

ORDINANCE NO. 5419

AN ORDINANCE to amend and reordain sections 2-1-4 (Compensation of members) and Section 2-1-10 (City Clerk Generally) of Article A (GENERAL PROVISIONS) and Sections 2-1-41 (Regular meetings), Section 2-1-42 (Regular Meetings for public hearings) and Section 2-1-46 (Quorums) of Article B, all of Chapter 1 (The City Council) of Title 2 (GENERAL GOVERNMENT) of the Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Article A of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by deleting the text shown in strikethrough and adding the text shown in underline as follows:

**Sec. 2-1-4 Compensation of members.**

- (a) The mayor ~~shall~~ is allowed to receive, in full compensation for his/her services, the salary of \$41,500 per year.
- (b) The members of city council ~~shall~~ is allowed to receive, in full compensation for their services, the salary of \$37,500 per year.
- (c) The members of city council and the mayor shall, in addition to the compensation provided above, be eligible to receive the same benefits as are provided city employees by the city, to the extent permitted by law. For the purpose of benefits for which eligibility is determined by the city, the mayor and members of city council shall be categorized as full time city employees.
- (d) The rate of compensation for the members of the city council and the mayor may be changed by ordinance, except that no increase in such rate of compensation shall be made to become effective during the term of office of the members of council and the mayor in which the vote to increase the compensation is cast, and any ordinance to approve such an increase shall be adopted at least four months prior to the date for the next general election of the members of city council and the mayor.
- (e) The rate of compensation of the members of city council and the mayor shall be reviewed every three years, in conformance with the time periods established in subsection (d) of this section, for the purpose of considering whether such rate should include a cost of living increase in line with cost of living increases, if any, afforded city employees since the last such review.

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**Sec. 2-1-10 City clerk generally.**

- (a) The city council shall appoint a city clerk and shall have power to remove him from office. He shall be the clerk of the city council, shall keep the journal of its proceedings and shall record all ordinances in a properly indexed book kept for that purpose. He may incorporate

into the journal by reference various documents, including, but not limited to, agreements, ordinances, resolutions, reports and maps. He shall also give every ordinance after passage a serial number. He shall be the custodian of the corporate seal of the city and shall be the officer authorized to use and authenticate it. All records in his office shall be public records and open to inspection at any time. He shall receive compensation to be fixed by the city council and shall perform any additional duties as the city council may from time to time designate.

- (b) **The city council clerk may appoint a deputy city clerk and when, in the opinion of the council, the city clerk is, because of disability or otherwise, unable to perform the duties of the office. The council shall have the power to remove the deputy clerk from office. Any appointed deputy clerk shall, while holding office, have the power and authority to perform all of the duties and functions of the city clerk and clerk of council.**

Section 2. That Article B of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by deleting the text shown in strikethrough and adding the text shown in underline as follows:

**Sec. 2-1-41 Regular meetings.**

The city council shall, except during the months of July and August, hold regular meetings **at least twice a month. The City Council may hold additional meetings as necessary including in the months of July and August, on the second and fourth Tuesdays in each month at 6:00 p.m.; immediately after the beginning of the regular meeting, city council will convene in closed session, if needed. The non-executive session docket will begin at 7:00 p.m. at all regular meetings of city council; 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 no regular meeting need be held on the fourth Tuesday in December.**

**Sec. 2-1-42 Regular meetings for public hearings.**

The city council shall, except during the months of July and August, hold regular meetings for public hearings **at least once a month. The City Council may hold additional public hearings as necessary including during the months of July and August, on the Saturday following the second Tuesday in each month at 9:30 a.m.; provided, however, that when any such day shall fall on or within three (3) days of a legal holiday, the meeting may be held on the Saturday preceding the fourth Tuesday of the month.**

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**Sec. 2-1-46 Quorum.**

A majority of the members of the city council shall constitute a quorum for the transaction of business. ~~If a quorum fails to attend any meeting, regular or special, the mayor shall~~

~~adjourn the meeting to some later date and notice of the adjournment shall be given to each member of the city council by the city clerk.~~

Section 3. That Article A and B as amended pursuant to Section 1 of this ordinance, be, and the same hereby is, reordained as part of the City of Alexandria City Code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

  
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**JUSTIN M. WILSON**  
Mayor

ATTEST:

  
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Gloria A. Sitton, CMC City Clerk

