

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

WHEREAS, City Council determined that the interim Rules of Procedure in Resolution No. 204 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; and

WHEREAS, City Council repealed said Resolution No. 204 and adopted a new consolidated master resolution on June 23, 1973, as Resolution No. 222; and

WHEREAS, the City Council, on October 28, 1975, acting upon recommendations by the City Manager and further recommendations of the Ad Hoc Citizens Committee, approved certain new revisions to the procedure governing the conduct of business at City Council Meetings; and

WHEREAS, City Council determined that Resolution No. 222 should be amended in accordance with the approved new revisions and reenacted as a new master resolution governing 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No. 222 adopted June 23, 1973, relating to rules of procedure for City Council Meetings be and the same hereby is repealed.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 following the second 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 preceding the fourth 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, all or any part of which may be presented in a form of a Consent Calendar.
- (f) Consideration of and action upon the docket.

- (1) Items to be presented by Members of City Council
- (2) Reports and Recommendations from Boards, Commissions and

Committees.

- (3) Zone boundary and zone regulation ordinances.
- (4) Resolutions.
- (5) Appointments.
- (6) Consent Calendar.
- (7) Other business.

A Consent Calendar as cited above shall include all items deemed to be routine and housekeeping in the discretion of the City Council or City Manager and shall be prepared at the direction of the City Manager. The entire Consent Calendar, including all items in the Consent Calendar docket, shall require a single vote by City Council; except that upon the request of any member of the City Council any item in the Consent Calendar docket shall be voted on separately. A Consent Calendar shall not include ordinances or resolutions. [See Sec. 2-31 of The Code of the City of Alexandria, 1963, as amended, for the above.]

2. At the Regular Meeting for Public Hearings 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) Reports and recommendations of the City Manager, all or any part of which may be presented in a form of a Consent Calendar.
- (f) Consideration of and action upon the docket.

- (1) Items to be presented by Members of City Council
- (2) Reports and Recommendations from Boards, Commissions and Committees.
- (3) Ordinances.
- (4) Resolutions.
- (5) Appointments.
- (6) Consent Calendar.
- (7) Other business.

A Consent Calendar as cited above shall include all items deemed to be routine and housekeeping in the discretion of the City Council or City Manager and shall be prepared at the discretion of the City Manager. A Consent Calendar shall not include ordinances or resolutions. The entire Consent Calendar, including all items in the Consent Calendar docket, shall require a single vote by City Council; except that upon the request of any member of the City Council any item in the Consent Calendar shall be voted on separately.

[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.

5. At all meetings: the City Manager shall where reasonably possible arrange the docket so that items covering similar subject matter are grouped together. He shall also try to arrange the docket so that items that are before Council on two or more meetings are given the same number.

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 material 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:

[See next page for new form.]

Form to be Completed  
by Speakers before Council

(Required by City of Alexandria, Virginia;  
Ordinance No. 1981 [Sec. 2-29.2 of  
the City Code] and Resolution No.     )

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK BEFORE  
YOU SPEAK ON A DOCKET ITEM.

DOCKET ITEM NO. \_\_\_\_\_

ALSO, PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO  
SPEAKING.

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Whom do you represent, if other than yourself? \_\_\_\_\_  
\_\_\_\_\_
4. What is your position on this item? For \_\_\_\_\_ Against \_\_\_\_\_  
Other \_\_\_\_\_
5. Nature of your interest in item (property owner, attorney,  
lobbyist, civic interest, etc.).  
\_\_\_\_\_
6. Are you receiving compensation for this appearance before  
Council? Yes \_\_\_\_\_ No \_\_\_\_\_

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This form shall be kept as a part of the permanent record in  
those instances where financial interest or compensation is  
indicated by the speaker.

A maximum of five minutes will be allowed for your presentation.  
If you have a prepared statement, please leave a copy with the  
clerk.

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.

The public normally may speak before council only at Public  
Hearing Meetings usually held on the Saturday following the  
second Tuesday in each month. Members of the public will nor-  
mally not be permitted to speak before council at the Regular  
Meetings held on the second and fourth Tuesdays in each month.  
The rule with respect to when a person may speak can be waived  
by a majority vote of council members present but such a waiver  
is not normal practice.

