

# Memorandum



CITY OF DALLAS

DATE August 2, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City Council Rules of Procedure**

Per the Mayor's request, staff will provide an overview briefing of the City Council Rules of Procedure at the August 7th City Council Briefing meeting. The briefing is attached for your review prior to the meeting.

If you have any questions regarding this item, please contact Tammy Palomino, Bilierae Johnson or myself.

Sincerely,

A handwritten signature in black ink, reading 'Kimberly B. Tolbert'.

Kimberly Bizzor Tolbert  
Chief of Staff to the City Manager

[Attachment]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Bilierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# City Council Rules of Procedure

**Biliera Johnson**

City Secretary

**Tammy Palomino**

Chief, General Counsel Division, City Attorney's Office

**Kimberly Bizer Tolbert**

Chief of Staff to City Manager



**City of Dallas**

August 7, 2019

# Briefing Overview

- Purpose
- Background/History
- Rules of Procedure Overview
- Summary of Amendments
- Next Steps



# Purpose of Briefing

- Provide Council with an overview of the current City Council Rules of Procedure
- Receive Council feedback on existing City Council Rules of Procedure



# Background/History

## City Charter Provides that the City Council shall Adopt Rules of Procedure

- Governing the conduct at City Council meetings;
- Providing for guidelines that allow a reasonable opportunity for the public to be heard; and
- Establishing the introduction, consideration, and method by which actions are considered by City Council

## First Adopted on August 11, 1993

- Amended multiple times since first adopted

## Rules are Divided into Ten Sections

- Include bracketed references to the City Charter and state laws applicable to the Rules



# City Council Rules of Procedure

Section	Topic	Additional Information
1	<b>Authority</b>	
2	<b>Meetings</b>	Regular/special meetings, public notice, quorum, participation; executive session, etc.
3	<b>Code of Conduct</b>	City Councilmembers, staff, speakers, and visitors
4	<b>Duties and Privileges of Members</b>	Seating arrangements, right to the floor, conflicts of interest, right to appeal, voting, roll call, personal privilege, protests, attendance, absence because of official city business or from more than 50% of a meeting
5	<b>Chair and Duties</b>	Who presides, call to order, preservation of order, questions to be stated, call for recess



# City Council Rules of Procedure

Section	Topic	Additional Information
6	<b>Order of Business</b>	Agenda preparation and distribution, briefing meetings (start time); voting agenda meetings (start times); presentations by members of City Council (5-signature memorandum); speakers (registration, rules, time limits, open microphone); communications to the Mayor and City Council; public hearings, etc.
7	<b>Consideration of Ordinances, Resolutions and Motions</b>	Approval, distribution, rules of order, order of precedence of motions, reconsideration, previous question, withdrawal, amendments, appropriations of money, deferral of agenda items, moratoriums



# City Council Rules of Procedure

Section	Topic	Additional Information
8	<b>Votes Required</b>	Ordinances, resolutions, and motions (majority) Removal of certain officers (2/3) Establishing departments (3/4) Expulsion of members (2/3) Previous question (2/3) Moratorium extension (3/4)
9	<b>City Council Committees</b>	Committees established, appointment, meetings, ad hoc committees, agenda, and information
10	<b>Rules of Suspension or Amendment</b>	Suspending rules (2/3) Amendments (majority)



# Summary of Amendments Over Past 10 Years

Amendments	Resolution	Year
Renaming Finance Committee	09-1868	2009
Adding rule regarding absence from more than 50% of a meeting	09-2128	2009
Requiring two seconds to a main motion on a designated public subsidies and zoning cases	09-2835	2009
Establishing Arts, Culture, and Libraries Standing Committee	11-2458	2011
Allowing speakers to register by email up until 5:00 pm the day before the Council meeting	11-3297	2011
Revising certain standing committees	13-1441	2013
Adding that no person may register to speak more than once within any 30-day period	14-0430	2014



# Summary of Amendments Over Past 10 Years

Amendments	Resolution	Year
Council meetings to be held on dates/times set by the Council rather than on each Wednesday; clarifying that Councilmembers are excused from voting when the law prohibits them from voting on a matter	15-0344	2015
Deleting the two seconds requirement to a main motion on designated public subsidies/zoning cases	17-0953	2017
Amending standing committees to align with City Manager’s organizational structure, strategic goals, and operation	17-1122	2017
Requiring approved form for five Councilmembers requesting/Mayor placing an item on the agenda and a resolution/ordinance as appropriate	17-1706	2017
Allowing Councilmembers to speak no more than three times on an item, limiting the time for each round, allow the Chair to increase time limits	18-0385	2018



# Next Steps/Timeline

- August 7 – Receive Council feedback on existing rules
- August 14 – Council submit proposed revisions
- August 21 – Council briefing on proposed revisions
- August 28 – Anticipated Council action on any revisions



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