AN ORDINANCE **10-O-0133**

BY COUNCILMEMBER FELICIA A. MOORE

AS SUBSTITUTED BY COMMITTEE ON COUNCIL

AN ORDINANCE TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED TO THE COUNCIL; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.

WHEREAS, the process for presenting legislation and other items for consideration by council would be more efficient if administered electronically; and

WHEREAS, the form and format of such matters could be processed more efficiently if they are governed by certain minimum standard requirements; and

WHEREAS, unnumbered pages and multiple unnumbered substitutes, amendments and attachments, cause or create confusion and can compromise the accuracy and integrity of the legislative process as well as the final legislative documents.

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

Section 1: The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items for consideration by council", and a new section is hereby created which shall provide as follows:

Sec. 2-41. Legislation and other items for consideration by council.

1) The council, through the municipal clerk, shall develop a standard format and process for all electronically submitted legislation, correspondence, reports, and any other items for consideration by council (legislation etc.)

2) All legislation etc for consideration by the council shall be submitted electronically to **legislation@atlantaga.gov** or such other email address as may be designated by the municipal clerk.

3) Each page of all legislation etc. shall be sequentially numbered and dated.

4) Once legislation etc. is recorded into the electronic data system, a legislative identification number shall be assigned to each item.

5) Thereafter, each item of legislation etc. shall be placed upon the agenda of the appropriate committee of purview.

6) Each substituted or amended item of legislation etc. and each attachment to legislation shall be sequentially numbered.

7) Any modification to legislation etc., at the committee or full council level, shall be incorporated and placed on the council's website within two days.

8) All pending legislation etc. in the purview of the council's committees, or other subcommittee or avenue of review (ZRB etc.) shall be placed on each full council agenda.

9) No legislation etc. shall be approved which contains incomplete or missing information such as blank spaces or incomplete or missing account coding information.

Section 2: Section 2-41 entitled "Proclamations and citations" is hereby re-designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

Sec. 2-41.1. Proclamations and citations.

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

Section 3: All ordinances, code sections or parts of ordinances or code sections in conflict herewith are hereby waived to the extent of any such conflict.

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WHEREAS, the form and format of such matters could be processed more efficiently if they are governed by certain minimum standard requirements.

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

Section 1: The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items to be consideration by council" and a new section is hereby created which shall provide as follows:

Sec. 2-41 Legislation and other items to be consideration by council.

1) All legislation for consideration by the council shall be submitted electronically to **legislation@atlantaga.gov** or such other designated email address as may be designated by the municipal clerk.
2) Each page of all legislation shall be sequentially numbered.

3) Once legislation is recorded into the electronic data system, a legislative identification number shall be assigned to each item.

4) Thereafter, each item of legislation shall be placed upon the agenda of the appropriate committee of purview.

5) Actions taken on the legislation or other items considered by the committees, shall then be placed on the full council agenda.

Section 2: Section 2-41 entitled "Proclamations and citations" is hereby re-designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

Sec. 2-41.1 Proclamations and citations.

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

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