

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING	)	RESOLUTION NO. 91-1467A
RULES ESTABLISHING PROCEDURES	)	
RELATING TO THE CONDUCT OF	)	Introduced by Councilors
COUNCIL BUSINESS	)	McFarland and McLain and
	)	Presiding Officer Collier

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.090 to require the Council to adopt rules establishing procedures governing the conduct of debate on matters considered by the Council;

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.120 to require the Council to adopt rules establishing procedures relating to the receipt of communications from the public at Council meetings;

WHEREAS, Metro Code Sections 2.01.070 and 2.01.080 require the Council by resolution to adopt a rule establishing procedures for the introduction and consideration of ordinances and resolutions respectively which current procedures have been adopted by the Council through Resolution No. 88-874;

WHEREAS, Metro Code Section 2.01.130 requires the Council by resolution to adopt the general order of business which current general order of business has been adopted through Resolution No. 88-898; and

WHEREAS, Ordinance No. 91-407 requires the Council by resolution to adopt a rule establishing criteria for the presentation of a consent agenda for consideration and vote at a regular Council meeting which current criteria have been adopted by the Council through Resolution No. 84-499; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District hereby rescinds and adopts the following rules establishing criteria and/or procedures:

1. Adopts the rules of procedure governing debate on matters before the Council as shown in Exhibit A attached hereto;

2. Adopts the rules of procedure relating to receipt of communications from the public at Council meetings as shown in Exhibit B attached hereto;

3. Rescinds the procedures for the introduction and consideration of ordinances and resolutions set forth in Resolution No. 88-874 and adopts the rules of procedure for ordinances and resolutions as shown in Exhibit C attached hereto;

4. Rescinds the general order of business for Council meetings set forth in Resolution No. 88-898 and adopts the rules establishing the general order of business for Council meetings as shown in Exhibit D attached hereto; and

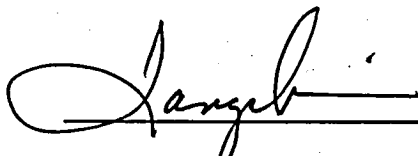
5. Rescinds the consent agenda criteria set forth in Resolution No. 84-499 and adopts the rule establishing consent agenda criteria and procedures as shown in Exhibit E attached hereto.

6. The Council may by a positive vote of eight members authorize the suspension of any rule adopted herein.

BE IT FURTHER RESOLVED,

That the appropriate standing Committee of the Council shall review the Council procedures contained in this Resolution six months from its adoption, and report its findings and recommendations to the Council.

ADOPTED by the Council of the Metropolitan Service District  
this 10th day of October, 1991.

A handwritten signature in cursive script, appearing to read "Tanya Collier", is written over a horizontal line.

Tanya Collier, Presiding Officer

am/res.225

EXHIBIT A

RULES OF PROCEDURE GOVERNING DEBATE ON MATTERS BEFORE THE COUNCIL

To conduct Council business in an orderly and expeditious manner the following rules of procedure are established:

1. All Councilors have a right to debate each matter brought before the Council. There shall be a question before the Council prior to debate on any matter. On each matter brought before the Council for a decision, the Presiding Officer shall ask for a motion on the matter which must be seconded for it to be a proper question. For matters referred to the Council from a standing committee the Presiding Officer shall first recognize the Councilor designated to present the committee report for a motion and presentation of the committee report. If there is a minority report on any matter referred from a standing committee, the Presiding Officer shall recognize the Councilor presenting the minority report for a motion and presentation of the minority report immediately after the presentation of the committee report.
2. A Councilor speaking on a motion shall confine his or her remarks to the matter under consideration by the Council and shall avoid repetition and irrelevant comment.
3. A Councilor may speak once for up to five (5) minutes on each main motion and substantive amendment to a main motion before the Council. A Councilor may speak more than the allotted time with unanimous consent of the Council or if another Councilor yields his or her right to speak and time

on the question at hand. A member may be permitted to speak a second time to clear up a matter of fact, to explain a point misunderstood, or to clear up a question that has arisen in the debate. A Councilor may be recognized by the Presiding Officer to question any person appearing before the Council. When a Councilor has been recognized he or she is considered to have the floor and need not be recognized for each subsequent question until he or she is finished with the questioning.

