

**RULES FOR THE CONDUCT OF BUSINESS OF THE ATLANTA CITY COUNCIL
(AS AMENDED)**

**MUNICIPAL CLERK
ATLANTA, GEORGIA**

**AN ORDINANCE TO ADOPT RULES FOR THE
CONDUCT OF BUSINESS OF THE COUNCIL OF
THE CITY OF ATLANTA.**

WHEREAS, Section 2-302 of the Charter of the City of Atlanta requires the Council of the City of Atlanta to adopt by Ordinance Rules to govern its proceedings.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED by the Council of the City of Atlanta as follows:

SECTION I: The following Rules of the Council of the City of Atlanta attached hereto as "Exhibit A" are adopted and established as the Rules for the conduct of business of the Council of the City of Atlanta and these Rules shall continue in full force and effect until subsequently amended or modified by an appropriate ordinance.

A true copy,

Deputy Municipal Clerk

**ADOPTED by City Council
APPROVED by the Mayor**

**December 6, 1993
December 13, 1993**

AMENDMENT DATES TO RULES OF COUNCIL

ADOPTED as amended by City Council	January 21, 1974
ADOPTED as amended by City Council	April 1, 1974 (2)
ADOPTED as amended by City Council	May 6, 1974(2)
ADOPTED as amended by City Council	July 1, 1974
ADOPTED as amended by City Council	August 19, 1974
ADOPTED as amended by City Council	September 16, 1974
ADOPTED as amended by City Council	October 21, 1974
ADOPTED as amended by City Council	December 16, 1974
ADOPTED as amended by City Council	January 6, 1975
ADOPTED as amended by City Council	February 3, 1975
ADOPTED as amended by City Council	February 17, 1975
ADOPTED as amended by City Council	March 3, 1975
ADOPTED as amended by City Council	May 5, 1975
ADOPTED as amended by City Council	July 21, 1975
ADOPTED as amended by City Council	August 4, 1975
ADOPTED as amended by City Council	August 18, 1975
ADOPTED as amended by City Council	April 19, 1975
ADOPTED as amended by City Council	June 28, 1976
ADOPTED as amended by City Council	February 7, 1977
ADOPTED as amended by City Council	March 9, 1977
ADOPTED as amended by City Council	July 18, 1977
ADOPTED as amended by City Council	August 7, 1978
ADOPTED as amended by City Council	September 18, 1978
ADOPTED as amended by City Council	June 4, 1979
ADOPTED as amended by City Council	December 17, 1979
ADOPTED as amended by City Council	June 21, 1980
ADOPTED as amended by City Council	April 21, 1980
ADOPTED as amended by City Council	October 4, 1980
ADOPTED as amended by City Council	December 5, 1981
ADOPTED as amended by City Council	March 3, 1982
ADOPTED as amended by City Council	November 1, 1982
ADOPTED as amended by City Council	February 7, 1983
ADOPTED as amended by City Council	August 15, 1983
ADOPTED as amended by City Council	April 15, 1983
ADOPTED as amended by City Council	June 3, 1985
ADOPTED as amended by City Council	December 17, 1985
ADOPTED as amended by City Council	October 9, 1987
ADOPTED as amended by City Council	November 6, 1987
ADOPTED as amended by City Council	February 22, 1989
ADOPTED as amended by City Council	August 17, 1992
<i>ADOPTED as amended by City Council</i>	<i>December 6, 1993*</i>
<i>ADOPTED as amended by City Council</i>	<i>March 7, 1994*</i>
<i>ADOPTED as amended by City Council</i>	<i>March 18, 1996(2)*</i>
<i>ADOPTED as amended by City Council</i>	<i>June 3, 1996*</i>

<i>ADOPTED as amended by City Council</i>	<i>August 5, 1996*</i>
<i>ADOPTED as amended by City Council</i>	<i>October 21, 1996*</i>
<i>ADOPTED as amended by City Council</i>	<i>February 2, 1998*</i>
<i>ADOPTED as amended by City Council</i>	<i>September 21, 1998*</i>
<i>ADOPTED as amended by City Council</i>	<i>November 15, 1999*</i>
<i>ADOPTED as amended by City Council</i>	<i>July 17, 2000*</i>
<i>ADOPTED as amended by City Council</i>	<i>September 4, 2001*</i>
<i>ADOPTED as amended by City Council</i>	<i>November 07, 2005*</i>
<i>ADOPTED as amended by City Council</i>	<i>April 20, 2009*</i>
<i>ADOPTED as amended by City Council</i>	<i>July, 06, 2010*</i>
<i>ADOPTED as amended by City Council</i>	<i>June 4, 2018*</i>
<i>ADOPTED as amended by City Council</i>	<i>January 7, 2019*</i>
<i>ADOPTED as amended by City Council</i>	<i>June 15, 2020*</i>
<i>ADOPTED as amended by City Council</i>	<i>September 18, 2023*</i>

* Indicates Amendments that have been adopted and approved since the Rules for the Conduct of Business of the Atlanta City Council were Adopted by Council on December 6, 1993 and Approved by the Mayor on December 13, 1993.

