

RESOLUTION NO. _____

WHEREAS, Section 3.08 of the City Charter provides the City Council with the authority to adopt rules of procedure governing its meetings;

WHEREAS, over the years, the City Council has made various updates to its rules of procedure, with the most recent resolution being adopted in June of 2023 (Resolution No. 3165);

WHEREAS, the newly-elected City Council desires to amend the rules of procedure governing their tenure on the City Council; and

WHEREAS, it is therefore necessary and desirable to repeal Resolution No. 3165 to conform to the present practices of City Council and for other purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria:

Section 1. Schedule for Meetings and Official Events. That the following schedule for City Council meetings and other official events be, and the same hereby is, adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended:

1. The City Council shall, except during the months of July and August, hold two Legislative Meetings on the second and fourth Tuesdays in each month at 7:00 p.m.; provided, however, that when any such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day; and, provided further, that there shall be no Legislative Meeting on the fourth Tuesday in December.
2. The City Council shall, except during the months of July and August, hold a Public Hearing Meeting on the Saturday following the second Tuesday in each month at 9:30 a.m., provided, however, that when such day shall fall on or within three days of a legal holiday, the meeting may be held on the next Saturday that is not a legal holiday. If the weather or other conditions are determined by the Mayor to be too severe or hazardous to hold a Saturday Public Hearing Meeting, the hearing will be continued to the next Saturday that is not a legal holiday.
3. The City Council shall in the month of July hold a Public Hearing Meeting on the first Tuesday of the month at 7:00 p.m., provided, however, that when the Fourth of July falls on Monday, the meeting shall be held on Wednesday, July 6, or when the Fourth of July falls on Tuesday, the meeting shall be held on Thursday, July 6, or when the Fourth of July falls on Wednesday, the meeting shall be held on Monday, July 2.
4. Special meetings of the City Council, held in lieu of or in addition to Legislative Meetings and Public Hearing meetings, may be held at any time as provided for in Sec. 2-1-43 of The Code of the City of Alexandria, Virginia, 1981, as amended.

5. At the first Legislative Meeting in June of each year, City Council shall approve a calendar of City Council Meetings and other official events, including any neighborhood meetings that are planned, for the entire year from September through June, and may amend the calendar as deemed desirable.

Section 2. Order of Business for Legislative, Public Hearing and Special Meetings. That the following Order of Business for City Council Meetings be, and the same hereby is, adopted pursuant to Section 2-1-47 of The Code of the City of Alexandria, Virginia 1981, as amended.

1. Roll-Call Consent Items at Legislative Meetings shall include consideration of the minutes of previous meetings, ordinances and resolutions believed to be routine and noncontroversial, and any other items believed by the City Manager, City Clerk, or City Attorney to be routine and not controversial in nature; provided that, a member of the council may, by request, have any item moved from the Roll-Call Consent Items to the Individual Action Items, as follows:
 - a. Should a councilmember wish to remove an item from the Roll-Call Consent Items, they shall notify the City Clerk by phone or email no later than 5:00 p.m. the day before the applicable meeting. If an item is not removed within the required timeframe, the councilmember may request deferral of the item, or with the concurrence of the City Manager, the item may be removed from the Roll-Call Consent Items section and considered separately as part of the regular business of the meeting.
 - b. Roll-Call Consent Items shall be acted upon with a single roll-call vote and without individual discussion.

Legislative Meetings

1. Calling of the Roll
2. Approval of Electronic Participation Resolutions (If Needed)
3. Closed Session (If Needed)
4. Opening Matters
 - a. Moment of Silence and Pledge of Allegiance
 - b. Proclamations & Recognitions (Maximum of Two)
5. Oral Reports
 - a. City Council on Boards, Commissions, and Committees
 - b. City Council Member General Updates
 - c. City Manager
6. Action Docket
 - a. Roll-Call Consent Items

- i. Minutes
 - ii. Resignations and Uncontested Appointments
 - iii. Ordinances
 - iv. Resolutions
 - v. Other Items Meeting Roll-Call Consent Criteria
- b. Individual Action Items
 - i. Resolutions (Not on Roll-Call Consent)
 - ii. Ordinances (Not on Roll-Call Consent)
 - iii. Action Recommendations from the City Manager (If Needed)
 - iv. Contested Board Appointments (First Legislative Meeting Only)
- 7. Other Business
- 8. Closed Session (If Needed)
- 9. Adjournment

Public Hearing Meetings

- 1. Calling of the Roll
- 2. Approval of Electronic Participation Resolutions (If Needed)
- 3. Proclamations and Recognitions (If Needed)
- 4. Public Discussion Period (First 15 Speakers)
- 5. Action Docket
 - a. Roll-Call Consent Items (Items for Which No Speakers Have Signed Up)
 - b. Individual Public Hearing Items
- 6. Other Business
- 7. Public Discussion Period (Remaining Speakers, if Any)
- 8. Closed Session (If Needed)

Special Meetings

At special meetings, the order of business shall conform to the order established for Legislative Meetings or Public Hearing Meetings, as appropriate, or shall be established in the notice of the meeting as provided by Sec. 2-1-43 of the Code of the City of Alexandria, Virginia, 1981, as amended.