4. The Councilor who moves and presents the committee or minority report on a matter before the Council is entitled to close the debate after other Councilors wishing to speak have spoken. The closing comments shall be limited to three (3) minutes unless extended by unanimous consent of the Council.

EXHIBIT B

RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

The Council shall encourage the appearance of members of the public both for matters on the agenda and not on the agenda. To facilitate the orderly transaction of business the following procedures shall apply for matters other than contested cases:

1. At the beginning of each Council meeting and periodically during the meeting, the Presiding Officer shall announce that public testimony is allowed on matters before the Council and shall instruct members of the public to fill out sign-up cards and submit them to the Clerk of the Council. The sign-up card shall indicate the name and address of the person to testify, the agenda item on which the person wishes to speak and whether the person is speaking in favor or against the matter before the Council.
2. A member of the public may appear only once on each separate matter before the Council and shall be limited to three (3) minutes of testimony, exclusive of answers to questions from Councilors. A member of the public may speak more than once and longer than the three (3) minutes with unanimous consent of the Council or if a member of the public who has also signed up to speak yields his or her time and opportunity to speak.
3. On matters before the Council on which a decision is to be made the Presiding Officer shall alternate the testimony between those speaking in favor of the matter and those speaking in opposition to the matter, starting with a person

in favor of the matter. If there are no persons remaining to alternate, the Presiding Officer shall call the remaining persons to testify in whichever order he or she determines is best. The Presiding Officer shall request members of the public to avoid providing repetitive testimony.

4. A person addressing the Council shall do so from the rostrum or table upon first gaining recognition of the Presiding Officer and after stating his or her name and address for the record.

EXHIBIT C

RULES OF PROCEDURE AND CONSIDERATION  
OF ORDINANCES AND RESOLUTIONS

1. Introduction: An ordinance or resolution may be introduced by the Council, a Councilor or Councilors, a Council standing committee, or the Executive Officer. Each ordinance or resolution shall designate the person, persons, or committee introducing the ordinance or resolution.
2. Filing: The Clerk of the Council (Council Clerk) shall assign numbers and approve titles for all proposed ordinances or resolutions. The Council Administrator may establish requirements for filing supporting materials with ordinances and resolutions to assist the Council and its committees in deliberating on matters brought before it. A proposed ordinance shall be filed with the Council Clerk at least eight (8) days prior to the next regular Council meeting for which it is requested to be considered for first reading. A proposed resolution shall be filed with the Council Clerk at least eight (8) days prior to consideration by a Council standing committee.
3. Disposition and Referral: An ordinance or resolution timely filed with the Council Clerk and in proper form (including all required supporting materials shall be 1) in the case of an ordinance placed on the next available Council agenda for first reading and referral by the Presiding Officer to one or more standing committee(s); or, 2) in the case of a resolution referred to one or more standing committee(s) by



the Presiding Officer except for a resolution introduced and recommended by a standing committee. A resolution introduced and recommended by a standing committee shall be filed with the Council Clerk and shall be placed on a Council agenda at the discretion of the Presiding Officer. If the Presiding Officer refers an ordinance or resolution to more than one standing committee, the standing committees shall consider and act upon the ordinance or resolution in the order specified by the Presiding Officer at the time of referral. The Council shall notify Councilors and the Executive Officer on a weekly basis of the referral status of ordinances and resolutions.

4. Items Considered by the Council as a Whole: The following items shall be considered and acted upon by the Council as a whole, rather than referred to a committee by the Presiding Officer:

- a) Any ordinance placed on an agenda as provided in Section 2.01.070(1) of the Metro Code for which only one reading only is required;
- b) Any ordinance, order or resolution proposed for Council action as a result of a contested case proceeding as provided in Chapter 2.05 of the Metro Code;
- c) Any item placed on the agenda for any emergency meeting of the Council as provided in Section 2.01.050 of the Metro Code; and
- d) Any action of the Metropolitan Exposition-Recreation Commission placed on the Council agenda as provided by Section 6.01.080 of the Metro Code.