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RULES OF THE CITY COUNCIL OF ATLANTA

RULE I RESPONSIBILITIES OF THE COUNCIL PRESIDENT

Responsibilities of the Council President are set forth in Part 1 (Charter and Related Laws), Subpart A (Charter), Article 2 (Legislative), Chapter 2 (President of the Council), Section 2-203 (Powers and duties; limitations). Additional duties are detailed below:

Rule 1.1: The Council President shall, upon taking the chair, call the members to order and on the presence of a quorum, cause the journal of the proceedings of the last Council meeting to be read for approval by the Council.

Rule 1.2: The Council President shall preserve order and decorum, and shall have general control of the Council Chamber and its appurtenances.

Rule 1.3: The Council President shall sign all acts; resolutions, subpoenas, and other documents issued by order of the Council, and shall rule upon all questions of order, subject to appeal by any member.

Rule 1.4: The Council President shall propound all questions to the Council, and declare the vote there of upon voice or electronic vote, or if he be in doubt, upon a call of the vote. Any member of the Council shall have the right to require "yeas" and "nays" to be recorded on the Minutes in all cases. The President shall vote only in the case of a tie vote of the Council.

Rule 1.5: The Council President shall appoint the members and Chairpersons of such committees as may be established by the Council pursuant to its rules, and fill vacancies therein, provided any such appointments shall be subject to the rejection by a majority vote of the total membership of the Council. All appointments to the committees shall be for one (1) year. The President of the Council shall be an ex officio nonvoting member of each such committee.

Rule 1.6: The Council President shall be authorized to compel the attendance of Council members by subpoena, in such circumstances, as the President shall deem to warrant the issuance of a subpoena therefore, which shall, when issued, be executed immediately and without delay by any officer of the Council so designated in accordance with its rules, or by the President. The President shall have the authority to levy a fine of up to fifty (\$50.00) dollars upon any Council member who willfully fails to respond to a subpoena.

Rule 1.7: The Council President shall have all powers and perform all the duties normally incumbent upon a presiding officer, it being the Council President's primary responsibility to assure the expeditious discharge of public responsibilities and obligations imposed upon the Council by law.

Rule 1.8: The Council President shall have the authority to speak to any pending matter

before the Council and shall have such further powers and perform such other duties consistent with law as may be provided by ordinance or resolution of the Council; but shall have no power to introduce ordinances or resolutions.

RULE II MEMBERS OF THE COUNCIL

Rule 2.1: All power of the Legislative Branch is vested in the Council, except only those powers conferred upon the President by law, or by Rule of the Council. Any act or determination of the President not otherwise conferred by law or Rule of Council upon the President shall be subject to the will of the Council.

Rule 2.2: Each member of the Council shall be present within the Chambers of Council or present on the teleconference line if participating remotely in accordance with the Georgia Open Meetings Act (OCGA § 50-14-1), during the entirety of each meeting of the Council, unless excused or necessarily prevented from being in attendance. Should a member of Council arrive at the meeting after the roll call has been tallied and reported, it is incumbent upon the member to officially declare, for the record, their presence at the meeting to the President of Council. Each member shall vote on each question put before the council unless prevented from doing so by their compliance with Section 2-813 of the Code of Ordinances. The abstention of any member shall not count as a vote for either side of any issue. No member may fulfill their obligation to cast a vote on each question put before the council by stating "present." The affirmative vote a quorum of the council members then constituting the membership of the Atlanta City Council shall be required for passage of any ordinance, resolution or other City Council legislation.

Rule 2.3: It is the intent and purpose of these Rules that every effort be made by the Council and each of its members, to avoid any conflict of interest, either real or apparent. No member shall knowingly cast a vote upon any measure before the Council wherein the outcome of such measure would affect, either directly or indirectly, any financial interest on the part of the councilmember, or on the part of any member of the councilmember's immediate family. (For the purpose of the Rules, the term "immediate family" shall include a spouse, a child or spouse of a child, a brother or sister or spouse of either, a father or mother or spouse of either and/or a niece or nephew or spouse of either). It is incumbent upon every member to resolve all questions of conflict in favor of the avoidance of that conflict or apparent conflict. Accordingly, whenever a member shall be in doubt as to whether their participation in any measure would constitute a conflict of interest, it shall be incumbent upon them to first advise the Council as to the entire circumstances thereof, and to abide by the determination of the Council by majority vote, as to whether or not the member, under these Rules, shall participate in such measure. Any member who violates the provisions of this Rule shall be subject to censure by the members of Council.

