

10-0-1233  
(Do Not Write Above This Line)

AN ORDINANCE  
BY: COUNCILMEMBER JOYCE SHEPHERD

*Joyce M. Shepherd*

AN ORDINANCE TO AMEND THE RULES OF COUNCIL BY CREATING A NEW RULE XIX WHICH SHALL PROVIDE FOR ADDITIONAL PROCEDURES GOVERNING THE PROCESS BY WHICH DEPARTMENT AND AGENCY HEADS ARE TO BE CONFIRMED BY THE CITY COUNCIL; AND FOR OTHER PURPOSES.

ADOPTED BY

JUL 06 2010

COUNCIL  
SUBSTITUTE AS AMENDED

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred *6/21/10*

Referred To: *Common Council*

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred To \_\_\_\_\_

Committee *COB*

Date *7/16/10*

Chair *Joyce M. Shepherd*

Action  
Fav, Adv, Hold (see rev. side) *OK*  
Other *SUBSTITUTE*

Members

*Joyce M. Shepherd*  
*Robert M. Williams*  
*John R. Williams*

Refer To

Committee

Date

Chair

Action  
Fav, Adv, Hold (see rev. side)  
Other

Members

Committee

Date

Chair

Action  
Fav, Adv, Hold (see rev. side)  
Other

Members

Refer To

Committee

Date

Chair

Action  
Fav, Adv, Hold (see rev. side)  
Other

Members

Refer To

Refer To

- FINAL COUNCIL ACTION
- 2nd
  - 1st & 2nd
  - 3rd
  - Consent
  - V Vote
  - PRC Vote

CERTIFIED

CERTIFIED  
JUL 06 2010  
ATLANTA CITY COUNCIL PRESIDENT  
*[Signature]*

CERTIFIED  
JUL 06 2010  
MAYOR'S ACTION  
*Rod D. Dargatzis*  
MUNICIPAL CLERK

APPROVED

JUL 15 2010

WITHOUT SIGNATURE  
BY OPERATION OF LAW



CITY COUNCIL  
ATLANTA, GEORGIA

AN ORDINANCE

10-O-1233

BY COUNCILMEMBER JOYCE SHEPERD

AS SUBSTITUTED BY COMMITTEE ON COUNCIL and AMENDED BY FULL  
COUNCIL

**AN ORDINANCE TO AMEND THE RULES OF COUNCIL BY  
CREATING A NEW RULE XIX WHICH SHALL PROVIDE FOR  
ADDITIONAL PROCEDURES GOVERNING THE PROCESS BY WHICH  
DEPARTMENT AND AGENCY BEADS ARE TO BE CONFIRMED BY  
THE CITY COUNCIL; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta wishes to attract and retain the highest quality of talent to serve as department and agency heads; and

**WHEREAS**, once appointed by the mayor, these department and agency heads must be confirmed by the city council; and

**WHEREAS**, currently, the city council's confirmation process is largely informal and perfunctory; and

**WHEREAS**, the council desires to bring more structure, predictability and effectiveness to the confirmation process; and

**WHEREAS**, the council wishes to formalize this process by the enactment of a new rule of council.

**NOW, THEREFORE**, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

**SECTION 1:** The **Rules for the Conduct of Business of the Atlanta City Council** are hereby amended by creating a new Rule XIX, which shall provide as follows:

1 All Council members, Clerk, and President shall receive an official appointment letter from the Mayor, which shall be accompanied by the documentation as noted below:

a) DOCUMENTATION TO ACCOMPANY OFFICIAL APPOINTMENT LETTER:

① A copy of the role (job description) posted and used during the selection process.



- (ii) Written document containing the mission, vision, and goals of the department, agency or organization for which the appointee is to be accountable.
  - (iii) Statement of appointee's qualification (can be incorporated into the official appointment letter).
  - (iv) Resume or vitae of the appointee.
- b) The municipal clerk shall read the appointment letter into the record as an official communication at the next regularly scheduled meeting of the council.

2. The communication shall be referred to the committee of purview and the appointee shall appear before said committee at its next regularly scheduled meeting. At such committee meeting, the appointee will be formally presented by the administration. Council members will have an opportunity to direct any questions relevant to the appointment to the candidate and/or the administration's representative(s). If requested by the committee of purview, the appointee shall participate in an executive session. An evaluative questionnaire shall be used by council members as an evaluative guideline for each position. The public will have an opportunity to comment regarding the appointee and ask related questions of committee members.

3. At any time after the formal introduction of the appointee and prior to the appointee's appearance before the committee of purview, any council member may provide written questions and/or comments regarding the appointee or the process to the chair of the committee of purview who shall forward a compilation of the questions and/or comments to the administration at least 24 hours prior to the meeting.

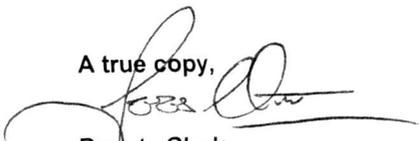
4. The administration shall contact each member of council to schedule an individual meeting with the appointee. If the council member so desires an opportunity for dialogue with the candidate, the scheduled meeting may occur at any time after the official appointment letter and the accompanying documents have been submitted to the city council and prior to the appointee's confirmation by council.

5. The committee of purview shall consider each appointment and shall forward the communication to the Committee on Council. Members of the committee of purview and the Committee on Council will have an opportunity to direct questions to the candidate and the administration's representative(s). The public will have opportunity to comment regarding the appointee and ask related questions of committee members.

6. The Committee on Council shall accordingly forward the communication to the full council.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

A true copy,

  
Deputy Clerk

ADOPTED as amended by the Council  
RETURNED WITHOUT SIGNATURE OF THE MAYOR  
APPROVED as per City Charter Section 2-403

JUL 06, 2010

JUL 15, 2010

