RULES OF THE CITY COUNCIL OF BALTIMORE
2011 - 2015 COUNCIL SESSION

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CHAPTER 1
DEFINITIONS; GENERAL PROVISIONS

Rule 1-1. Definitions.

(a) *In general.*

In these Rules, the following terms have the meanings indicated.

(b) *Bill.*

(1) "Bill" means any proposed legislative act introduced into the City Council.

(2) "Bill" includes a proposed:

(i) ordinance of the Mayor and City Council;

(ii) resolution of the Mayor and City Council; or

(iii) resolution of the City Council (other than a ceremonial resolution, as described in Rule 3-9).

(c) *Committee.*

"Committee" means any standing or select committee or subcommittee established under these Rules.

(d) *Council Chamber.*

"Council Chamber" means:

(1) the Clarence "Du" Burns Council Chamber in City Hall; and

(2) any other place where the Council meets from time to time.

(e) *Councilmembers.*

"Councilmembers" means, unless otherwise specified, the total number of members provided for by law, including the President, without regard to any vacancies.

(f) *President.*

"President", when referring to her or him as presiding officer at a meeting of the City Council, includes the Vice-President or other Councilmember while presiding in the President's absence.

Rule 1-2. Robert's Rules of Order.

In all matters not provided for in these Council Rules, the applicable rules in the current edition of *Robert's Rules of Order Newly Revised* govern.

Rule 1-3. Suspension of Rules.

(a) *Vote required.*

A motion to suspend any rule of the City Council requires the affirmative vote of ⅔ of all Councilmembers (10) for its adoption.

(b) *Separate propositions.*

A separate suspension of the rules is required for each proposition.

Rule 1-4. Change in Rules.

These Rules may not be amended unless the proposed amendment:

(1) is prepared in the same form and manner as that required for an amendment to a bill;

(2) is submitted to the Council at least 1 regular meeting before it is considered;

(3) is adopted by the affirmative vote of ⅔ of all Councilmembers (10); and

(4) for any proposed amendment to Rule 5-11 {"Vacancy"}, has had a public hearing before it is considered.

CHAPTER 2
MEETINGS; QUORUM

Rule 2-1. Opening Day.

(a) *Chief Clerk to open.*

At the start of each elective term of the Council, the Chief Clerk from the preceding term:

(1) calls the roll; and

(2) proceeds with the organization of the Council.

(b) *Absence of Chief Clerk.*

In the Chief Clerk's absence, the Journal Clerk from the preceding term performs these duties.

(c) *Absence of Journal Clerk.*

In the absence of both the Chief Clerk and the Journal Clerk, any Councilmember may perform these duties.

Rule 2-2. Regular meetings – Days held.

(a) *First meeting of year.*

In each year of a Council term, the City Council first meets on the Thursday after the 1st Monday in December.

(b) *Subsequent meetings*.

(1) Except as provided in paragraph (2), regular meetings are then held on alternate Mondays.

(2) Regular meeting are not held:

(i) on legal holidays;

(ii) on a Monday if the President has scheduled an alternate meeting day for that week; or

(iii) during any recess scheduled by the President or the Council.

Rule 2-3. Regular meetings – Starting time.

Each regular meeting starts at 5 p.m., unless another time:

(1) was specified when the previous meeting recessed or adjourned; or

(2) is set by the President.

Rule 2-4. Regular meetings – Suspension, recess, adjournment.

By the affirmative vote of a majority of all Councilmembers (8), the Council may:

(1) suspend a regular meeting; or

(2) recess or adjourn a regular meeting to a specified time.

Rule 2-5. Special meetings.

Special meetings may be convened by:

(1) the Mayor;

(2) the President of the City Council; or

(3) the City Council, on written request of ⅔ of all Councilmembers (10).

Rule 2-6. Quorum – Number required.

A majority of all Councilmembers (8) constitutes a quorum.

Rule 2-7. Quorum – When not available.

If a quorum is not present at a regular or special meeting:

(1) the President may order the absent Councilmembers to report to the Council Chamber; and

(2) the Councilmembers must assemble from day to day until a quorum is present.

Rule 2-8. Required attendance.

If any Councilmember suggests that a quorum is lacking, the President:

(1) must cause the roll to be called; and

(2) if a quorum is lacking, may direct that absent Councilmembers be notified of their required presence in the Council Chamber.

CHAPTER 3
DAILY BUSINESS

Rule 3-1. Business of the day.

Before the start of each meeting, the President must cause all bills, resolutions, reports, and motions pending at that meeting to be placed on all Councilmembers' desks.

Rule 3-2. Call to order; roll call.

(a) *Call to order.*

At the hour to which the Council has recessed or adjourned, the President must take the chair and call the members to order.

(b) *Roll call.*

The President must then:

(1) cause the roll to be called; and

(2) if a quorum is present, proceed with the business of the day.

Rule 3-3. Preliminary presentations.

(a) *Invocation.*

The meeting may begin with an invocation by an individual designated by the President.

(b) *Informational presentation.*

The invocation may be followed with a brief informational presentation by an individual designated by the President.

Rule 3-4. Reading of Journal.

(a) *In general.*

The first order of business is the reading of the Journal of the previous meeting.

(b) *Waiver.*

With the Council's consent, the reading of the Journal may be omitted.

Rule 3-5. Order of business.

(a) *In general.*

After the reading of the Journal, the order of business is as follows:

(1) Communications from the Mayor.

(2) Communications from City Agencies and Others.

(3) Presentation of Petitions, Memorials, and Other Papers.

(4) Presentation of Orders.

(5) Introduction (First Reading) of Bills.

(6) Consent Calendar.

(7) Unfinished Business.

(8) Committee Reports (Second Reading of Bills).