Rule 2.4: Questions of privilege shall have precedence over all other questions before the Council except motions to adjourn, and shall include questions affecting the rights of the Council collectively and the rights and conduct of members individually in their representative capacity only.

**RULE III
COUNCIL MEMBER OFFICES**

Rule 3.1:

Assignment of Space – In the event that a General Election, Run-off Election, Special Election or required appointment by Council results in Council Member office space in Suite 2900 to become available:

The Director of Council Staff shall deliver to each Council Member a notice of office availability. The notice shall request each Council Member to respond within one week whether or not they wish to be considered for assignment to newly available office space. Those seeking re-assignment shall indicate a first, second, third choice, etc. depending on the number of offices available.

Assignment to newly available office space shall be determined by seniority based on continuous years of service, without interruption. In the event Council Members have equal years of uninterrupted service, the Director shall have Council Members draw lots to break the tie.

Rule 3.2:

Vacating Councilmember Offices – All City property including but not limited to furniture, office machines, equipment, communication devices, office supplies, decorations, keys, parking and garage passes, signs and identification badges, digital and paper files, books, reports and other records shall remain and continue to be assigned to that District or Post regardless of office assignment.

RULE IV OFFICES OF THE COUNCIL

Rule 4.1: The Council shall appoint two (2) staff positions: (1) a municipal clerk and (2) a staff director who shall not be members thereof.

- (a) The Municipal Clerk shall be appointed and removed at the pleasure of the council upon a majority vote of its membership. The Municipal Clerk shall be the custodian of the official seal and of all records and documents of the City which are not assigned to the custody of some other officer. The Clerk or a Deputy to the Clerk, shall keep the Rules of the Council and the Minutes of the proceedings of the Council, maintain a current and comprehensive index of all ordinances and resolutions, publish notice that ordinances have been proposed for adoption under the rules prescribed by the Council, exercise supervision and control over the Office of the Municipal Clerk staff, and perform such other duties as may be assigned by law or ordinance. The Municipal Clerk shall occupy the same status as a Department Director and enjoy all the rights and benefits thereto including Emeritus status.
- (b) The Municipal Clerk shall deliver to each committee of the Council all papers referred to such committees by the Council. Papers referred to more than one committee shall be delivered by the Clerk to the appropriate committees, in the order in which they meet. In the instance where a committee does not achieve a quorum. The legislation may be acted on by the next committees and referred back to the committee who did not act on said legislation. Papers referred by the Council to committee shall be the sole responsibility of the Municipal Clerk. No paper shall be removed from the Office of the Municipal Clerk except for transmittal by the Municipal Clerk to Council. Committee meetings and upon final action by the Council to the Office of the Mayor for signature. All such papers shall be available in the Office of the Municipal Clerk during business hours for public inspection and copying at such expense as shall be fixed by Council.

Rule 4.2: Upon final action by the City Council, the Municipal Clerk shall transmit the papers to the Office of the Mayor. The Chief Administrative Officer or their designee shall receive and acknowledge receipt of papers from the Municipal Clerk and shall be responsible for the papers until returned to the Municipal Clerk.

- (c) The Municipal Clerk shall maintain in the office provided at City Hall copies of all proposed ordinances and resolutions, which shall be available during business hours for public inspection.
- (d) The Clerk shall maintain a record within the Office of the Municipal Clerk of all proceedings of the Council and shall note all questions of order. With the decisions thereon, together with a complete and accurate index thereto, to be made available for public inspection at any time during regular business hours. The Clerk's Office shall be responsible for the duplication of all proposals and resolutions introduced before the Council, and distribution thereof to all members of Council and to all department directors whose departments are affected thereby. The Municipal Clerk shall attest and affix the Seal of the Council to all documents, warrants and subpoenas, issued by the President or by the Council, and shall certify to the passage of all ordinances and resolutions.

- (e) The Municipal Clerk shall have the power to designate one or more Deputy Clerks within the Office of the Municipal Clerk office who shall sign all papers or documents as may be required during the absence of the Clerk. The Deputy Clerks, whether one or more, shall have, in the absence of the Municipal Clerk, the authority exercised by the Clerk under the provisions of Subsections 3.1(b), 3.1(c) and 3.1(d) above and are authorized to sign any document to which the signature of the Clerk is necessary, using their own names but adding thereto the words "Deputy Municipal Clerk." The signatures of the Deputy Clerk of Council, whereas signed, shall be recognized and given all force and effect of the signature of the Municipal Clerk.
- (f) The Municipal Clerk shall appoint such assistants as deemed necessary and other appropriate staff to carry out the responsibilities of the Office of Municipal Clerk. Such employees employed after January 1991 shall be in the unclassified Section of the Civil Service Systems.