5. Committee Consideration: An ordinance or resolution referred to a standing committee shall be scheduled for public hearing and committee consideration at the discretion of the chair of the committee. The committee may refer an ordinance or resolution to the Council or another standing committee to which it was referred by the Presiding Officer either as originally submitted or as amended with a recommendation for approval or with no recommendation, table an ordinance or resolution, or continue an ordinance or resolution to another meeting. Any ordinance or resolution which remains in a standing committee six (6) months from the date it was initially considered by the committee shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration. The Presiding Officer or the Council by a majority vote of a quorum may remove any ordinance or resolution from a committee for re-referral by the Presiding Officer or consideration by the Council at a subsequent meeting. Announcement of or Council consideration of such removal shall take place under the "Councilor Communication and Committee Reports" agenda item at Council meetings.
6. Committee Report: An ordinance or resolution referred to the Council with or without a favorable committee recommendation shall be placed on a Council agenda at the discretion of the Presiding Officer for second reading and/or Council consideration. There shall be a committee report for each ordinance or resolution referred to the Council. The committee chair shall assign a member of the

committee to present the report to the Council. The report shall state the committee recommendation, a record of the vote, the major issues discussed by the committee and any other pertinent information of use to the Council.

7. Minority Report: A minority report on any ordinance or resolution recommended by the committee may be submitted for Council consideration at the same Council meeting that the Committee report is considered. Any committee member present at the committee meeting at which an ordinance or resolution was considered and voting against the prevailing side may serve notice at that committee meeting of his or her intent to file a minority report for Council consideration. Upon such notice and in order for the minority report to be considered by the Council, the Councilor who had served notice shall prepare a written minority report which shall be submitted to the Clerk of the Council prior to the Council meeting at which the ordinance or resolution is scheduled for a second reading and/or consideration. The Council shall hear and consider the minority report immediately after the presentation of the committee report.

EXHIBIT D

A RULE ESTABLISHING THE GENERAL ORDER OF BUSINESS  
FOR COUNCIL MEETINGS

1. The general order of business for regular Council meetings shall be as follows:
  - o Call to order
  - o Introductions
  - o Citizen Communications to the Council on Non-Agenda Items
  - o Executive Officer Communications
  - o Ordinances
    - First Readings
    - Second Readings
  - o Orders
  - o Resolutions
  - o Other Business
  - o Councilor Communications and Committee Reports
  - o Adjourn
2. The Presiding Officer shall follow the above general order of business in preparing regular Council meeting agendas and shall include approximate times for the consideration of each item on the agenda.
3. The Presiding Officer may change the order of business in preparing a regular Council meeting to meet special circumstances and shall notify the Council of such change in the general order of business at the beginning of the Council meeting.

EXHIBIT E

RULES OF PROCEDURE AND CRITERIA FOR THE CONSENT AGENDA

The following criteria and procedures shall apply to the Consent Agenda:

1. Agenda items may be placed on the Consent Agenda if they conform to the following criteria:
  - a) The agenda item has received a unanimous favorable recommendation from a Council standing committee or committees if it has been considered by more than one standing committee; and
  - b) The standing committee chairperson(s) request that the item be placed on the Council Consent Agenda; and
  - c) No public hearing is required by law or Metro ordinance before the Council.
2. Ordinances may not be included on the Consent Agenda.
3. A Consent Agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
4. The Presiding Officer shall have final approval of which items shall be placed on the Consent Agenda and the Council Administrator shall certify that Consent Agenda items meet the criteria listed in Section 1 above.
5. If a Councilor objects to any item on the Consent Agenda, that item may be removed from the Consent Agenda and placed on the regular agenda of the Council at a time or place to be determined by the Presiding Officer



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

DATE: July 11, 1991

TO: Governmental Affairs Committee

FROM: Donald E. Carlson, Council Administrator

RE: Explanation of Resolution No. 91-1467 -- Adopting Rules of Procedure Relating to the Conduct of Council Business

Resolution No. 91-1467 is the implementing mechanism for Ordinance No. 91-407 which was adopted by the Council on June 27, 1991. That ordinance amended Chapter 2.01 of the Metro Code to require the Council to do the following:

- A. Adopt rules of procedure governing the conduct of debate on matters considered by the Council;
- B. Adopt rules of procedure relating to the receipt of communications from the public at Council meetings;
- C. Adopt rules of procedure for the introduction and consideration of ordinances and resolutions;
- D. Adopt the general order of business for Council meetings; and
- E. Adopt a rule establishing criteria for a Consent Agenda at Council meetings.

Resolution No. 91-1467 contains five exhibits which pertain to the matters listed above. Exhibits A and B establish new rules of procedure for rules of debate and receipt of communications from the public respectively. Exhibits C, D and E revise existing rules of procedure for ordinances and resolutions, the general order of business and the consent agenda respectively.