(9) Special Orders of the Day.

(10) Final Passage (Third Reading) of Bills.

(11) Committee Notices.

(12) Public Interest Announcements.

(b) *Change in order.*

The order of business may be changed at any time by a majority vote of the Councilmembers present.

Rule 3-6. Messages.

Messages from the Executive Department may be received at any time except:

(1) when a question is being put; or

(2) when the roll is being called.

Rule 3-7. Resolutions of City Council.

(a) *Two readings required.*

A Resolution of the City Council requires two readings.

(b) *Advancement on same day*.

A Resolution of the City Council may not be advanced from first reading to second reading on the same day except by the affirmative vote, taken by roll call, of ¾ of all Councilmembers (12).

Rule 3-8. Petitions, memorials, etc.

(a) *Members may present.*

Petitions, memorials, and other papers addressed to the City Council may be presented by any Councilmember.

(b) *Deadline for presentation.*

(1) All petitions, memorials, and other papers to be presented at a meeting of the City Council must be filed with the Chief Clerk before noon of the workday preceding that meeting.

(2) At the President's discretion, ceremonial resolutions may be accepted until noon of the day of the meeting.

(c) *Entry on Journal*.

The object of all petitions and memorials must be entered on the Journal.

Rule 3-9. Ceremonial resolutions.

(a) *"Ceremonial resolution" defined.*

In this rule, "ceremonial resolution" means a simple resolution by the City Council that expresses congratulation, condolences, and the like.

(b) *Numbering; format.*

(1) Ceremonial resolutions must be:

(i) designated "Ceremonial Resolution No. ___"; and

(ii) numbered separately from bills.

(2) The President or the President's designee may determine the format in which ceremonial resolutions are to be printed.

(c) *Adoption.*

(1) All ceremonial resolutions must be:

(i) listed on the agenda as the Consent Calendar; and

(ii) except as provided in paragraph (2), voted on as a unit.

(2) On request of the President or any Councilmember, a ceremonial resolution must be withdrawn from the Consent Calendar and voted on in the usual manner.

CHAPTER 4
PRESIDING OFFICER

Rule 4-1. President to preside.

The President presides at all Council meetings unless the President is absent or excuses him- or herself.

Rule 4-2. Temporary presiding officer.

(a) *Vice-President.*

In the absence of the President, the Vice-President presides at Council meetings.

(b) *Other.*

In the absence of the President and the Vice-President, a majority of the Councilmembers present at a meeting may designate a temporary president to preside at that meeting.

Rule 4-3. Points of order.

(a) *President decides without debate.*

The President decides all points of order without debate.

(b) *Decision final unless appealed.*

The President's decision is final unless, on appeal, it is reversed on a roll-call vote by a majority of the Councilmembers present.

Rule 4-4. Roll-call votes.

(a) *President called first.*

The President must be called first whenever a roll-call vote is taken.

(b) *Voting by President.*

Unless the President excuses her- or himself, the President must vote on all questions, including an appeal from a decision of the President on a point of order.

Rule 4-5. Appeal from President's decision.

(a) *When in order.*

(1) An appeal from the decision of the President must be made promptly, before consideration of the next order of business.

(2) An appeal may not be entertained if its passage would violate a provision of the City Charter or of these Rules.

(b) *President to relinquish chair.*

During the determination of an appeal on a point of order, the President must:

(1) call on the Vice-President or, if the Vice-President is absent or was the one who made the appeal, another Councilmember to preside over the appeal; and

(2) take a place on the floor of the Council.

(c) *Debate.*

(1) An appeal is debatable unless:

(i) the decision being appealed was made on a motion or question that was itself undebatable;

(ii) the appeal relates to the priority of business; or

(iii) the appeal relates to indecorum or a transgression of the rules of speaking.

(2) Debate is restricted to the decision of the Chair and may not extend to the main question.

(d) *Member to relinquish floor.*

A Councilmember who had the floor at the time of the ruling from which the appeal is taken must relinquish the floor pending disposition of the appeal.

(e) *Amendment; reconsideration.*

(1) The question presented by an appeal cannot be amended.

(2) The vote taken on an appeal may be reconsidered.

Rule 4-6. Parliamentarian.

(a) *Appointment.*

The President may appoint a Parliamentarian for the City Council.

(b) *Duties.*

The Parliamentarian advises the President on parliamentary procedures and inquiries.

CHAPTER 5
COUNCILMEMBERS

Rule 5-1. Seating and offices.

(a) *Assignment.*

(1) Councilmembers must occupy the seats in the Council Chamber and the offices that the President assigns them.

(2) The President must allocate seats in the Council Chambers according to districts.

(b) *Speaking and voting.*

No Councilmember may speak or vote except from that member's assigned seat.

Rule 5-2. Addressing Chair.

(a) *In general.*

If a Councilmember wants to make a motion or to speak on any matter, the Councilmember must:

(1) rise from his or her seat;

(2) address the chair as "Mr./Madam President" or "Mr./Madam Chair"; and

(3) proceed no further until recognized.

(b) *Recognition sought by 2 or more.*

(1) If 2 or more Councilmembers seek recognition at the same time, the President determines which Councilmember is entitled to the floor.

(2) With the consent of the President, one of the Councilmembers may yield the floor to another.

Rule 5-3. Debate limitations.

(a) *Opening.*

The maker of a motion is entitled to speak first on the motion.

(b) *Equal time.*

A Councilmember may not speak more than once on any subject until every other Councilmember who wants to speak on the subject has been able to do so.

(c) *Subject matter.*

A Councilmember must confine his or her remarks to the subject under debate.

(d) *Closing.*

The maker of the motion is entitled to close the debate on the motion.

Rule 5-4. Roll call.