Rule 4.3: The Office of the Council Staff should be headed by a Director, to be appointed by the City Council for a four-year term, or until a successor is named. The Director of the Council Staff shall have the status of a Department Director. The Office of the Council Staff shall be responsible for the review and analysis of all legislation before the City Council: maintenance of a reference library; administrative and research support to the Council Committees; the production of all Council publications fostering and maintaining proactive media relations, the release of all press releases and scheduling press conferences, development and maintenance of a speaker's bureau and other special events to requested; technical support for all office software and communications equipment and the general administration of the Council Officer. The Council Staff Director shall appoint division Heads as deemed necessary and other appropriate staff to carry out the responsibilities of that Office. Such employees employed after January 1991 shall be in the unclassified Section of the Civil Service Systems.

Rule 4.4: The Council, upon the nomination of the President, shall appoint a Sergeant at Arms, whose duties it shall be to attend all meetings of the Council, and to maintain order under the direction of the President, or the president Pro Tempore, and to execute all of the demands of the Council, including the service and execution of all subpoenas to require the attendance of members of Council.

- (a) The Sergeant at Arms shall assure that no persons other than members of Council, the Clerk of Council (Municipal Clerk) and their assistants the Council Staff Director and their assistants, the City Attorney and their assistants, the Chief Financial Officer and their assistants and accredited members of the Press (as approved by the President) shall be within the bar of the Council during meetings thereof. It shall also be the duty of the Sergeant at Arms to prevent the general distribution to members of the Council of any written or printed documents which do not bear the name of the person, whether he be a member of the Council or otherwise, proposing the adoption of such papers or causing such paper to be distributed. *
- (b) The Sergeant at Arms shall be appointed from the Civil Service of the City of Atlanta and shall receive no additional compensation for discharge of their duties as such.

*Amended by Ordinance 94-0-03713/14/01

RULE V
PROCEDURES GOVERNING THE COUNCIL CHAMBER AND COMMITTEE ROOM
ASSIGNMENT

Rule 5.1: All full Council meetings shall be held in the Council Chamber or be conducted remotely by teleconference in accordance with the Georgia Open Meetings Act (OCGA § 50-14-1). Any group or organization must receive written or verbal permission from the Office of the President of Council to use the Chamber. No use of the Chamber will be allowed at the time scheduled for regular or special Council meetings.

Rule 5.2: All standing committees of the Council shall receive first priority for committee room assignments.

Rule 5.3: All boards appointed by the Mayor and confirmed by the Council shall receive second priority to the Council or any Council committee.

Rule 5.4: Individual Council members shall receive third priority for committee room assignments.

Rule 5.5: Any department or community organization shall contact the Bureau of General Services for reservations. The President of Council, Council members, Council Committees and boards appointed by the Mayor and confirmed by the Council, shall be given higher priority than departments, bureaus and community organizations.

Rule 5.6: Any general staff requesting a committee room for retirement parties, showers or any other special event shall be scheduled contingent upon other priorities and the availability of space.

**RULE VI
DECORUM**

Cellular telephones or other electronic communication devices shall not be allowed in council committee rooms or the council chambers during meetings, public hearings, work sessions, etc. unless such devices are set to vibrating signals or signals that are not audible or unless such devices are turned off. The presiding officer of each committee meeting and Council meeting shall, at the beginning of said meeting, make the appropriate announcement. Signs indicating such requirement shall be posted outside the meeting rooms.

RULE VII MEETINGS OF THE COUNCIL

Rule 7.1: The Council shall hold regular meetings at 1:00 O'clock PM, on the first and third Monday of each month (or if such Monday be a legal holiday, then on the next following day not a legal holiday) and for the calling of special meetings; provided however that the council may by ordinance provide for an annual recess from the conduct of council business. All meetings of the Council and of its committees shall be open for attendance by the public as provided by law, and any citizen shall have access to the Minutes and records thereof at reasonable times.

Rule 7.2: Special meetings of the Council may be called by the President at such times and upon such notice, as he shall deem sufficient. Due notice of said meetings must be posted in writing at least 24 hours in advance at the place or the regular meeting; and, must be given in writing or orally to a newspaper of general circulation. In addition, upon receipt by the President of a written demand signed by not less than seven (7) members of the Council requesting a special meeting. The President shall set the time for the holding of such a special meeting, said meeting to be held within five (5) days from the date of receipt by the President of such written demand. Emergency meetings may be held with less than 24 hours notice but must receive as much notice as is reasonable under the circumstances. At a minimum, the city must give notice to the legal organ or other appropriate newspaper of general circulation in the county. Such notice can be an oral notice and be given by telephone. It must also state the reason (subjects expected to be considered) for holding the meeting within 24 hours.

