

RESOLUTION NO. 222

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 its report, which includes, among other things, recommendations concerning City Council Meeting Schedule, Order of Business and Rules of Procedure; and

WHEREAS, City Council is of the opinion that the Meeting Schedule, Order of Business, and Rules of Procedure recommended by the Committee should be adopted; and

WHEREAS, City Council is of the opinion that the interim Rules of Procedure adopted on May 8, 1973, and the Meeting Schedule, Order of Business and other Rules of Procedure recommended by the Committee should be consolidated in one master resolution relating to the conduct of business by City Council; therefore

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

A. That Resolution No. 204 adopted May 8, 1973, relating to interim rules of procedure for City Council Meetings be and the same hereby is repealed.

B. That the following meeting schedule for City Council be and the same hereby is adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1963, as amended:

Schedule for City Council Meetings

1. "The regular meetings of the City Council shall be held the second and fourth Tuesdays in each month at 7:30 p.m. The City Council shall, except during the months of July and August, hold regular meetings on the second and fourth Tuesdays in each month at 7:30 p.m.; provided, however, that when any such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day." [See Sec. 2-28 of The Code of the City of Alexandria, Virginia, 1963, as amended.]

2. "The City Council shall, except during the months of July and August, hold regular meetings for public hearings on the Saturday preceding the fourth Tuesday in each month at 9:30 a.m., provided, however, that when such day shall fall on or within three days of a legal holiday, the meeting may be held on the Saturday following the second Tuesday of the month." [See Sec. 2-28.1 of The Code of the City of Alexandria, Virginia, 1963, as amended.]

3. Special Meetings of the City Council may be held at any time as provided for in Sec. 2-29 of The Code of the City of Alexandria, Virginia, 1963, as amended.

4. The City Council, at the first Regular Meeting in September of each year, shall approve a schedule of City Council meetings, including any neighborhood meetings that are planned, for the entire year from September through June.

C. That the following Order of Business for City Council Meetings be and the same hereby is adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1963, as amended.

Order of Business

1. At the first Regular Meeting of the month, the Order of Business shall be as follows:

(a) Invocation.

(b) Calling the roll.

(c) Reading and acting upon the minutes of the previous meeting. If the City Clerk, at least two days before the meeting, shall transmit to each member of the City Council at his business or residence address a copy of the minutes of such previous meeting for inspection, reading thereof before the City Council assembled may on motion be dispensed with and such minutes so inspected may be acted upon.

(d) Report of the City Clerk.

(e) Reports and recommendations of the city manager.

(f) Consideration of and action upon the docket.

(1) Public Hearing and second reading; final passage upon second reading for zone boundary and zone regulation ordinances.

(2) Introduction and first reading of other ordinances.

(3) Resolutions.

(4) Approvals of contracts and related matters.

(5) Other business.

[See Sec. 2-31 of The Code of the City of Alexandria, Virginia, 1963, as amended, for above.]

2. At the Regular Meeting for Public Hearing held each month, the Order of Business shall be as follows:

(a) Invocation.

(b) Calling the roll.

(c) Public Discussion period (30 minutes).

(d) Scheduled items for public hearing.

3. At the second Regular Meeting of the month, the Order of Business shall be as follows:

(a) Invocation.

(b) Calling the roll.

(c) Reading and acting upon the minutes of the previous meeting. If the city clerk, at least two days before the meeting, shall transmit to each member of the city council at his business or residence address a copy of the minutes of such previous meeting for inspection, reading thereof before the City Council assembled may on motion be dispensed with and such minutes so inspected may be acted upon.

(d) Report of the city clerk.

(e) Consideration of and action upon the docket.

(1) Introduction and first reading of zone boundary and zone regulation ordinances.

(2) Public hearing and second reading; final passage upon second reading for other ordinances.

(3) Resolutions.

(4) Appointments.

(5) Other business.

(f) Reports and recommendations of the City Manager.

[See Sec. 2-31 of The Code of the City of Alexandria, Virginia, 1963, as amended, for above.]

4. At Special Meetings, the Order of Business shall be as required by Sec. 2-29 of The Code of the City of Alexandria, Virginia, 1963, as amended.

D. That the following rules of procedure for Regular Meetings of City Council be and the same hereby are adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1963, as amended.

Rules of Procedure for Regular
Meetings of City Council

1. Regular Meetings shall begin at 7:30 p.m., and adjourn or recess not later than midnight. Discussion shall not begin on a docket item after 11:45 p.m. if it appears that action on the item will not be completed before midnight.

2. For the first Regular Meeting of each month, all supporting reports, documents or materials shall be delivered to each member of Council at least 48 hours in advance of the meeting.