EXHIBIT A provides new rules of procedure governing debate on matters before the Council. Section 1. provides that debate cannot start until there is a question before the Council therefore on matters requiring a decision of the Council the first order of business is to have a motion and a second made. On matters referred to from a committee the person presenting the committee report shall be recognized first for a motion and presentation of the committee report. If a minority report is to be given then the person presenting it will be recognized immediately after the presentation of the committee report.

There is no time limit stated for the presentation of the committee or minority reports.

Section 2. requires that councilors speak to the matter before them and authorizes the Presiding Officer to terminate the debate of councilors who provide persistently irrelevant or repetitious comments.

Section 3. limits the frequency and time a councilor may speak on each motion (only once and no more than 5 minutes); provides the Council or and individual councilor may give a councilor more time to speak on a motion; and, enables a councilor to "have the floor" when asking questions of persons appearing before the Council.

Section 4. provides for the councilor moving and presenting the committee or minority report to close the debate and limits the time to 3 minutes.

Exhibit B provides new rules of procedure relating to the receipt of communications from the public. Section 1. provides for the Presiding Officer to obtain sign up cards from persons wishing to appear before the council. Section 2. limits a person appearing to once on each matter before the council and to 3 minutes of testimony exclusive of questions from councilors. Section 3. provides for the Presiding Officer to alternate testimony both for and against on matters before the council. Section 4. requires the public to use the table or rostrum when appearing before the council.

Exhibit C provides a revised set of procedures for the processing of ordinances and resolutions. The major changes from the prior procedures are 1) the consolidation of two separate procedures into one document; and 2) the addition of language in Section 5. which states the kinds of action a committee can take on an ordinance or resolution. This latter change is consistent with language included in Ordinance No. 91-407.

Exhibit D revises the general order of business for council meetings. The order of business is consistent with current practice while the old order of business was not.

Exhibit E revises the rules of procedure and criteria for the consent agenda. This set of rules and criteria conform to the current practice and terminology while the old rules did not.



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

**DATE:** September 11, 1991

**TO:** Government Affairs Committee

**FROM:** Donald E. Carlson, <sup>DE</sup> Council Administrator

**RE:** Proposed Amendments to Resolution No. 1467 Pertaining to Rules of Procedure for the Conduct of Council Business

Please find attached proposed amendments to Exhibit B of Resolution No. 1467. As you recall this resolution contains various procedures for the Council to follow as it conducts its business. Exhibit B deals specifically with rules of procedure relating to communications from the public.

The first proposed amendment exempts contested case matters from the proposed procedures. The most frequent contested case matters before the Council are UGB amendments. Contested cases are quasi-judicial matters which lend themselves to different procedures than regular matters before the Council.

The second proposed amendment provides the ability for a member of the public to address the Council more than once on a single matter before the Council. The limitation on this authorization would be that the Council must unanimously agree or another speaker must relinquish his or her time to speak.

**cc:** Councilor McFarland  
Councilor McLain

Res 1467.exB



EXHIBIT B

(9/11/91)

RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

The Council shall encourage the appearance of members of the public both for matters on the agenda and not on the agenda. To facilitate the orderly transaction of business the following procedures shall apply for matters other than contested cases:

1. At the beginning of each Council meeting and periodically during the meeting, the Presiding Officer shall announce that public testimony is allowed on matters before the Council and shall instruct members of the public to fill out sign-up cards and submit them to the Clerk of the Council. The sign up card shall indicate the name and address of the person to testify, the agenda item on which the person wishes to speak and whether the person is speaking in favor or against the matter before the Council.
2. A member of the public may appear only once on each separate matter before the Council and shall be limited to three (3) minutes of testimony, exclusive of answers to questions from Councilors. A member of the public may speak more than once and longer than three (3) minutes [~~only~~] with unanimous consent of the Council or if a member of the public who has also signed up to speak yields his or her time and opportunity to speak.

3. On matters before the Council on which a decision is to be made the Presiding Officer shall alternate the testimony between those speaking in favor of the matter and those speaking in opposition to the matter, starting with a person in favor of the matter. If there are no persons remaining to alternate, the Presiding Officer shall call the remaining persons to testify in which ever order he or she determines is best. The Presiding Officer shall request members of the public to avoid providing repetitive or irrelevant testimony.
  