Rule 7.3: All meetings of the Council shall be in the Council Chamber at City Hall or be conducted remotely by teleconference in accordance with the Georgia Open Meetings Act (OCGA 50-14-1), unless otherwise provided by written resolution of the Council specifying the time and place, which resolution shall be published in a newspaper of general circulation within the City at least forty- eight (48) hours prior to the time of the convening of such meetings.

Rule 7.4: All meetings of the committees of the Council shall be held in the Council Chamber, in one of the committee rooms provided to the Council at City Hall or be conducted remotely by teleconference in accordance with the Georgia Open Meetings Act (OCGA 50-14-1); provided however that any committee may hold committee meetings or hearings at locations outside City Hall provided notice of same is given in accordance with Section 7.3 of this Rule.

Rule 7.5: A majority of the Council members then constituting the membership of the Atlanta City Council (not including the President) shall constitute a quorum. The vote of a majority of the Council members then constituting the membership of the Atlanta City Council shall be required for passage of ordinances and resolutions, and matters of parliamentary procedure; the abstention of any member shall not be counted as a vote for either side of the matter at issue.

Rule 7.6: Following the General Election and on a quadrennial basis, all pending legislation in Committee will be automatically adversed or filed at the last Council meeting.

RULE VIII PROCEDURES OF COUNCIL

Rule 8.1: Any one member of the Council may give notice of a motion to reconsider any vote, resolution or ordinance having for its object the increase of the indebtedness of the City, or the expenditure of its moneys, or authorizing the sale of any part of the public property of the City, or the granting of any franchise where the streets or public alleys are to be used for any purpose in the prosecution of the business of the applicant seeking the franchise, which notice shall operate to delay the question until such motion can be acted upon at the next regular or special meeting. In all other cases a motion to reconsider any of the proceedings of the Council shall not be entertained, unless made by a member who previously voted with the prevailing side. A motion to reconsider at the same meeting shall have precedence over a motion to serve notice to reconsider and spread on the Minutes. After the vote count has been announced, on any issue, by the President of Council, members of council are prohibited from changing their vote unless proper procedures for reconsideration of a vote are followed.

Rule 8.2: Submission to Mayor; Mayor's veto: An order of business of any meeting of Council shall be the consideration of any ordinance or resolution which the Mayor shall have vetoed and has returned to the Council as provided in Section 2-403 of the Charter of the City of Atlanta.

Rule 8.3: The Council, or any committee composed entirely of Council members to which the power of subpoena is specifically granted by the Council, shall be authorized to conduct hearings and investigations into the operations and affairs of the City or of any office, department or agency thereof, and for such purposes the Council or such committee shall have the power by subpoena to compel the attendance of witnesses and the production of documents or other evidence at any meeting of the Council or committee. The subpoena, if issued by the President on his own motion or by the Council as a whole, shall be signed by the President. If said subpoena is issued by any committee having the power to subpoena, said subpoena shall be signed by the Chairperson of said committee.

Rule 8.4: Except as otherwise provided by these Rules, the proceedings of the Council shall be governed by parliamentary proceedings, as set forth in the most current revised edition of Roberts Rules of Order.

Rule 8.5: Chairpersons of all Standing Committees of the Council shall have the right to vote on all issues before their committee except as otherwise prohibited by these Rules.

Rule 8.6: All appointments made by the Mayor which by law must be confirmed by the Council shall be referred both to the Committee on Council and to the other appropriate standing committee of the council for review and report at the next regular council meeting. However, by a two-thirds (2/3) vote of the Council members the Council may vote to consider the appointment at the same meeting at which it is introduced.

RULE IX ORDER OF BUSINESS

Rule 9.1: The order of business for each meeting of the Council shall be as follows: (1) the call to order;

- (2) the determination of a quorum by roll call;
- (3) the invocation;
- (4) the pledge of allegiance;
- (5) proclamations, commendations and other special awards;
- (6) remarks by the public;
- (7) the reading and approval of the journal;
- (8) reading of communications;
- (9) the adoption of the Agenda of the day
- (10) the consideration of any legislation vetoed by the Mayor;
- (11) unfinished business:
- (12) new ordinances and/or resolutions;
- (13) consideration of the Consent Agenda;
- (14) reports of Standing Committees;
- (15) personal papers and general remarks; (During the period reserved for general remarks, any Council member may introduce before the Council any resolution or ordinance regardless of whether the resolution or ordinance was included on the Agenda for the meeting or not);
- (16) announcements by chair; and
- (17) adjournment.

Rule 9.2: Consent Agenda. There shall be developed before each regular meeting of the City Council, by the committee chairperson, in conjunction with the appropriate staff person of the various committee, a Consent Agenda shall be made a part of the regular Agenda and shall be considered a part thereof.