(a) *Demand for roll call.*

(1) Any Councilmember may demand a roll call vote on any question pending before the Council.

(2) The demand must be made promptly, before consideration of the next order of business.

(b) *How taken.*

(1) Each roll call is to be taken by districts.

(2) Except as specified in paragraph (3), the roll begins with the district that the President designates and then continues in numerical order.

(3) In a matter of import to one particular district, the roll call may begin with that district and then continue in numerical order.

Rule 5-5. Voting options.

(a) *In general.*

When a question is put, every Councilmember present must:

(1) vote either "aye" or "nay"; or

(2) pass.

(b) *Required "pass".*

A Councilmember must pass on any question in which the member has an interest that would violate Article 8 {"Ethics"}, § 6-6 {"Prohibited participation"} of the City Code.

Rule 5-6. Explanation of vote.

(a) *Right to explain.*

A Councilmember may rise to explain his or her vote on any question.

(b) *Limitations.*

(1) No Councilmember may take longer than 5 minutes to explain her or his vote.

(2) A Councilmember may not yield or transfer any unused time to another member.

Rule 5-7. Breach of rule.

(a) *In general.*

(1) If a Councilmember violates any rule of the Council, the President must declare the member out of order.

(2) If the President fails to do so, any Councilmember may raise a point of order.

(b) *Member to be seated.*

If the President declares a Councilmember out of order, the member must:

(1) immediately take a seat; and

(2) remain seated until it is determined that the member is in order.

(c) *Appeal.*

If an appeal is taken from the decision of the President, the member involved must relinquish the floor.

Rule 5-8. City Solicitor's opinions.

(a) *Initiating request.*

If a Councilmember needs an opinion from the City Solicitor on a legal question affecting City interests, the member may submit a written request for the opinion to the President or to the chair of any committee.

(b) *Submission to Solicitor*

The President or the chair, as the case may be, must immediately request the City Solicitor to provide an opinion or other advice on the question.

(c) *Receipt of opinion.*

On receipt of the opinion from the City Solicitor, the President or the chair must promptly transmit it to the Councilmember who initiated the request.

Rule 5-9. Journalizing approvals or protests.

(a) *Right.*

Any Councilmember who approves of or protests against a bill passed by the Council is entitled to have that approval or protest, together with the reasons for it, entered on the Journal.

(b) *Procedure.*

For this purpose, an approval or protest must be:

(1) in writing;

(2) couched in respectful language; and

(3) presented to the Council no later than the next regular meeting after the bill's passage.

Rule 5-10. Personal privilege.

(a) *Scope of privilege.*

The right of a Councilmember to address the Council on a point of personal privilege is limited to cases in which the member's integrity, character, or motives have been assailed, questioned, or impugned.

(b) *Scope of discussion.*

While addressing the Council on a point of personal privilege, the Councilmember may not discuss any pending question or issue.

Rule 5-11. Vacancy.

(a) *Scope.*

This rule applies whenever a vacancy occurs in the Council.

(b) *Nominating Committee.*

(1) Within 7 days after the vacancy occurs, the President must appoint a Nominating Committee of at least 13 members, but no more than 25, as provided in this Rule.

(2) At least a majority of the members of the Committee must be residents of and registered voters in the district in which the vacancy occurred. Of these:

(i) At least a majority of the members must be selected from the Presidents or their designees of community, neighborhood, or improvement associations listed with the Department of Planning for areas within the vacant district;

(ii) No association may have more than one representative on the Committee; and

(iii) 3 must be representatives of businesses or business organizations located within the vacant district.

(3) 2 members of the Committee must be members of the City Council, each from a district that abuts the vacant district.

(4) The President must appoint the Chair of the Nominating Committee from among the Committee's members.

(c) *All actions to be in public.*

(1) All interviews, meetings, deliberations, votes, decisions, and other actions of the Nominating Committee must be conducted in sessions open to the public, with reasonable advance public notice of those sessions, as provided in the State Open Meetings Act.

(2) The President must publish on the City Council's website the:

(i) names and affiliations for all Nominating Committee members;

(ii) application rules and procedures for prospective Councilmembers; and.

(iii) contact information for the Committee.

(d) *Public hearing*.

(1) The Nominating Committee must hold a public hearing in connection with the filling of the vacancy.

(2) The hearing must be held within 30 days after the vacancy occurs.

(3) Public notice of the hearing must be given at least 7 days before it is held; and the executive secretary of the Baltimore City Council must ensure that the hearing has been advertised by the Council President's Office and certify to the Council that the hearing has been advertised.

(e) *Applicants.*

Applicants must:

(1) possess the qualifications specified in Article III, § 1 of the City Charter; and

(2) submit their resumes to the Nominating Committee before the day of the public hearing.

(f) *Interviews.*

After the public hearing, the Nominating Committee may conduct interviews with any of the applicants who appeared at the public hearing.

(g) *Report to Council*.

Within 30 days of the public hearing, the Nominating Committee must report to the Council the name of the individual it recommends to fill the vacancy. This recommendation must be made by a simple majority vote of the entire Nominating Committee membership. This vote must be taken at a meeting, publicly advertised on the City Council's website, at which meeting at least a majority of all Committee members are present.

(h) *Action by Council.*

(1) The vote of the Council on the Committee's nomination must be taken by roll call.

(2) If the Council rejects the Committee's nomination, the Committee must:

(i) promptly reconvene for further deliberations; and

(ii) return with a further recommendation by the next meeting of the Council.

CHAPTER 6
COMMITTEES

Rule 6-1. Scope.

This Chapter applies to all committees of the Council, except as:

(1) otherwise specified by law or these Rules, or

(2) otherwise specifically directed by the Council.

Rule 6-2. Establishment and appointment.