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:

[See next page for new form.]

Form to be Completed  
by Speakers before Council

(Required by City of Alexandria, Virginia;  
Ordinance No. 1981 [Sec. 2-29.2 of  
the City Code] and Resolution No.     )

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK BEFORE  
YOU SPEAK ON A DOCKET ITEM.

DOCKET ITEM NO. \_\_\_\_\_

ALSO, PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO  
SPEAKING.

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Whom do you represent, if other than yourself? \_\_\_\_\_  
\_\_\_\_\_
4. What is your position on this item? For \_\_\_\_\_ Against \_\_\_\_\_  
Other \_\_\_\_\_
5. Nature of your interest in item (property owner, attorney,  
lobbyist, civic interest, etc.).  
\_\_\_\_\_
6. Are you receiving compensation for this appearance before  
Council? Yes \_\_\_\_\_ No \_\_\_\_\_

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This form shall be kept as a part of the permanent record in  
those instances where financial interest or compensation is  
indicated by the speaker.

A maximum of five minutes will be allowed for your presentation.  
If you have a prepared statement, please leave a copy with the  
clerk.

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.

The public normally may speak before council only at Public  
Hearing Meetings usually held on the Saturday following the  
second Tuesday in each month. Members of the public will nor-  
mally not be permitted to speak before council at the Regular  
Meetings held on the second and fourth Tuesdays in each month.  
The rule with respect to when a person may speak can be waived  
by a majority vote of council members present but such a waiver  
is not normal practice.

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. When voting on any ordinance or resolution, the name of each member voting and how he voted shall be recorded by the City Clerk.

J. 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.

K. This resolution shall become effective on November 12, 1975.

Adopted November 12, 1975

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Beverly I. Snedeker

Deputy Clerk

FORM TO BE COMPLETED BY  
SPEAKERS BEFORE COUNCIL

(REQUIRED BY CITY OF ALEXANDRIA, VIRGINIA;  
ORDINANCE NO. 1981 (SEC. 2-29.2 of  
THE CITY CODE) AND RESOLUTION NO. 442)

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK BEFORE YOU SPEAK ON A DOCKET ITEM

DOCKET ITEM NO. \_\_\_\_\_

ALSO, PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_
3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF: \_\_\_\_\_  
\_\_\_\_\_
4. WHAT IS YOUR POSITION ON THIS ITEM: FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_  
OTHER: \_\_\_\_\_
5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST, CIVIC INTEREST  
ETC.): \_\_\_\_\_  
\_\_\_\_\_
6. ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL? YES \_\_\_\_\_ NO \_\_\_\_\_

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THIS FORM SHALL BE KEPT AS A PART OF THE PERMANENT RECORD IN THOSE INSTANCES WHERE  
FINANCIAL INTEREST OR COMPENSATION IS INDICATED BY THE SPEAKER.

A MAXIMUM OF FIVE MINUTES WILL BE ALLOWED FOR YOUR PRESENTATION. IF YOU HAVE A  
PREPARED STATEMENT, PLEASE LEAVE A COPY WITH THE CLERK.

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.

THE PUBLIC NORMALLY MAY SPEAK BEFORE COUNCIL ONLY AT PUBLIC HEARING MEETINGS USUALLY  
HELD ON THE SATURDAY FOLLOWING THE SECOND TUESDAY IN EACH MONTH. MEMBERS OF THE  
PUBLIC WILL NORMALLY NOT BE PERMITTED TO SPEAK BEFORE COUNCIL AT THE REGULAR MEETINGS  
HELD ON THE SECOND AND FOURTH TUESDAYS IN EACH MONTH. THE RULE WITH RESPECT TO WHEN  
A PERSON MAY SPEAK CAN BE WAIVED BY A MAJORITY VOTE OF COUNCIL MEMBERS PRESENT BUT  
SUCH A WAIVER IS NOT NORMAL PRACTICE.

THANK YOU FOR YOUR COOPERATION.