The Consent Agenda shall include all routine items from the Standing Committee. These items must have a favorable report from any and all committees to which they were referred, and the committee of its origin. The consideration of legislation on the Consent Agenda shall be number ten on the list of the order of Business for the Atlanta City Council and may be adopted within one motion.

Any member wishing to vote "no" or to "abstain" on a certain item should ask to be recorded as such.

The Consent Agenda portion of the printed Agenda shall be preceded by an explanatory note; which shall read:

"All matters listed on the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of any item is desired, the item will be removed from the Consent Agenda and will be considered separately."

Also included as part of the Consent Agenda shall be legislation on first reading emanating from committees. This Section of the Consent Agenda shall be labeled "For First Reading Only" and legislation shall be grouped according to the Committees from which it came and a notation on the Consent Agenda as to what committee the legislation should be referred.

Listing of Items on the Consent Agenda. Items listed on the Consent Agenda shall be grouped first in accordance to the committee acting last on the legislation. Items shall be grouped secondly according to their designation of "Resolution" or "Ordinance".

Rule 9.3: All proposed ordinances shall be referred by the President to one of the Standing Committees, unless there is objection in which case the Council shall determine to which of the Standing Committees said matter shall be referred. This provision shall not apply to any ordinance relating to the authorization, sale and the issuance of bonds, including general bonds, ordinances relating to assessments against abutting real estate for the costs of constructing, paving or otherwise improving streets, sidewalks, gutter and/or curbing ordinances relating to assessments against abutting real estate for the costs of laying and constructing sewers or drains in streets, and ordinances relating to assessments against real estate for the costs of laying or constructing sewers or drains through or upon said real estate; or to any ordinance enacted pursuant to Article III entitled In Rem Proceedings Against Dwellings, Buildings and Structures Unfit for Human Habitation or Occupancy of the Code of Ordinances of the City Atlanta, the same being Section 15-44 through 15-55 and in particularly Section 15-51. *(NOTE: Rule 9.3 IS NOW CONTAINED IN ARTICLE F, SECTION 8-2181 HOUSING DIVISION 1. HOUSING CODE).

Those ordinances which may be adopted on second reading at the meeting at which they are introduced may be placed on second reading upon proper motion and approved by two-thirds (2/3) of the members present. Upon second reading, said ordinances may be properly moved and approved for adoption.

RULE X DEBATE

Rule 10.1: No member shall speak more than ten (10) minutes on the question under debate, except by a majority vote of the members of the Council present and voting, no more than once on the same question until all who wish to speak have had an opportunity to do so.

The Municipal Clerk shall be the timekeeper for the enforcement of the time limit set on each member in this Section. In the event any member is interrupted during their presentation the time of such interruption shall be deducted from the total time allotted to the member herein.

Rule 10.2: At the conclusion of the reading of any proposal for amendment, the said proposal, as amended, shall be put to the Council for a final vote unless any member shall move to recommit the proposal, which shall be voted upon without debate. All motions to recommit shall be general motions without instruction unless the Agenda adopted by the Council shall specifically provide to the contrary.

Rule 10.3: Any member shall be granted two (2) minutes in which to explain any vote which he may cast during the meeting of Council.

Rule 10.4: In all meetings of Council, each member before speaking shall rise, and address the chair, and state their reason for seeking recognition. When recognized by the chair, said speaker shall be confined to the question under debate and shall avoid all personal or indecorous language. No member shall interrupt another while speaking, except to rise for a point of order, the point to be briefly stated to the presiding officer, or to ask any question for information only.

Rule 10.5: With exception of the Mayor, no person not a member of the Council shall speak on any matter pending before the Council without the unanimous consent of the members present.

**RULE XI
STANDING COMMITTEES**

Rule 11.1: There are hereby established the following Standing Committees:

- (a) Public Safety and Legal Administration Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (b) Transportation Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (c) City Utilities Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (d) Community Development and Human Resources Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (e) Council Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (f) Finance and Executive Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.
- (g) Zoning Committee consisting of not less than five (5) nor more than seven (7) members of the Council, including a Chairperson and Vice-Chairperson.

Rule 11.2: The President shall annually at the first Council meeting in December appoint the Chairperson and members of such committees as may be established by the Council pursuant to its Rules, provided any such appointments shall be subject to rejection by a majority vote of the total membership of the Council; such appointments shall be for one (1) year; provided, however, that in the year of each general City election held quadrennially on the first Tuesday after the first Monday in November, said annual committee appointments shall be made as provided herein by the incoming President of Council at the first meeting of the incoming Council in January following said quadrennial general City election after said incoming President of Council and incoming Council have taken office; and the President of the Council shall not be a member of any said committees. All motions to reject annual committee appointments made by the President shall be made by the Council at the next regular meeting of the Council following said annual committee appointments by the President. Should a vacancy occur in any committee by the withdrawal for whatever reason of any committee member, said appointments may be made at say time by the President provided any such appointment shall be subject to rejection by a majority vote of the total membership of the Council all such appointments shall be for the unexpired term of the position created by said vacancy. Each committee shall elect its own vice-chairperson.