Final Passage: March 12, 2022

**RESOLUTION NO. 2991**

**WHEREAS**, Resolution No. 2798, adopted November 28, 2017, revised and established rules of procedure, the order of business and a schedule for meetings of the City Council; and

**WHEREAS**, it is necessary and desirable to repeal Resolution No. 2798 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 regular 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 regular legislative meeting on the fourth Tuesday in December. The first legislative meeting will be reserved for the business meeting of City Council; the second legislative meeting will be reserved for the policy discussion and debate meeting of City Council.
2. The City Council shall, except during the months of July and August, hold regular public hearing meetings 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 Saturday preceding the fourth Tuesday of the month.
3. Special meetings of the City Council, held in lieu of or in addition to regular 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.
4. At the first regular meeting in September 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 Regular, 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. At the first legislative meeting (business) the order of business shall be as follows:
  - (a) Calling the Roll
  - (b) Executive Session (if required)
  - (c) Moment of Silence and Pledge of Allegiance
  - (d) Reading and Acting Upon the Minutes
  - (e) Recognition of Youth
  - (f) Proclamations
  - (g) Oral Reports from City Council on Boards, Commissions and Committees
  - (h) Oral Reports from the City Manager
  - (i) Consent Calendar
    - 1) Resignations and Uncontested Appointments
    - 2) Reports and Recommendations of the City Manager
    - 3) Ordinances for Introduction and First Reading
  - (j) Roll-Call Consent Calendar
    - 1) Ordinances and Resolutions
  - (k) Contested Board Appointments
  - (l) **Reports and Recommendations of the City Manager for Discussion (not on consent calendar)**
  - (m) **Ordinances and Resolutions (not on consent calendar)**
  - (n) Oral Reports and Oral Presentations by Members of City Council
  - (o) Executive Session (if required)

(n) Adjournment

2. At the second legislative meeting (policy decisions/debate) the order of business shall be as follows:
  - (a) Calling the Roll
  - (b) Executive Session (if required)
  - (c) Moment of Silence and Pledge of Allegiance
  - (d) Reading and Acting Upon the Minutes
  - (e) Oral Reports from City Council on Boards, Commissions and Committees
  - (f) Oral Reports of the City Manager
  - (g) Consent Calendar
    - 1) Reports and Recommendations of the City Manager
  - (h) Roll-Call Consent Calendar
    - 1) Ordinances and Resolutions
  - (i) Work Session
  - (j) Reports and Recommendations of the City Manager for Discussion (Policy Items for Council Direction to Staff)
  - (k) Oral Reports and Oral Presentations by Members of City Council
  - (l) Adjournment
3. At regular public hearing meetings, the order of business shall be as follows:
  - (a) Calling the roll
  - (b) Public discussion period (30 minutes)
  - (c) Action consent calendar
  - (d) **Roll-Call Consent Calendar**
    - 1) **Ordinances (public hearing, second reading and final passage)**
  - (d) Public hearing on reports and recommendations of the city manager
  - (e) Public hearing on reports of boards, commissions and committees
  - (f) Public hearing, second reading and final passage of ordinances, and public hearing and adoption of resolutions
  - (g) Deferral/withdrawal consent calendar
  - (h) Other business
  - (i) Executive sessions
4. At special meetings, the order of business shall conform to the order established for regular legislative 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 regular legislative 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 regular 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 regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.
4. One or more consent calendars, comprised of docket items deemed to be routine and

housekeeping in the discretion of the City Council or City Manager, shall be prepared for each meeting at the direction of the City Manager. Adoption or approval of all items on a consent calendar shall require but a single vote by City Council; except that upon the request of any member of the City Council any item on the consent calendar shall be voted upon separately; and, provided further, that upon the request of a member of the public, any item on a consent calendar for a public hearing meeting shall be heard and voted upon separately. A consent calendar shall not include ordinances docketed for public hearing, second reading and final passage, resolutions or other items requiring a roll-call vote by Council.

5. 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.
6. At all meetings the City Manager shall where reasonably possible arrange the docket so that items covering similar subject matter are grouped together.
7. The first 30 minutes 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 regular 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 30 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 30-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.
8. Any speaker wishing to address 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.
9. The order of speakers shall be determined by the Mayor or other presiding member of council.
10. 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. 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.