4. A person addressing the Council shall do so from the rostrum or table upon first gaining recognition of the Presiding Officer and after stating his or her name and address for the record.

am:ex2.225

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

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RESOLUTION NO. 91-1467A, ADOPTING RULES ESTABLISHING PROCEDURES RELATING TO THE CONDUCT OF COUNCIL BUSINESS

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Date: September 20, 1991

Presented by: Councilor Devlin

COMMITTEE RECOMMENDATION: At its September 19, 1991 meeting the Governmental Affairs Committee voted 3-0 to recommend Council approval of Resolution No. 91-1467A. Voting were Councilors Devlin, DeJardin, and Hansen. Councilors Collier and Knowles were excused.

COMMITTEE DISCUSSION/ISSUES: The Council at its February 1991 retreat directed the Governmental Affairs Committee to review a set of Council procedures to be developed by Councilors McFarland and McLain. The Committee has conducted three work sessions on the resulting resolution. Councilor McFarland and Council Administrator Don Carlson discussed the background to Resolution 91-1467.

Councilor Knowles raised three issues. He referred to Exhibit A, and expressed his concern that the rules of procedure provide for Councilors' ability to discuss items that did not require a motion. He also expressed his opposition to the limitation on Councilors speaking more than once on an issue. His third point was that the procedures on communications from the public (Exhibit B) should not apply to contested cases. Mr. Carlson said he was proposing an amendment to exclude contested cases from the public communications procedures in Exhibit B.

Chair Devlin then moved to a discussion of proposed amendments. Committee staff Casey Short went through a series of amendments he prepared at Councilor Devlin's request, whose purpose was to make the tone of the resolution less negative. The Committee approved those amendments. Councilor Devlin also moved to delete the provision in Section 2 of Exhibit A which called for the Presiding Officer to direct any Councilor to discontinue speaking if he or she resorts to persistent irrelevance or repetition. Mr. Carlson explained that the purpose of the provision was to clarify the Presiding Officer's authority and responsibility. He suggested replacing the sentence with an addition to the prior sentence which would direct Councilors to avoid repetition and irrelevant comment. The Committee agreed to that change. Councilor Devlin also proposed an amendment to delete reference to irrelevant testimony from the public.

The Committee approved the amendments discussed above, and added a provision to the resolution which provides for the appropriate Council committee to review the new procedures in six months.

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING ) RESOLUTION NO. 91-1467A  
RULES ESTABLISHING PROCEDURES )  
RELATING TO THE CONDUCT OF ) Introduced by Councilors  
COUNCIL BUSINESS ) McFarland and McLain and  
 ) Presiding Officer Collier

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.090 to require the Council to adopt rules establishing procedures governing the conduct of debate on matters considered by the Council;

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.120 to require the Council to adopt rules establishing procedures relating to the receipt of communications from the public at Council meetings;

WHEREAS, Metro Code Sections 2.01.070 and 2.01.080 require the Council by resolution to adopt a rule establishing procedures for the introduction and consideration of ordinances and resolutions respectively which current procedures have been adopted by the Council through Resolution No. 88-874;

WHEREAS, Metro Code Section 2.01.130 requires the Council by resolution to adopt the general order of business which current general order of business has been adopted through Resolution No. 88-898; and

WHEREAS, Ordinance No. 91-407 requires the Council by resolution to adopt a rule establishing criteria for the presentation of a consent agenda for consideration and vote at a regular Council meeting which current criteria have been adopted by the Council through Resolution No. 84-499; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District hereby rescinds and adopts the following rules establishing criteria and/or procedures:

1. Adopts the rules of procedure governing debate on matters before the Council as shown in Exhibit A attached hereto;

2. Adopts the rules of procedure relating to receipt of communications from the public at Council meetings as shown in Exhibit B attached hereto;

3. Rescinds the procedures for the introduction and consideration of ordinances and resolutions set forth in Resolution No. 88-874 and adopts the rules of procedure for ordinances and resolutions as shown in Exhibit C attached hereto;

4. Rescinds the general order of business for Council meetings set forth in Resolution No. 88-898 and adopts the rules establishing the general order of business for Council meetings as shown in Exhibit D attached hereto; and

5. Rescinds the consent agenda criteria set forth in Resolution No. 84-499 and adopts the rule establishing consent agenda criteria and procedures as shown in Exhibit E attached hereto.