(a) *Establishment – Standing committees*.

(1) At the start of each elective term of the Council, the President shall establish the various standing committees that the President finds necessary or appropriate to assist the Council in its operations.

(2) Each standing committee must comprise at least 3 members, as determined by the President.

(b) *Establishment – Select committees.*

(1) From time to time, the President may establish 1 or more select committees that the President finds necessary or appropriate.

(2) Each select committee must comprise at least 3 members, as determined by the President.

(c) *Appointment.*

The chair, vice-chair, and members of all committees are appointed by the President.

(d) *Entry on Journal.*

All actions taken and appointments made under this Rule must be entered on the Journal.

Rule 6-3. Committee of the Whole.

(a) *Convening Committee.*

On adoption of a motion specifying the subject matter for consideration, the City Council may resolve itself into a Committee of the Whole to consider that matter.

(b) *Chair.*

Unless the Council directs otherwise, when the Committee of the Whole is formed, the President may act as chair or appoint another member to act as chair.

Rule 6-4. Duties of committee chair.

(a) *In general.*

The chair of a committee:

(1) presides at and conducts the hearings and other meetings of the committee; and

(2) is responsible for reporting the recommendations of the committee to the Council.

(b) *Vice-chair.*

The vice-chair acts in the chair's place whenever the chair is absent.

Rule 6-5. Committee quorum.

A majority of the full membership of a committee constitutes a quorum of that committee.

Rule 6-6. Meeting times.

(a) *In general.*

(1) The chair of each committee sets the time and place for meeting.

(2) A meeting must also be convened on the call of a majority of the committee's members.

(b) *On Council meeting days.*

No committee may conduct or continue a meeting after 3 p.m. on a regular Council meeting day without the President's consent.

Rule 6-7. Open meetings.

(a) *Committee as "public body".*

Each committee established under these Rules, under any other law, rule, or resolution, or otherwise is a "public body", as that term is used and defined in the State Open Meetings Act.

(b) *Actions to be public*.

All meetings, deliberations, votes, decisions, and other actions of a committee must be conducted in sessions open to the public, with reasonable advance public notice of those sessions, as provided in the State Open Meetings Act.

Rule 6-8. Order and decorum.

(a) *Chair to maintain.*

The committee chair must preserve order and decorum during all meetings of the committee.

(b) *Disturbances, etc.*

(1) In case of any disturbance or disorderly conduct during a meeting, the chair must ask the person responsible to stop.

(2) If the person persists, the chair may:

(i) order the person to be removed;

(ii) request police assistance to restore order; and

(iii) until order is restored:

(A) recess any meeting then in session; and

(B) order the meeting place cleared.

CHAPTER 7
ORDER AND DECORUM

Rule 7-1. Order, etc., at meetings.

The President must preserve order and decorum during all Council meetings.

Rule 7-2. Supervision of Chambers and adjacent areas.

(a) *President to supervise.*

The President has general supervision over:

(1) the Council Chamber; and

(2) the adjacent rooms, corridors, and lobbies.

(b) *Disturbances, etc.*

(1) In case of any disturbance or disorderly conduct in any of these places, the President must ask the person responsible to stop.

(2) If the person persists, the President may:

(i) order the person to be removed;

(ii) request police assistance to restore order; and

(iii) until order is restored:

(A) recess any meeting then in session; and

(B) order the place cleared.

Rule 7-3. Floor privileges.

(a) *In general.*

No person other than a Councilmember may be given the floor except:

(1) by unanimous consent of the Councilmembers present; or

(2) as otherwise provided by law or these Rules.

(b) *Agency representatives.*

At the President's request, representatives of City agencies may present reports and opinions to the City Council or answer questions put to them by the Council.

Rule 7-4. Recording, broadcasting, etc.

(a) *In general.*

A member of the public, including a representative of the news media, may record, photograph, videotape, broadcast, or televise the proceedings of an open meeting of the Council (including a meeting of any of its committees) as long as the device used for this purpose:

(1) does not create an excessive noise that disturbs Councilmembers or other individuals attending the meeting;

(2) is operated without any excessively bright light that disturbs Councilmembers or other individuals attending the meeting; and

(3) does not otherwise:

(i) disrupt the meeting; or

(ii) interfere with the right of the public to attend and observe the meeting.

(b) *Presiding officer may restrict movement.*

(1) Whenever necessary to maintain the orderly conduct of the meeting, the presiding officer may restrict the movement of the person who is using any recording device, camera, broadcasting equipment, or televising equipment.

(2) If the person refuses to comply or otherwise persists in conduct prohibited by this or any other rule, the presiding officer may take the action described in Rule 7-2 of this chapter for dealing with a disturbance or public disorder.

Rule 7-5. Pagers, etc., prohibited.

During a Council meeting, no person in the Council Chamber may use any sound-producing pager, cellular phone, or similar device.

Rule 7-6. Order during debate.

During a Council meeting, no Councilmember may:

(1) walk across the Council Chamber or converse privately while the President is addressing the City Council or putting any question; or

(2) hold a private conversation in a manner that disturbs debate.

Rule 7-7. Personal references.

During debate, each Councilmember must:

(1) avoid personal references to any other member; and

(2) refer to another member by some designation other than that member's proper name.

CHAPTER 8
BILL FORMAT AND PREPARATION

Rule 8-1. Sponsor; title.

The following information must appear at the top of the 1st page of each bill, below the bill's heading:

(1) the name of the Councilmember introducing the bill;

(2) if introduced "by request" of the Administration, the name of the requesting agency, department, or individual;

(3) if introduced "by request" of any other person, the name and address of that person; and

(4) the bill's title.

Rule 8-2. Symbology.

(a) *Upper-and-lower case.*

Existing law to remain unchanged is printed in normal upper-and-lower case letters.