11. Speakers are encouraged to prepare and deliver to the City Clerk for distribution to the Council written statements of their positions.
12. The City Clerk shall arrange for a timekeeper to assure that each speaker stays within the allotted speaking time.
13. 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 April 27, 2021.

**Section 5. Repeal.** That Resolution No. 2798, adopted November 28, 2017, relating to rules of procedure, orders of business and schedules for meetings of the City Council be, and the same hereby is, repealed effective April 27, 2021.

Adopted: April 27, 2021

  
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**JUSTIN M. WILSON    MAYOR**

ATTEST:

  
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Gloria A. Sitton, CMC    City Clerk

**SPECIAL REGULATION**  
*(As adopted by City Council)*

**CITY COUNCIL ADMINISTRATIVE AIDES**

**I. PURPOSE**

The purpose of this Special Regulation is to establish a framework concerning the relationships, activities, compensation, expenditures, and accountability of administrative aides appointed as assistants to members of the City Council, including the Mayor. Hereafter in this Regulation, the term member of City Council will include the Mayor.

**II. RELATIONSHIPS TO CITY COUNCIL AND CITY CLERK**

- A. ~~An administrative aide for any member of City Council shall only be appointed by the City Clerk after he/she has been advised by such member of City Council that he or she wishes such an administrative aide and names the aide to be appointed~~The Mayor and each council member may appoint one administrative assistant.<sup>1</sup>
- B. No member of the immediate family of any member of City Council shall be eligible for appointment as an administrative aide. For the purpose of this section, the spouse, parent, child, brother, sister, father -in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law shall be considered a member of the immediate family.
- C. The power to direct and remove each administrative aide resides only in his or her member of City Council.
- D. The administrative aide shall perform such secretarial, administrative and other tasks as may be required by his or her member of City Council. The City Clerk shall provide clerical services for the members of City Council in circumstances where such clerical services cannot be provided by the administrative aides.
- ~~D. An administrative aide to a Council member is prohibited from participating, directly or indirectly, in any political campaign for reelection to Council (or for election to another public office in the Commonwealth of Virginia) or elsewhere, on behalf of the particular member of Council for whom he or she is an aide.~~

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<sup>1</sup> See City Charter Section 3.06.1

~~An aide may participate in the political campaign for any elective office in the Commonwealth of Virginia or elsewhere on behalf of any person other than his or her Council member, and may serve on political committees.~~

~~1. The following activities are not considered to be political campaign activities and thus may be performed by a Council aide for or on behalf of his or her Council member:~~

~~d. displaying yard signs;~~

~~e. placing bumper stickers on his or her car;~~

~~f. attending public partisan or political meetings, but not participating directly or indirectly in the meeting except in the same manner as the general public; and~~

~~g. expressing his or her opinion, apart from the campaign context, on political subjects and candidates.~~

~~1. The following activities are considered to constitute participation in a political campaign, and thus may not be performed by a Council aide for or on behalf of his or her Council member:~~

~~i. making, directly or indirectly, financial contributions;~~

~~j. taking any part in the conduct or management of the campaign;~~

~~k. signing a petition/letter for campaigning purposes;~~

~~l. soliciting funds; and~~

~~m.a. campaigning at the poll (e.g., handing out literature).~~

E. Notwithstanding any contrary provision of law, general or special, an administrative aide to a Council member is permitted to participate in political activities while off duty, out of uniform and not on the premises of their employment with the locality.<sup>2</sup>

1. For purposes of this section, the term "political activities" includes, but is not limited to, voting; registering to vote; soliciting votes or endorsements on behalf of a political candidate or political campaign; expressing opinions, privately or publicly, on political subjects and candidates;

<sup>2</sup> See Virginia Code Section 15.2-1512

displaying a political picture, sign, sticker, badge, or button; participating in the activities of, or contributing financially to, a political party, candidate, or campaign or an organization that supports a political candidate or campaign; attending or participating in a political convention, caucus, rally, or other political gathering; initiating, circulating, or signing a political petition; engaging in fund-raising activities for any political party, candidate, or campaign; acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party, candidate, or campaign; or becoming a political candidate.