Section 3. Rules of Procedure for Regular, Public Hearing and Special Meetings. That the following rules of procedure for Legislative Meeting and Public Hearing, and special meetings of City Council be, and the same hereby are, adopted and shall be supplemental and in addition to the provisions contained in the Code of the City of Alexandria, Virginia, 1981, as amended:

1. All supporting reports, documents or material shall be delivered to each member of Council at least 48 hours in advance of the meeting. Supporting reports, documents or material may be delivered subsequently when exceptional circumstances so require.
2. All supporting reports, documents or material, other than material exempt from disclosure under the Freedom of Information Act, shall be made available to the public at the time such material is delivered to the members of council.
3. The public will normally not be recognized to speak on docket items at Legislative Meetings. The rule with respect to when a person may speak to a docket item at a Legislative Meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at Public Hearing Meetings shall apply. (See also paragraph 7, below.) If an item is docketed *for public hearing* at a Legislative Meeting or Public Hearing Meeting, the public may speak to that item, and the rules of procedures for speakers at Public Hearing Meetings shall apply.
4. If the City Clerk, at least two days before the meeting, shall transmit to each member of the City Council, at the member's residence address or by electronic communication, a copy of the minutes of such previous meeting for inspection, reading thereof before the City Council assembled may, unless a member otherwise requests, be dispensed with and such minutes so inspected may be acted upon without being read.
5. At all meetings the City Manager shall where reasonably possible arrange the docket so that items covering similar subject matter are grouped together.
6. The first 45 minutes, or first 15 speakers, whichever comes first, of Public Hearing Meetings will be open for public discussion on any subject not on the public hearing docket. The mayor may grant permission to a person who is unable to participate in public discussion at a Public Hearing Meeting for medical, religious, family emergency or other similarly significant reasons, to speak at a Legislative Meeting. When such permission is granted, the rules of procedures for public discussion at Public Hearing Meetings shall apply. Guidelines for the public discussion period shall be as follows:

- a. All speakers must complete a speaker request form and submit the completed form to the City Clerk by the time the item is called by the City Clerk.
 - b. No speaker will be allowed more than three minutes, but that time may be extended by the Mayor or presiding member.
 - c. If more speakers are signed up than would be allotted for in 45 minutes, the Mayor may organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will be allowed to speak during the 45-minute public discussion period.
 - d. If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order in which their request forms were received.
 - e. Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.
7. Any speaker wishing to address the Council shall register his or her intent to do so on a speaker request form filed with the City Clerk in advance of the time that the item about which the speaker wishes to speak is called on the docket, or in advance of the public discussion period. The speaker request form shall be substantially in the form attached hereto.
8. The order of speakers shall be determined by the Mayor or other presiding member of council.
9. A speaker shall limit his or her remarks to three minutes and shall speak only once on any docket item. The Mayor or presiding member may allow rebuttal for a total of no more than three minutes, and a proponent may also speak during the time allowed for rebuttal. The Mayor or presiding member may allow a speaker a brief extension of time to conclude the speaker's remarks. A speaker requiring more than three minutes for his or her presentation shall notify the City Clerk in writing before 5:00 p.m. of the day preceding the date of the meeting of the additional time required, together with the reasons. The Council may, by consent of a majority of those present, grant additional time not to exceed fifteen minutes. A speaker shall be stopped if his or her comments become irrelevant or unnecessarily repetitious.
10. Speakers are encouraged to prepare and deliver to the City Clerk for distribution to the Council written statements of their positions.
11. The City Clerk shall arrange for a timekeeper to assure that each speaker stays within the allotted speaking time.
12. When voting on final passage of any ordinance, or on any resolution, the name of each member voting and how the member voted shall be recorded by the City Clerk.

Section 4. Miscellaneous provisions.

1. That the Schedule of Meetings, Order of Business and Rules of Procedures adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.
2. That the Schedule of Meetings, Order of Business and Rules of Procedure adopted by this resolution, unless otherwise required by law, shall be directory only, shall not have the force or effect of law, and a departure therefrom shall not be construed to invalidate any Council proceeding or decision.
3. That this resolution shall become effective on the day of its adoption.

Section 5. Repeal. That Resolution No. 3165, adopted June 13, 2023, relating to rules of procedure, orders of business and schedules for meetings of the City Council be, and the same hereby is, repealed effective on the day of adoption of this resolution.