Rule 11.3: A motion to reject any committee appointment or appointments shall be considered a question of privilege, and shall take precedence over all other business before the Council; provided, however, with respect to committee appointments by the President other than annual committee appointments made at the first Council meeting in December, no motion to reject any such appointment by the President to any committee shall be in order unless the same shall be made at the meeting of the Council next, succeeding the announcement by the President of such appointment.

Rule 11.4: Each of the Standing Committees shall have the power of subpoena.

**RULE XII
POWERS AND DUTIES OF COMMITTEES**

Rule 12.1

- (a) All proposed ordinances shall be referred by the President of the council to one of the standing committees of the council unless there is objection, in which case the council shall determine to which of the standing committees the matter shall be referred. This provision shall not apply to any ordinances relating to the authorizing, sale and the issuance of bonds, including general bonds; ordinances relating to assessment against abutting real estate for the costs of constructing, paving or otherwise improving streets, sidewalks, gutters and/or curbing; ordinances relating to assessments against abutting real estate for the costs of laying and constructing sewers or drains in streets, and ordinances relating to assessments against real estate for the costs of laying or constructing sewers or drains through or upon the real estate; or to any ordinance enacted pursuant to article III of the Housing Code of the city, entitled "In Rem Proceedings Against Dwellings, Buildings and Structures Unfit for Human Habitation or Occupancy." (Ord. 1/12/75 Sec.1).
- (b) Those ordinances which may be adopted on second reading at the meeting at which they are introduced may be placed on second reading upon proper motion and approved by two- thirds of the members present. Upon second reading, said ordinances may be properly moved and approved for adoption. (Ord. 1/12/75 Sec.1).
- (c) Papers shall be reported by the last committee to deal with the paper before returning them to council. The committees' report shall include a report on the recommendations, if any, of all other committees to which the papers have been previously referred since last in the council. (Ord. 10/28/74 Sec.2).
- (d) Each of the following Standing Committees shall have the power of subpoena. (Code 1965, Sec.2-8, as amended by Ord. No. 1985-77, Sec.1, 11/20/85).
- (e) Each of the Standing Committees shall, on a quarterly basis, conduct a review of the Departments/agencies over which it has purview. Such review shall include, but not be limited to review of management objectives, cost control mechanisms, employee performance appraisal, and other areas of concern.

Rule 12.2: Review of contracts: Any proposed contract to be entered into on behalf of the City of Atlanta shall be reviewed by the Finance Committee which shall forward its recommendations of approval or disapproval to the full council.

Rule 12.3: Referral of Resolutions and Ordinances increasing general Obligation Indebtedness in the Annual Fund Budget:

- (a) Any resolution or ordinance introduced in the Council which has the purpose of calling for the public advertising of the City's interest to increase the general obligation bonded indebtedness in the Annual Bond fund of the City, shall be referred to the appropriate Council Committee and the Finance Committee shall recommend action to the council not earlier than the third

meeting after having received for consideration such resolution or ordinance.

- (b) That the Mayor be and is hereby directed to present to the Council, the recommendations of the Executive Branch on the use of general obligation bonds for general purposes during the next succeeding fiscal year no later than December 31, of each year.
- (c) That the Atlanta Board of Education be and is hereby directed to present to the Council the recommendations of the Board of the use of general obligation bonds for school purposes during the next succeeding fiscal year of the City no later than December, of each year.

Any grant application which anticipates or proposes a contractual agreement that would bind the City to a particular project or contract or commit the City financially, directly or indirectly, either by a liability for a cash payment or for in-kind or non-cash or disapproval to the Finance Committee and the Council. A committee may amend those portions of the grant application over which they have purview.

- (d) Any grant application that is filed without the approval of the Council shall be absolutely void and without authority.
- (e) Approval of funding by the grantor of a grant must be obtained in writing by the Commissioner of Finance or the grant funds must have been received by the City before there shall be a commitment or expenditure of funds in connection with said grant.
- (f) The Council may initiate grant applications. Grant applications would be initiated in the Standing Committee of the Council having purview over the substantive matters included in the grant application. The initiating committee shall review the grant application Finance Committee's review and shall recommend approval or disapproval of the grant application to the Finance Committee and Council. A Committee may amend those portions of the grant application over which they have purview.
- (g) All grant applications submitted to the Standing Committee of the Council having purview over substantive matters included in the grant application and to the Finance Committees for review in accordance with sub-paragraphs (a) and (b) above shall be submitted to both the Chairpersons or their designees not less than seven (7) calendar days prior to the regularly scheduled meeting of the Standing Committee of purview and the Finance committee at which consideration is sought. The application will be submitted complete, with a budget and work statement included.