6. The Council may by a positive vote of eight members authorize the suspension of any rule adopted herein.

BE IT FURTHER RESOLVED,

That the appropriate standing Committee of the Council shall review the Council procedures contained in this Resolution six months from its adoption, and report its findings and recommendations to the Council.

ADOPTED by the Council of the Metropolitan Service District  
this \_\_\_\_\_ day of \_\_\_\_\_, 1991.

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Tanya Collier, Presiding Officer

am/res.225

## EXHIBIT A

### RULES OF PROCEDURE GOVERNING DEBATE ON MATTERS BEFORE THE COUNCIL

To conduct Council business in an orderly and expeditious manner the following rules of procedure are established:

1. All Councilors have a right to debate each matter brought before the Council. There shall be ~~[no debate on any matter unless there is]~~ a question before the Council prior to debate on any matter. On each matter brought before the Council for a decision, the Presiding Officer shall ask for a motion on the matter which must be seconded for it to be a proper question. For matters referred to the Council from a standing committee the Presiding Officer shall first recognize the Councilor designated to present the committee report for a motion and presentation of the committee report. If there is a minority report on any matter referred from a standing committee, the Presiding Officer shall recognize the Councilor presenting the minority report for a motion and presentation of the minority report immediately after the presentation of the committee report.
2. A Councilor speaking on a motion ~~[must]~~ shall confine his or her remarks to the matter under consideration by the Council and shall avoid repetition and irrelevant comment. ~~[The Presiding Officer may direct any Councilor to discontinue~~

~~speaking if he or she resorts to persistent irrelevance or to persistent repetition.]~~

3. A Councilor may speak [~~only~~] once for [~~not more than~~] up to five (5) minutes on each main motion and substantive amendment to a main motion before the Council. A Councilor may speak more than the allotted time with unanimous consent of the Council or if another Councilor yields his or her right to speak and time on the question at hand. A member may be permitted to speak a second time to clear up a matter of fact, to explain a point misunderstood, or to clear up a question that has arisen in the debate. A Councilor may be recognized by the Presiding Officer to question any person appearing before the Council. When a Councilor has been recognized he or she is considered to have the floor and need not be recognized for each subsequent question until he or she is finished with the questioning.
  
4. The Councilor who moves and presents the committee or minority report on a matter before the Council is entitled to close the debate after other Councilors wishing to speak have spoken. The closing comments shall be limited to [~~no more than~~] three minutes unless extended by unanimous consent of the Council.

am:ex1.225



## EXHIBIT B

### RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

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4. A person addressing the Council shall do so from the rostrum or table upon first gaining recognition of the Presiding Officer and after stating his or her name and address for the record.

am:ex2.225

EXHIBIT C

RULES OF PROCEDURE AND CONSIDERATION

OF ORDINANCES AND RESOLUTIONS

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2. Filing: The Clerk of the Council (Council Clerk) shall assign numbers and approve [~~titles~~] titles for all proposed ordinances or resolutions. The Council Administrator may establish requirements for filing supporting materials with ordinances and resolutions to assist the Council and its committees in deliberating on matters brought before it. A proposed ordinance shall be filed with the Council Clerk at least eight (8) days prior to the next regular Council meeting for which it is requested to be considered for first reading. A proposed resolution shall be filed with the Council Clerk at least eight (8) days prior to consideration by a Council standing committee.
3. Disposition and Referral: An ordinance or resolution timely filed with the Council Clerk and in proper form (including all required supporting materials) shall be 1) in the case of an ordinance placed on the next available Council agenda

for first reading and referral by the Presiding Officer to one or more standing committee(s); or, 2) in the case of a resolution referred to one or more standing committee(s) by the Presiding Officer except for a resolution introduced and recommended by a standing committee. A resolution introduced and recommended by a standing committee shall be filed with the Council Clerk and shall be placed on a Council agenda at the discretion of the Presiding Officer. If the Presiding Officer refers an ordinance or resolution to more than one standing committee, the standing committees shall consider and act upon the ordinance or resolution in the order specified by the Presiding Officer at the time of referral. The Council Clerk shall notify Councilors and the Executive Officer on a weekly basis of the referral status of ordinances and resolutions.