(b) *Small Caps.*

NEW MATTER TO BE ADDED TO EXISTING LAW IS PRINTED IN "SMALL CAPS".

(c) *Brackets.*

[Matter to be stricken from existing law is enclosed in brackets.]

(d) *Underlining.*

New text added to the bill by amendment is underlined. IF THE NEW TEXT WOULD ADD TO EXISTING LAW, IT IS BOTH UNDERLINED AND PRINTED IN "SMALL CAPS".

(e) *Strike out.*

~~Matter stricken from the bill by amendment or deleted from existing law by amendment, whether in normal upper and lower case or IN "SMALL CAPS", is indicated by strike out.~~

(f) *Underlined italics.*

Matter added by amendment after the bill is printed for third reading is printed in underlined italics.

Rule 8-3. Line numbering.

In the first reading copy and every subsequent copy of a bill, the lines on each page of the bill are to be numbered in the left margin.

Rule 8-4. Effective date.

(a) *In general.*

Except as otherwise provided in this rule, all bills must be drafted to become effective on the 30th day after it is enacted.

(b) *Exception.*

This rule does not apply if the subject matter of a bill requires a different effective date and that date is specified in the bill.

Rule 8-5. Paper color.

(a) *Introductory, first readers*.

Introductory and first reading copies of all bills are to be printed on white paper.

(b) *Third readers, enrolled*.

Third reading and enrolled copies of all bills are to be printed on blue paper.

(c) *Reprints.*

Committee reprints and other unofficial versions of all bills are to be printed on colored paper other than blue.

Rule 8-6. Blue backings.

(a) *President to provide.*

The President must provide uniform blue backings for bills and resolutions.

(b) *Front cover.*

The front cover of each blue backing must contain space for:

(1) printing, before the bill is introduced, all of the information specified in Rule 8-1 of this chapter; and

(2) inserting, when the bill is introduced:

(i) its bill number; and

(ii) the committee to which it is referred.

(c) *Back cover.*

The back cover of each blue backing must contain as many blank forms of endorsement as needed for the required readings.

Rule 8-7. Preparation and endorsement.

Before a bill may be accepted for introduction:

(1) the bill must be submitted to the Department of Legislative Reference for preparation in accordance with these Rules; and

(2) the original copy of the bill must be endorsed by the Department of Legislative Reference:

(i) as having been approved by the Department for form, style, and codification; or

(ii) if not so approved, as having been formatted by the Department.

Rule 8-8. Copies.

(a) *Original (blue back).*

The original copy of each bill must be fastened with a blue backing that complies with Rule 8-6 of this chapter.

(b) *Copies.*

15 additional copies of the bill, without backing, must be submitted with the original copy.

Rule 8-9. Refusal of non-complying bill.

The President may refuse to accept for introduction any bill that fails to conform with the requirements of this chapter.

CHAPTER 9
BILL INTRODUCTION

Rule 9-1. "Hopper Rule".

(a) *In general.*

For a Councilmember to introduce a bill at a Council meeting, the member must:

(1) sign the blue backing; and

(2) file the necessary copies with the President or the President's designee before noon of the 3rd workday preceding the meeting at which it is to be introduced.

(b) *Lack of signature.*

Until the blue backing of a bill has been signed by the Councilmember, the bill will not be considered as having been filed.

(c) *Late filing.*

A bill filed after the deadline for a meeting may not be introduced at that meeting unless a majority of all Councilmembers (8) consent to its introduction.

Rule 9-2. Introduction.

A bill is introduced when its title is read for the first time.

Rule 9-3. Numbering.

(a) *In general.*

All bills are to be numbered in the order of their introduction.

(b) *Numbering scheme.*

(1) Bill numbers comprise:

(i) a 2-digit prefix, indicating the year of introduction;

(ii) a 3- or 4-digit number, indicating the sequence of introduction; and

(iii) for bills proposing Resolutions of the City Council, the letter "R".

(2) The numbers for bills proposing Ordinances or Resolutions of the Mayor and City Council begin in each elective term of the Council with xx-001 and continue in an unbroken numerical sequence through the end of that term.

(3) The numbers for bills proposing Resolutions of the City Council begin in each elective term of the Council with xx-001R and continue in an unbroken numerical sequence through the end of that term.

Rule 9-4. Distribution.

(a) *Introductory copies.*

On introduction of a bill, the copies that were filed with the original are distributed as follows:

(1) 3 copies are retained by the President or the President's designee;

(2) 2 copies go to the Department of Legislative Reference for permanent filing;

(3) 1 copy goes to the Office of Council Services; and

(4) the remaining copies are for the use of City agencies and the public.

(b) *First reader copies.*

After a bill's first reading, the Department of Legislative Reference must print as many first reading copies of the bill as are needed for use by the Council, City agencies, and the public.

Rule 9-5. Corrected copies.

(a) *Directive to correct.*

Whenever the President discovers that a bill has not been printed in accordance with these Rules, the President may direct the Department of Legislative Reference to reprint it correctly.

(b) *Substitution of corrected copy.*

When a bill is reprinted under this rule:

(1) the 1st page of each copy must be labeled to indicate the reprinting; and

(2) the bill then is restored to the place it held when the directive was given.

Rule 9-6. Committee and agency referrals.

On introduction of a bill, unless a majority of the Councilmembers present directs otherwise, the President must refer the bill to:

(1) the committee the President considers appropriate;

(2) all City agencies required by law to review and report on the bill; and

(3) any other City agencies that the President selects to review and report on the bill.

Rule 9-7. Erroneous committee referral.

(a) *Scope.*

This rule applies to a bill that has been referred to the wrong committee.

