

**RESOLUTION NO.**

**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