHEREAS, said Committee has made a report, which includes, among other things, recommendations concerning City Council Rules of Procedures; and

WHEREAS, although said Committee is still studying the matter and will make further reports City Council is of the opinion that certain of the rules of procedure recommended by this Committee should be adopted on an interim basis; therefore

BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF ALEXANDRIA, VIRGINIA:

A. That the following rules of procedure for City Council meetings be and the same hereby are adopted and shall be supplemental and in addition to, but not repeal, any of the rules now in existence:

RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

1. Any speaker wishing to address Council at any regular or special meeting shall register his intent to do so on a form with the City Clerk in advance of the time that the item about which he wishes to speak is called on the docket.

2. The form referred to in item 1 above, shall be in substantially the following form:

Form to be Completed by Speakers Before Council

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK BEFORE YOU SPEAK ON A DOCKET ITEM. A maximum of five minutes will be allowed for your presentation. If you have a prepared statement, please leave a copy with the Clerk.

Which item will you speak on? No. _____

What is your position on the item? For _____ Against _____ Other _____

NAME _____

ADDRESS _____

If you plan to speak on more than one item, prepare one form for each item.

Thank you for your cooperation.

3. Proponents that are registered to speak on any item on the docket at a regular or special Council meeting shall speak first. Registered opponents shall then speak. The presiding official may allow rebuttal for a total of no more than five minutes.

4. A speaker at a regular or special Council meeting shall limit his remarks to five minutes, shall speak only once on any one docket item and shall be stopped if his comments become irrelevant or unnecessarily repetitious.

5. Speakers at regular or special Council meetings are encouraged to prepare and distribute in advance to Council written statements of their positions.

6. The City Clerk shall arrange for a timekeeper at regular or special Council meetings to assure that each speaker stays within his allotted speaking time.

7. Council may cause to be circulated during the hearing a form that will enable citizens to express their views in writing on a docketed item.

8. Copies of these Rules of Procedure shall be posted in a conspicuous place in Council Chambers and in other places where regular or special Council meetings are held so they can be viewed by participants in such meetings.

B. That the Rules of Procedure adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.

C. That the Rules of Procedure adopted by this resolution shall be directory only, shall not have the force or effect of law and a departure therefrom shall not be construed to invalidate any Council proceeding or decision.

D. This resolution shall become effective at the first Council meeting succeeding its adoption.

Adopted May 8, 1973

Helen Vickers, City Clerk and
the Clerk of Council