(b) *Action by President.*

Within 2 meeting days of the referral, the President may direct the committee chair to return the bill to the Council for re-referral.

(c) *Action by committee.*

If, at any time, a committee determines that a bill referred to it should properly be heard by another committee, the committee may return the bill to the Council with its recommendation for re-referral.

Rule 9-8. Bill Status Record.

(a) *Legislative Reference to maintain.*

The Department of Legislative Reference must keep and make available to the Council and the public a Bill Status Record.

(b) *Contents.*

The Bill Status Record must contain, for all bills introduced:

(1) bill number;

(2) sponsor(s);

(3) person(s) "at the request of" whom introduced;

(4) date of introduction;

(5) brief description of bill;

(6) committee to which assigned;

(7) agencies to which referred; and

(8) summary of all actions taken on by the committee and the City Council.

CHAPTER 10
HEARINGS ON BILLS

Rule 10-1. Required agency reports.

(a) *President to keep record.*

(1) The President or the President's designee must keep a record of all communications from City agencies on bills that have been referred to them.

(2) The original of each communication must be fastened in the blue backing for the applicable bill.

(b) *Reading and Journalizing.*

When an agency submits a report on a pending bill, the President must cause the report's submission to be announced across the President's desk and incorporated in the Journal.

Rule 10-2. Scheduling hearing – In general.

(a) *When reports in.*

Except as specified in Rule 10-3 of this chapter, a bill is considered ready for public hearing when all agencies to which the bill was referred have replied.

(b) *Failure of agency to report.*

If an agency fails to reply on a bill within 30 days of the referral (or any longer period set by law), the committee may hold a hearing on the bill without further delay.

Rule 10-3. Scheduling hearing – Earliest permitted date.

No bill may be scheduled to be heard sooner than the 2nd Thursday after its introduction.

Rule 10-4. Notice – In general.

(a) *Floor announcement.*

(1) Unless specifically waived by the President, a hearing may not be held unless it has been announced at a Council meeting.

(2) The President's waiver must be in writing, with a copy given to all Councilmembers in advance of the meeting.

(b) *Posting and distribution.*

The President or the President's designee must cause a notice of public hearings to be:

(1) distributed to members of the City Council; and

(2) posted and made available for distribution to others, as provided in subsection (b) of this rule.

(c) *Places required.*

The notice must be posted, with additional copies made available to the public:

(1) in the office of the Secretary of the City Council;

(2) in the office of the Department of Legislative Reference; and

(3) anywhere else that the President directs.

Rule 10-5. Notice – Advertising.

(a) *Scope; definition.*

(1) This rule applies whenever the hearing on a bill is required by law to be advertised.

(2) In this rule, "applicant" means the person at whose request or on whose behalf a bill is introduced.

(b) *Chair to set dates.*

When the committee chair sets the hearing date for a bill, the chair must also set the date by which the advertising must be completed.

(c) *Notice to applicant.*

The chair or the chair's designee must provide the applicant with written notice of:

(1) the date of the hearing;

(2) the applicant's obligation to arrange for the advertising; and

(3) the date by which the advertising must be completed.

(d) *Failure to comply.*

If the applicant fails to comply with the advertising requirements:

(1) the public hearing must be canceled; and

(2) the President may order the bill withdrawn from the committee and from the files of the City Council.

Rule 10-6. ***{Reserved.}***

Rule 10-7. Legislative synopsis.

(a) *Council Services to prepare.*

Before a committee hearing on any bill, the Office of Council Services must:

(1) prepare a legislative synopsis of the bill; and

(2) distribute a copy to each member of the committee.

(b) *Fiscal note.*

At the request of the President or the chair of the committee to which a bill has been referred, the legislative synopsis must include a fiscal note on the effect that the bill, if enacted, can be expected to have on the revenues, expenditures, liabilities, or assets of the City.

(c) *Agencies to cooperate.*

All City departments, agencies, boards, and commissions must cooperate with the Office of Council Services, by supplying whatever information the Office needs for a legislative synopsis.

Rule 10-8. Committee reports – Hearing required.

A committee may not report on a bill unless it has had a public hearing on the bill.

Rule 10-9. Committee reports – Report required.

(a) *In general.*

Each committee must report to the Council on all bills on which it has taken action.

(b) *Options.*

The report on each bill must be either:

(1) favorable;

(2) favorable with amendments;

(3) unfavorable; or

(4) without recommendation.

(c) *Adoption.*

A committee may adopt a report only on the affirmative vote or written assent of a majority of all committee members.

Rule 10-10. Committee reports – When reported.

(a) *In general.*

The chair of the committee must report a bill to the floor of the City Council at the next regular meeting after the committee's action on the bill.

(b) *Exception.*

Subsection (a) of this rule does not apply if:

(1) the committee otherwise directs; or

(2) the committee's action on the bill was taken too late to meet the next meeting's deadline for submitting reports.

Rule 10-11. Committee reports – "Hopper Rule".

(a) *In general*.

To report a bill at a Council meeting, the committee chair must:

(1) sign the bill's blue backing; and

(2) file the bill, together with all related documents, with the President or the President's designee before noon on the workday preceding the meeting at which it is to be reported.

(b) *Late filing.*

(1) If a report is filed after the deadline, the President may hold the report over until the next regular meeting.

(2) By the affirmative vote of a majority of all Councilmembers (8), the Council may waive the reporting deadline for a specific report.

Rule 10-12. Withdrawal after 6 months.

(a) *Scope.*

This rule applies to all bills that have not been reported on by a committee within 6 months after introduction.

(b) *Order of withdrawal.*

The President may order that any bill to which this rule applies be withdrawn from the committee and from the files of the City Council.

(c) *Prior notice required.*

At least 3 weeks before issuing an order of withdrawal, the President or the President's designee must notify all Councilmembers of all bills to be withdrawn.