2. An aide is prohibited from using their official authority to coerce or attempt to coerce a subordinate employee to pay, lend, or contribute anything of value to a political party, candidate, or campaign, or to discriminate against any employee or applicant for employment because of that person's political affiliations or political activities, except as such affiliation or activity may be established by law as disqualification for employment.
3. An aide is prohibited from discriminating in the provision of public services or responding to requests for such services, on the basis of the political affiliations or political activities of the person or organization for which such services are provided or requested.
4. An aide is prohibited from suggesting or implying that a locality has officially endorsed a political party, candidate, or campaign.

E.F. No administrative aide shall serve as a member of any City advisory board, commission or committee that is charged with making recommendations upon which his or her member of City Council will or may be voting. An administrative aide may serve as the designee of his or her member of City Council on a City advisory board, commission, or committee when the resolution creating said board, commission, or committee indicates that such a designee is permitted.

### **III. RELATIONSHIP TO CITY STAFF RESPONSIBLE TO CITY MANAGER**

- A. The administrative aides will have a similar relationship to the City staff responsible to the City Manager as that defined in Section 4.04 of the City Charter for members of City Council:

"Neither the Council nor any of its members shall direct the appointment of any person to or his removal from any office or employment by the City Manager or by any of his subordinates, except as specifically provided in this Charter. Except for the purpose of inquiry, the Council and its members

shall deal with the administrative services solely through the City Manager, and neither the Council nor any member thereof shall give orders either publicly or privately to any subordinate of the City Manager. Any Councilman violating the provisions of this section or voting for a motion, resolution or ordinance in violation of this section shall be guilty of a misdemeanor and upon conviction thereof shall cease to be a Councilman. Provided, however, that nothing herein contained shall be construed as prohibiting any Councilman from discussing with the City Manager any appointment or removal."

- B. The primary points of contact in the City Manager's office for the administrative aides will be the City Manager on matters of major importance and the City's Legislative Director or Deputy City Manager's within their assignments. However, all members of the City Manager's Office function as a unit and are available to assist the administrative aides.
- C. The City Manager's office shall provide or arrange for such clerical services for the members of City Council and administrative aides as cannot be provided by either the City Clerk or the administrative aides themselves.

#### IV. SALARY AND ~~FRINGE~~ BENEFITS

- A. The administrative aides shall receive as compensation such salary as the City Council may from time to time establish in adopting the City's annual budget. The salary for all aides shall be uniform; provided, however, that the City Council may separately determine the salary of the Mayor's aide.
- B. Hours of work, vacation, leave and sick leave arrangements will be worked out between each administrative aide and his or her member of City Council, except that no compensation for accrued vacation leave or sick leave will be provided for any administrative aide when he or she leaves office.
- C. In the event that an administrative aide is unable to perform the essential functions of the position during any period of 60 days, all pay and benefits shall be terminated. ~~His or her compensation shall be reduced to one-half of his or her regular salary for the first 60 days of his or her absence.~~
- D. Federal and State income taxes, Social Security taxes, and any other withholdings required by law will be withheld from each administrative aide's paycheck.
- E. The administrative aides will be eligible to participate in the group life insurance program and the group medical insurance program (single coverage only) that is

available to general City employees, to the extent that insurance contracts permit such participation; there shall be no cost to the City for such participation.

- F. The administrative aides will not be eligible to participate in either the Virginia Supplemental Retirement System or the City's supplemental pension program.

V. **OPERATING EXPENSES**

A. **Office Space**

1. Office space shall be provided for each member of City Council and his or her administrative aide.
2. Office space may be either in a public building or a private home. If office space in a public building is desired, the City Manager shall make all necessary efforts to provide suitable space.

B. **Non-Personal Operating Expenses**

1. An appropriation of \$850 per year will be authorized by the City Council to pay non-personal operating expenses incurred by a member of City Council or authorized by him or her for his or her administrative aide. Non-personal operating expenses include transportation, postage, office supplies, copying, printing, telephone, and all other non-personal expenses that are necessary in the performance of official duties.
2. For accounting purposes, all non-personal expenditures by administrative aides will be paid or reimbursed on an actual expense basis. No allowances that are not subject to specific accounting will be authorized, and no cash advances for anticipated expenditures will be made. All documents authorizing payments will require the signature of the member of City Council involved.
3. All purchases by administrative aides will be made through the ~~Finance Department~~ City Clerk's Office, drawing supplies from City stores whenever possible. The ~~Finance Director, through the City Manager~~ City Clerk, will advise as to what items are available.
4. Travel in the Washington metropolitan area and the Commonwealth of Virginia only will be authorized for administrative aides for attendance at meetings, conferences, and seminars and for other assigned work directly related to their Council responsibilities. Travel outside this geographical

area will be undertaken only in accordance with an affirmative vote of City Council in a public session.