SEE RESOLUTION NO. 1348 ON BACK

(OVER)

## RESOLUTION NO. 1348

WHEREAS, the Council of the City of Alexandria wishes to ensure that proper order and decorum is maintained at all City Council meetings, that Council public hearings are conducted efficiently and effectively, and that persons who lack any genuine and material personal, organizational or civic interest in particular public hearing matters are not permitted to detract or digress from the opportunity of persons who possess such an interest to address council and from the ability of Council to consider the comments and views of persons possessing such an interest; and

WHEREAS, section 2-1-50 of The Code of the City of Alexandria, Virginia, 1981, as amended, authorizes the Mayor to enforce the rules of City Council and to preserve order and decorum at Council meetings; and

WHEREAS, City Council has enacted rules of procedure for Council meetings in Chapter 1 of Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, and Resolution No. 442, adopted on November 12, 1975, but these rules of procedure contain no provisions for maintaining proper order, decorum and germaneness during Council meetings; and

WHEREAS, The Constitution of the United States of America guarantees the right of citizens to freedom of speech and guarantees the right to petition the government for redress of grievances; and

WHEREAS, City Council has determined that it is necessary and appropriate to promulgate a set of rules to maintain proper order, decorum and germaneness during meetings; therefore,

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

That Resolution No. 1339 adopted November 8, 1988, is hereby repealed.

That the following rules for maintaining proper order, decorum and germaneness at City Council meetings be and the same hereby are adopted.

#### 1. Preservation of Order and Decorum

The Mayor shall maintain order and preserve decorum at Council meetings.

#### 2. Disruptive Behavior

(a) Prohibited behavior. No person shall, while addressing Council or as a member of the audience, by conversation, conduct or otherwise, interfere with the orderly conduct of a Council meeting. Such behavior shall include speaking or acting in a loud and boisterous manner, speaking or displaying profane or obscene language, addressing Council when not recognized to do so by the Mayor, engaging in acts of physical violence towards Members of Council or others attending the meetings, threatening such acts of physical violence and refusing to comply with a Council request intended to bring order to the meeting.

(b) Warning. Any persons engaging in behavior prohibited by subsection (a) shall, upon being warned by the Mayor that his or her behavior is prohibited and must be terminated, immediately cease the disruptive behavior.

(c) Removal. If, after being warned by the Mayor, a person persists in disruptive behavior or at a later stage of the meeting, engages again in such behavior, the Mayor may order the person to depart the meeting. If, upon such order, the person does not immediately depart the meeting, the sergeant-at-arms, at the direction of the Mayor, shall remove the person from, and ensure that the person does not return to, the meeting. The Chief of Police, his designee or such other person as the Mayor may designate shall be the sergeant-at-arms at Council meetings.

(d) Resisting removal. Any person who resists removal by the sergeant-at-arms may be charged with and prosecuted for disorderly conduct under section 13-1-30 of The Code of the City of Alexandria, Virginia, 1981, as amended.

#### 3. Addressing Council at Public Hearings

(a) Registration form. Any person wishing to address City Council during a Council public hearing shall, as required by section 2-1-45 of The Code of the City of Alexandria, Virginia, 1981, as amended, and Resolution No. 442, submit to the Clerk of Council, prior to addressing Council, a signed registration form containing the information required by section 2-1-45 and Resolution No. 442 for each docket item on which the person wishes to address Council.

(b) Germaneness of remarks. Remarks by persons addressing Council shall be germane and confined to the specific question then pending before Council, except during the open discussion period, where citizens are free to bring any matter of concern to the attention of Council.

(c) Remarks that are nongermane. If any person, in speaking or otherwise, transgress the provisions of this section, the Mayor shall, or any Member may, call the speaker to order; in which case the speaker shall immediately refrain, unless permitted, on motion of another Member, to explain, and the council shall, if appealed to, decide on the case without debate; if the decision is in favor of the speaker called to order, he or she shall be at liberty to proceed, but not otherwise; and, if the case require it, he or she shall be liable to the provisions of section 2.

#### 4. Applicability of Rules

These rules shall apply to all regular meetings, special meetings and public hearing meetings of the City Council whether held in council chambers in city hall, elsewhere in city hall or at any other location in the City of Alexandria.

#### 5. Effective Date

This resolution shall become effective on December 14, 1988.