Rule 10-13. Petitioning bill from committee.

(a) *In general.*

A bill may be petitioned from a committee to the floor of the Council at any time.

(b) *Number of petitioners.*

A petition under this rule may be made as follows:

(1) by motion made on the floor of the Council and adopted by the affirmative vote of a majority of the Councilmembers present; or

(2) at any other time, on the written petition of 8 Councilmembers.

(c) *When made/presented.*

(1) The motion must be made or the written petition presented, as the case may be, during the order of business designated as "Committee Reports (Second Reading of Bills)".

(2) A copy of any written petition presented under this rule must be entered on the Journal.

(d) *Return of bill.*

On adoption of the motion or presentation of the written petition, as the case may be, the committee chair must return the bill to the Council, together with all related documents:

(1) immediately, before the Council proceeds to another order of business, as if it had been reported by the committee "without recommendation"; or

(2) if the Council so directs, at a later meeting, with or without a recommendation.

CHAPTER 11
AMENDMENTS

Rule 11-1. When authorized.

Any bill may be amended on its second or third reading.

Rule 11-2. Single subject.

In conformity with the Charter requirement that an ordinance may embrace but one subject:

(1) amendments on a subject different from that contained in the bill under consideration may not be offered; and

(2) amendments to a bill may not be combined with amendments to any other bill.

Rule 11-3. Change of purpose.

A bill may not be amended during its passage in the Council by a direction to "strike out everything after the words 'AN ORDINANCE concerning'" or by any other amendment or series of amendments that would have the effect of changing the original bill's basic purpose.

Rule 11-4. Removal of sponsor's name.

(a) *Removal authorized.*

A Councilmember who is listed as a sponsor of a bill may offer an amendment to remove her or his name from the bill.

(b) *Substitution of sole sponsor.*

If that Councilmember is the bill's only sponsor, the reporting committee becomes the sponsor.

Rule 11-5. Form and preparation.

(a) *Form.*

Amendments proposed to a bill, whether as part of a committee report or by a motion from the floor, must be in the following format:

AMENDMENTS TO COUNCIL BILL ___-____
(First Reader/Third Reader/Enrolled Copy)

By: Committee/Councilmember _____

Amendment No. 1

[Text of Amendment]

Amendment No. 2

[Text of Amendment]

Amendment No. 3

[Text of Amendment]

(b) *Preparation*.

Before proposed amendments may be submitted to the Council for consideration:

(1) they must be submitted to the Department of Legislative Reference for preparation in accordance with these rules; and

(2) the original copy of the amendments must be endorsed by the Department of Legislative Reference:

(i) as having been approved by the Department for form, style, and codification; or

(ii) if not so approved, as having been formatted by the Department.

Rule 11-6. Distribution of copies.

(a) *Number required.*

The committee reporting a bill with amendments or a Councilmember offering amendments from the floor must submit 25 copies of the amendment.

(b) *Original copy.*

(1) The original copy must be given to the President, who must cause the amendments to be read.

(2) The original copy must then be fastened to the blue backing, together with a notation of the Council's action on the amendments.

(c) *Other copies.*

The remaining copies are distributed as follows:

(1) 1 copy to be placed on the desk of each Councilmember;

(2) 2 copies to be given the Department of Legislative Reference;

(3) 1 copy to be given to the Office of Council Services;

(4) 1 copy to the Office of the Mayor; and

(5) additional copies for use by the media.

Rule 11-7. Availability to members.

Before a proposed amendment may be considered by the Council, a copy of that amendment must be available at the desk of each Councilmember.

CHAPTER 12
SECOND AND THIRD READINGS

Rule 12-1. Advancement on same day.

(a) *First reading to second reading.*

A bill may not be advanced from first reading to second reading on the same day except on the affirmative vote, taken by roll-call, of ¾ of all Councilmembers (12).

(b) *Second reading to third reading.*

A bill may not be advanced from second reading to third reading on the same day except on a separate affirmative vote, taken by roll-call, of ¾ of all Councilmembers (12).

Rule 12-2. Printing for third reading.

(a) *Printing required.*

When a bill has passed second reading, the Department of Legislative Reference must prepare and print the bill for third reading.

(b) *Format.*

When printed for third reading, the bill must contain appropriate forms for endorsements and signatures.

(c) *Number.*

The Department of Legislative Reference must print as many third reading copies of the bill as are needed for use by the Council, City agencies, and the public.

(d) *Emergency engrossment.*

In an emergency, a bill that has passed second reading may be engrossed for third reading by pen.

Rule 12-3. Amendment on third reading.

(a) *Reprinting.*

If a bill is amended on third reading, the bill must be reprinted before proceeding to its final passage.

(b) *Hold over.*

The reprinted bill must be held over to the next Council meeting unless it is advanced to final passage on the same day on the affirmative vote, taken by roll-call, of ¾ of all Councilmembers (12).

Rule 12-4. Yeas and Nays.

No bill may be finally passed except on the affirmative vote, taken by roll-call, of a majority of all Councilmembers (8).

Rule 12-5. Recommitment to committee.

If a bill on third reading is recommitted to any committee and, later, reported back to the Council, the bill is then considered to be on second reading.

CHAPTER 13
PRESENTMENT; VETOES

Rule 13-1. Scope.

This chapter applies to all bills other than a Resolution of the City Council.

Rule 13-2. Presentment to Mayor.

On the final passage of a bill, the President must:

(1) sign the bill, certifying the date of its final passage;

(2) sign the attached plats or plans, if any, certifying their authenticity; and

(3) cause the bill and attached plats or plans, together with all agency reports, committee reports, and other necessary information, to be delivered to the Mayor.