4. Items Considered by the Council as a Whole: The following items [~~shall not be referred to committee by the Presiding Officer but~~] shall be considered and acted upon the Council as a whole, rather than referred to a committee by the Presiding Officer:

- a. Any ordinance placed on a Council agenda as provided in Section 2.01.070(1) of the Metro Code for which one reading only is required;

- b. Any ordinance, order or resolution proposed for Council action as a result of a contested case proceeding as provided in Chapter 2.05 of the Metro Code;
  - c. Any item placed on the agenda for any emergency meeting of the Council as provided in Section 2.01.050 of the Metro Code; and
  - d. Any action of the Metropolitan Exposition Recreation Commission placed on the Council agenda as provided by Section 6.01.080 of the Metro Code.
5. Committee Consideration: An ordinance or resolution referred to a standing committee shall be scheduled for public hearing and committee consideration at the discretion of the chair of the committee. The committee may refer an ordinance or resolution to the Council or another standing committee to which it was referred by the Presiding Officer either as originally submitted or as amended with a recommendation for approval or with no recommendation, table an ordinance or resolution or continue and ordinance or resolution to another meeting. Any ordinance or resolution which remains in a standing committee over six (6) months from the date it was initially considered by the committee shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration.

The Presiding Officer or the Council by a majority vote of a quorum [~~or the Presiding Officer~~] may remove any ordinance or resolution from a committee for re-referral by the Presiding Officer or consideration by the Council at a subsequent meeting. Announcement of or Council consideration of such removal shall take place under the "Councilor Communication and Committee Reports" agenda item at Council meetings.

6. Committee Report: An ordinance or resolution referred to the Council with or without a favorable committee recommendation shall be placed on a Council agenda at the discretion of the Presiding Officer for second reading and/or Council consideration. There shall be a committee report for each ordinance or resolution referred to the Council. The Committee chair shall assign a member of the committee to present the report to the Council. The report shall state the committee recommendation, a record of the vote, the major issues discussed by the committee and any other pertinent information of use to the Council.
  
7. Minority Report: A minority report on any ordinance or resolution recommended by the committee may be submitted for Council consideration at the same Council meeting that the committee report is considered. Any committee member present at the committee meeting at which an ordinance or

resolution was considered and voting against the prevailing side may serve notice at that committee meeting of his or her intent to file a minority report for Council consideration. Upon such notice and in order for the minority report to be considered by the Council the Councilor who had served notice shall prepare a written minority report which shall be submitted to the Clerk of the Council prior to the Council meeting at which the ordinance or resolution is scheduled for a second reading and/or consideration. The Council shall hear and consider the minority report immediately after the presentation of the committee report.

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EXHIBIT D

A RULE ESTABLISHING THE GENERAL ORDER  
OF BUSINESS FOR COUNCIL MEETINGS

1. The general order of business for regular council meetings shall be as follows:
  - o Call to order
  - o Introductions
  - o Citizen Communications to the Council on Non-Agenda  
Items
  - o Executive Officer Communications
  - o Consent Agenda
  - o Ordinances
    - First Readings and Referrals
    - Second Readings
  - o Orders
  - o Resolutions
  - o Other Business
  - o Councilor Communications and Committee Reports
  - o Adjourn
  
2. The Presiding Officer shall follow the above general order of business in preparing regular Council meeting agendas and shall include approximate times for the consideration of each item on the agenda.



3. The Presiding Officer may change the order of business in preparing a regular Council meeting to meet special circumstances and shall notify the Council of such change in the general order of business at the beginning of the Council meeting.

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## EXHIBIT E

### RULES OF PROCEDURE AND CRITERIA FOR THE CONSENT AGENDA

The following criteria and procedures shall apply to the consent agenda:

1. Agenda items may be placed on the consent agenda if they conform to the following criteria:
  - a. The agenda item has received a unanimous favorable recommendation from a Council standing committee or committees if it has been considered by more than one standing committee;
  - b. The standing committee chairperson(s) request that the item be placed on the Council consent agenda, and
  - c. No public hearing is required by law or Metro ordinance before the Council.
2. Ordinances may not be included on the consent agenda.
3. A consent agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
4. The Presiding Officer shall have final approval of which items shall be placed on the consent agenda and the Council Administrator shall certify that consent agenda items meet the criteria listed in Section 1 above.
5. If a Councilor objects to any item on the consent agenda, that item shall be removed from the consent agenda and placed on the regular agenda of the Council at a time or place to be determined by the Presiding Officer.