- a. All such official travel by administrative aides will be subject to the provisions of the City's Administrative Regulations on the subject (Chapter 6), except that the use of City-owned vehicles will not be authorized.
- b. Travel reimbursement for the use of the privately-owned motor vehicles will be authorized at the rate ~~58.75~~58.5 cents (\$0.5857) per mile, subject to the submission of a Daily Travel Record (~~Attachment A~~).
- c. Only mileage which is incurred as a result of travel on City business is to be shown on the travel record; mileage for transportation to and from the administrative aide's home to his or her office or City Hall is not reimbursable.

C. Capital Outlay

1. ~~Upon adoption of this Special Regulation~~At the beginning of each new City Council session, a one-time appropriation of up to \$1,000 will be authorized by the City Council for the purchase of such capital outlay items as are necessary for the furnishing of an office for each member of City Council and his or her administrative aide. These capital outlay items include desks, chairs, tables, typewriters, lamps, file cabinets and bookshelves. All expenditures for capital outlay items must be approved by the member of City Council involved.
2. As replacement or additional capital outlay items are required, the necessary funds shall be requested by the member of the City Council involved and the request shall be incorporated by the City Manager into the normal budget review and approval process.
3. At such time as the member of City Council ceases to be a member of City Council, that Council member and his or her Administrative Aide may opt to purchase a capital outlay item, including a computer or computer related equipment used by that member or aide during the term of the City Council member at a fair market value determined by the City's Director of Finance.
4. All capital outlay items purchased with City funds that are not purchased by a member of Council or his or her aide pursuant to Section V (C)(3) will

remain the property of the City and will revert to the possession of the City at such time as the member of City Council ceases to be a member of City Council.

**VI. COUNCIL OVERSIGHT**

- A. Any person who believes that an administrative aide has failed to comply with the provisions of Section II(E) of this Special Regulation may file an allegation of such noncompliance ("Allegation") with the City Clerk. The Allegation shall be in writing and shall set forth the alleged noncompliance with reasonable specificity. Any such Allegation shall be filed within 30 days of the alleged noncompliance, or within 30 days of the day the person filing the Allegation first became aware of the alleged noncompliance, whichever is later.
- B. The City Clerk shall transmit the Allegation to the members of City Council forthwith, as well as to the aide identified in the Allegation.
- C. Within 30 days following transmission, or at the next regular scheduled meeting of Council, if longer, Council will convene in executive session to consider the Allegation.
- D. In the event Council determines by majority vote that there is probable Cause to believe that a violation of section II(E) of this Special Regulation has occurred, the City Attorney, or in his discretion a competent attorney appointed by him as special counsel, shall investigate the matter and report thereon to City Council.
- E. Following receipt of the report prepared by the City Attorney or special counsel, the City Council shall meet in executive session to consider the report.
- F. If the City Council determines by majority vote that the Allegation is founded and that a violation of section II(E) of this Special Regulation has occurred, the City Council may adopt a resolution of censure, which may include a suggestion concerning the continued service of the Council aide.
- G. Nothing in this section VI shall affect Section II(C) of this Special Regulation which provides that an administrative aide may be removed only by the member of City Council who has appointed the aide.

Adopted by City Council-July 25, 1974

AMENDED II.E-June 10, 1980

AMENDED II. E- April 23, 1985  
AMENDED II.E- June 27, 1995  
ADDED VI-June 24, 1997  
AMENDED IV.A-March 10, 1998  
AMENDED IV .A- June 11, 2002  
AMENDED V.C.3 & 4- June 24,2003  
AMENDED February \_\_, 2022

**SPECIAL REGULATION  
(As adopted by City Council)**

**CITY COUNCIL APPOINTEES**

**I. PURPOSE AND COVERAGE**

- A. The purpose of this Special Regulation is to establish a Human Resources process for City Council appointees and their staff.
- B. The procedure is applicable to the City Manager, City Attorney, the City Clerk, the Police Auditor and any other City Council Appointee.