3. Supporting reports, documents or materials related to an ordinance shall be available to the public at the time of the first regular meeting.

4. Except where required by law, the public will normally not be recognized to speak at Regular Meetings. When a speaker is recognized, the rules of procedures for speakers at Regular Public Hearing Meetings shall apply.

E. That the following rules of procedure for Regular Meetings for Public Hearings before City Council be and the same hereby are adopted and shall be supplemental and in addition to the provisions contained in the Code of the City of Alexandria, Virginia, 1963, as amended.

Rules of Procedure for Regular Public
Hearing Meetings of City Council

1. Regular Public Hearing Meetings shall begin at 9:30 a.m. on designated Saturdays. the first 30 minutes will be open for public discussion on any subject not on the public hearing docket.

2. The city clerk in preparing the docket for Regular Public Hearing Meetings shall, under the direction of the city manager, assign an approximate time period for discussion of each item on the docket.

3. Any speaker wishing to address Council at a Regular Public Hearing Meeting shall register his intent to do so on a city form with the city clerk in advance of the time that the item about which he wishes to speak is called on the docket.

4. The form referred to in item 3 above, shall be 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 for each item.
*Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the city clerk in writing before 5:00 p.m. of the day preceding the meeting.

Thank you for your cooperation.

5. Proponents registered to speak on any item on the docket at a Regular Public Hearing Meeting shall speak first. Registered opponents shall then speak. Others, speaking neither for nor against an item, shall speak next. The presiding official may allow rebuttal for a total of no more than five minutes.

6. A speaker at a Regular Public Hearing Meeting shall limit his remarks to five minutes and shall speak only once on any one docket item, except that a proponent may also speak during the time allowed for rebuttal. A speaker requiring more than five minutes for his presentation shall notify the city clerk in writing before 5:00 p.m. of the day preceding the date of the Regular Public Hearing Meeting of the additional time required, together with the reasons. Council may, by consent of a majority of those present, grant additional time not to exceed fifteen minutes. Additional time for rebuttal shall not be allowed. A speaker shall be stopped if his comments become irrelevant or unnecessarily repetitious.

7. Speakers at Regular Public Hearing Meetings are encouraged to prepare and deliver to the city clerk for distribution to the Council written statements of their positions.

8. At Regular Public Hearing Meetings the city clerk shall arrange for a timekeeper to assure that each speaker stays within his allotted speaking time.

9. No question shall be decided by City Council at any Regular Public Hearing Meeting.

F. That the following rules of procedure for Special Meetings of City Council be and the same hereby are adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1963, as amended.

Rules of Procedure for Special
Meetings of City Council

1. Any speaker wishing to address Council at a Special Meeting shall register his intent to do so on a city 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 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 for each item.

* Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the city clerk in writing before 5:00 p.m. of the day preceding the meeting.

Thank you for your cooperation.

3. Proponents registered to speak on any item on the docket at a Special Meeting shall speak first, Registered opponents shall then speak. Others, speaking neither for nor against an item, shall speak next. The presiding official may allow rebuttal for a total of no more than five minutes.

4. A speaker at a Special Meeting shall limit his remarks to five minutes and shall speak only once on any one docket item, except that a proponent may also speak during the time allowed for rebuttal. A speaker requiring more than five minutes for his presentation shall notify the city clerk in writing before 5:00 p.m. of the day preceding the date of the Special Meeting of the additional time required, together with the reasons. Council may, by consent of a majority of those present grant additional time not to exceed fifteen minutes. Additional time for rebuttal shall not be allowed. A speaker shall be stopped if his comments become irrelevant or unnecessarily repetitious.

5. Speakers at Special Meetings are encouraged to prepare and distribute to Council written statements of their positions.

6. At Special Meetings the City Clerk shall arrange for a timekeeper to assure that each speaker stays within his allotted speaking time.

7. Discussion shall not begin on a docket item after 11:45 p.m. if it appears that action on the item will not be completed before midnight.

G. Outlines of this resolution shall be posted in conspicuous places in council chambers and in other places where regular Council Meetings, Regular Public Hearing Meetings, and Special Council Meetings are held so they can be viewed by participants in such meetings, and copies of this resolution shall be made available to the public.

H. That the Schedule of Meetings, Order of Business and Rules of Procedures adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.

I. That the Schedule of Meetings, Order of Business and Rules of Procedure adopted by this resolution, unless otherwise required by law, 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.

J. This resolution shall become effective on October 1, 1973, except that Item 4, page 1, of "Schedule for City Council Meetings" shall be effective as written.

Adopted June 26, 1973

Mrs. Helen Vickers, City Clerk
and Clerk of Council