**RULE XIII
OPERATIONS OF COMMITTEES**

Rule 13.1: Each committee shall keep a complete record of all its actions, which shall include a record of the votes on any question on which a record vote is demanded.

Rule 13.2: The Rules of the Council shall be the rules of the Committees insofar as applicable; provided however that motions made in committees than be carried by a majority of votes cast, and abstentions or failures to a vote shall not constitute votes cast for the purpose of this rule. Committees may adopt additional rules not inconsistent herewith, which shall be filed with the Municipal Clerk.

Rule 13.3: It shall be the duty of each committee chairperson to take all steps necessary to bring all ordinances and resolutions voted upon by their committee to vote by the council. Matters held for further deliberation by Committees for two regular Council meetings must be reported to the Council by the Chairperson of the committee in which the matter rests or such paper can be called to the floor for a vote by the sponsor.

All motions on legislative items which receive a majority vote shall pass. In the event of a tie vote (i.e. resulting from an equal number of yeas, nays, and/or abstentions where no one vote is in the majority), the motion shall fail and the legislative item shall remain held in committee.

Rule 13.4: No measure or recommendation shall be reported out of any committee unless a majority of the committee members are present and voting at the time such action was taken. All hearings conducted by Standing Committees and Select Committees, and all action, including voting on measures, shall be conducted in open session, with the public invited thereto.

Rule 13.5: It shall be the duty of the Chairperson of each Standing Committee of the Council to have prepared by the last Council meeting in March an annual report on the activities of that committee during the preceding year. Such report shall be presented in writing to the President and to all members of the Council during the last regularly scheduled meeting of the Council in March. Such report shall include a brief synopsis of all major legislative business transacted by the committee.

**RULE XIV
LEGISLATION PREPARED BY EXECUTIVE BRANCH
& REQUESTED TO BE SPONSORED BY AND INTRODUCED AS PERSONAL
PAPERS BY COUNCILMEMBERS**

Rule 14.1: Legislation prepared by the executive branch and requested to be sponsored by and introduced as personal papers by councilmembers, shall be submitted into the Electronic Legislative Management System (ELMS) prior to the “Personal Paper(s)/Items to be Referred” agenda item on the Full Council agenda. The legislation must have the ELMS ID number written onto the blueback. An electronic copy of the personal paper must also be submitted to the appropriate City Council Research and Policy Analysis Staff person before the end of the Full Council meeting.

Rule 14.2: Notwithstanding the process set forth in Rule 14.1 above, councilmembers may choose to introduce or not to introduce such legislation at their discretion.

RULE XV AUDITOR

The Council may employ an Auditor who shall be a certified public accountant. The process for choosing the Auditor will be as follows: The President of Council and the Committee on Council shall each nominate no more than three (3) persons to fill the position of Auditor. Said nominations shall be referred to the Committee on Council for its investigation. The Committee on Council shall report to the Council on the results of its investigation of said nominations whereupon the Council shall vote on said recommendations. Should the Council reject said nominations, then the Council may make such other nominations to fill such position as it deems fit. Said nominations shall then be referred to the Committee on Council which shall investigate said nominations and recommend to the Council an Auditor or Auditors among said nominees to fill said position whereupon the Council shall vote on the same. Said Auditor shall be solely responsible to the Council. The duties of the Auditor shall be to oversee the accounts, Administration, and affairs of all branches of the government of the City of Atlanta, and to report thereon, from time to time and as shall be required, to the Council. The Auditor shall have immediate access to any and all books, records or other documents pertaining to the business of the City of Atlanta, and within the custody and control of any of the elected officials, officers or employees of the City of Atlanta. Specifically, the Auditor shall perform such inquiries and investigations as shall from time to time be assigned by the President and/or the Council. The Council may, by majority vote of the total membership, reject any specific inquiries or investigations assigned to said Auditor by the President, Clerical and administrative assistants, as staff of Council, shall be provided to the Auditor by direction of the Council, as the same shall be required for the full discharge of the Auditor's responsibilities.

RULE XVI
CHANGE OR EXTENSION OF RULES

Rule 16.1: No Rule of procedure of council shall be suspended except by the vote of two- thirds (2/3) of the **council members then constituting the membership of the Atlanta City Council.** Upon a motion to suspend the Rules, the question shall immediately and without debate be put to the Council for vote.*

Rule 16.2: A change in the Rules of the Council shall be initiated as any other ordinance and referred to the appropriate committee for its report.