**II. APPOINTMENT PROCESS**

Reference Charter Chapter 4 for City Manager appointment, Charter 3.06 for City Clerk Appointment, Charter Chapter 11 for City Attorney Appointment, City Code Section 4-1-5 for the Police Auditor and City Code Section 2-5-2, Appointments by City Council for the process

- A. Notice of Vacancy (required by City Code)
  - 1. Such notice may be given first to all persons in the employ of the city, or of any constitutional officer who, or independent agency or authority which, has elected to come under the city's personnel system for the purpose of giving employees preference in promotional opportunities and such election has been approved by the city manager.
  - 2. In the event no person already in the employ of the city, or of such officer, agency or authority, is appointed, such notice shall then be given to the public at large.
  - 3. no appointment shall be made by the city council until the expiration of two weeks from the time public notice is given and until the city council is satisfied that the applicant to be chosen has the necessary qualifications, ability and fitness for the position and office.
- B. Use of Recruiter/Review of Applications
  - 1. The Mayor, with the assistance of the Director of Human Resources or a designee, shall direct the process for advertising the position and receiving applications;
  - 2. Written application for any appointive position shall be made to the city council through the mayor, and each application shall give the name, educational background and practical experience of the applicant. Only applicants who have made written application shall be considered; (Required by City Code)
  - 3. Interview of and discussions about the prospective candidates will be scheduled for the Mayor and City Council in closed session.
  - 4. The Mayor and City Council shall vote in open session to appoint the successful candidate.

C. Acting (Required by City Code)

1. In the event any office which is authorized by charter or statute to be filled by the city council should become suddenly vacant because of death, resignation, termination or similar cause, or in case of disability or absence of any officer, and by reason thereof and the foregoing provisions of this section the office would be vacant or without a person to perform the duties thereof, the city council may immediately make an appointment or designate a person to perform the duties of the office during disability or absence, as the case may be, the provisions of the foregoing paragraph notwithstanding; and
2. any appointee or person designated to act shall forthwith furnish to the city council a statement of his age, family status, educational background and practical experience duly signed, together with the names of at least four persons to be used as references. The city council may thereafter, if it deems necessary, consider the statement and any other information relating to the qualification and fitness of the appointee or designee to determine whether or not he shall continue in office or to perform the duties thereof.

D. Negotiation of Contract

1. The Mayor, on behalf of the City Council, with assistance from the Director of Human Resources shall negotiate the terms and conditions of employment with the prospective appointee and shall receive input from City Council in a closed session.

E. Removal

1. The process for removal of a City Council appointee shall be negotiated in the particular appointee's contract.

**III. PERFORMANCE EVALUATIONS**

- A. Evaluations of each appointee shall take place in closed session with the Mayor and City Council at the two legislative meetings in June of each year.
- B. Each appointee shall submit a performance objective self-evaluation to the Mayor and City Council no later than June 1 of each year.
- C. The Mayor and City Council shall determine compensation, including merit increases, to be provided to each appointee based on performance for the year.

**IV. STAFF OF APPOINTEES**

A. Staff appointed by appointees

1. Staff of the City Manager will follow the processes outlined for City Staff in the City Code and Administrative Regulations adopted by the City Manager.
2. Staff of Appointees, other than the City Manager, shall follow the process set forth by the Appointee.

- a. Appointees shall utilize the City's current HR processes to the greatest extent possible in order to create consistency in the process for all City employees.
- b. Process for employee disputes
  - A. Each appointee shall provide a process by which the employees of an appointee may resolve a dispute they have with their employment.
  - B. If concern is about the actual appointee, the process should include a report to the Mayor who shall utilize the HR director and/or the ADR team to resolve and determine whether action is necessary.
  - C. The procedure established by this Policy is not the exclusive method available to employees for resolving disputes with the City government. Disputes involving claims of discrimination based on race, color, religion, disability, national origin, ancestry, marital status, age, or sex may also be resolved through the procedure established by the United States Equal Employment Opportunity Commission and/or through the procedure provided under the Alexandria Human Rights Code. These procedures are available to all City employees, including those serving in their initial probationary period. For information on these procedures, employees should contact the Alexandria Human Rights Office. An attempt to resolve disputes involving claims of sexual harassment must initially be made under the procedure established by Administrative Regulation 6-25 before the procedure established by this administrative regulation may be utilized. See section IV.A.4 below. For information on the procedure established by Administrative Regulation 6-25, employees should contact the Department of Human Resources.