Rule 13-3. Request for return.

(a) *Motion to reconsider passage.*

(1) On a motion to reconsider the vote by which a bill passed third reading, adopted by the affirmative vote of a majority of all Councilmembers (8), the Council may request the Mayor to return the bill for further consideration.

(2) Notwithstanding the time limitations of Rule 15-10, a motion to reconsider may be made under this rule at any time before the bill has been enacted or vetoed.

(b) *Placement on third reading.*

On return of the bill, the bill is considered to be back on third reading.

Rule 13-4. Veto override.

Pursuant to Article IV, § 5 of the City Charter, when a bill is vetoed by the Mayor and returned to the City Council:

(1) the Mayor's objections must be read to the Council and entered on the Journal;

(2) within the period specified in the Charter, the Council may proceed to reconsider and vote on the bill;

(3) when the Council is ready to reconsider the bill, the President (or, on her or his failure to do so, any Councilmember) must put to the Council the question of whether the Council should override the Mayor's veto;

(4) the vote of the Council must be taken by roll call vote; and

(5) the affirmative vote of at least ¾ of all Councilmembers (12) is needed to pass the bill over the Mayor's veto.

CHAPTER 14
EXECUTIVE APPOINTMENTS

Rule 14-1. Initial information.

(a) *President may request.*

From time to time, the President may submit to the Mayor a letter specifying the background and related documentation and other information requested to accompany nominations made to the City Council.

(b) *Entry on Journal.*

At the next meeting of the Council following submission of the letter, the President must cause the letter to be announced across the President's desk and entered into the Journal.

Rule 14-2. Rejection for lack of initial information.

If a nomination is made to the City Council without the accompanying information requested under Rule 14-1, the President must submit the nomination to the next meeting of the Council with a motion to:

(1) reject the nomination outright; or

(2) in accordance with Rule 14-6, reject the nomination "without prejudice".

Rule 14-3. Committee referral.

(a) *In general.*

A nomination must be referred to the appropriate committee if:

(1) the nomination is accompanied by the information requested under Rule 14-1; or

(2) a motion made under Rule 14-2 to reject the nomination fails to receive the affirmative vote of a majority of all Councilmembers (8).

(b) *Report.*

Unless otherwise ordered by a majority vote of the Councilmembers present, the committee may not report on the nomination until the next meeting of the Council.

Rule 14-4. Confirmation.

(a) *Question.*

When the City Council is ready to consider a nomination, the President must put to the Council the question of whether the Council should confirm the nomination.

(b) *Required vote.*

A confirmation must be by the affirmative vote of a majority of all Councilmembers (8).

(c) *Failure to act.*

If the Council fails to act on a nomination within the time specified in the Charter, the nomination is confirmed.

Rule 14-5. Notifying Mayor.

The President or the President's designee must immediately notify the Mayor whenever the Council has confirmed or rejected a nomination.

Rule 14-6. Rejection without prejudice.

(a) *In general.*

If, for any reason unrelated to the merit of the nomination in question, the City Council is unwilling or unable to timely confirm a nomination, the Council may, by the affirmative vote of a majority of all Councilmembers (8), reject the nomination "without prejudice".

(b) *Notice to Mayor.*

(1) The President or the President's designee must immediately notify the Mayor in writing of the Council's action under this rule.

(2) The notice must:

(i) state the circumstances that prevented a timely confirmation; and

(ii) invite the Mayor to resubmit the nomination when those circumstances are alleviated.

CHAPTER 15
MOTIONS

Rule 15-1. Majority vote.

Except as otherwise specifically provided by these Rules, each question is determined by a majority vote of the members who voted aye or nay.

Rule 15-2. Division of question.

If a motion contains more than one substantive proposition, the President or any Councilmember may call for a division of the question into separate propositions.

Rule 15-3. Withdrawal of motion.

After a motion is stated by the President or read by the Clerk, the motion is in the possession of the City Council. With the consent of the Council, however, the maker of the motion may withdraw it at any time before the President calls for the question on the motion.

Rule 15-4. No motion during voting.

When the President has called for the question on a particular motion, no other motion may be received until the question is determined.

Rule 15-5. Precedence of motions.

(a) *In general.*

When a motion is pending before the City Council, no other motion may be received unless the other motion:

(1) is 1 of those listed in subsection (b) of this rule; and

(2) has a higher precedence than the pending motion.

(b) *Order of precedence.*

The following motions have precedence in the order listed:

(1) Adjourn.

(2) Recess.

(3) Lay on the Table.

(4) Previous Question.

(5) Suspend the Rules.

(6) Postpone Indefinitely.

(7) Postpone to a Time Certain.

(8) Commit (or Refer).

(9) Recommit (or Re-Refer).

(10) Amend.

(11) Substitute Motion.

Rule 15-6. Non-debatable motions.

(a) *In general.*

Except as specified in subsection (b) of this rule, the following motions are not debatable:

(1) Adjourn.

(2) Recess.

(3) Lay on the Table.

(4) Previous Question.

(b) *Adjourn.*

On a motion to adjourn to a time certain, the time is debatable.

Rule 15-7. Motion to adjourn.

A motion to adjourn is always in order except:

(1) as provided in Rule 15-4; and

(2) when a Councilmember is speaking.

Rule 15-8. Refusing motion for previous question.

The President may refuse to entertain a motion for the previous question whenever, in the President's judgment, sufficient debate has not been held.

Rule 15-9. Postponing amendment.

A motion to postpone indefinitely a proposed amendment does not carry with it the original matter sought to be amended.

Rule 15-10. Motion to reconsider.

(a) *When in order.*

After a question has been decided, a motion to reconsider is in order if:

(1) the bill, motion, or other matter on which the vote was taken is still in the possession of the City Council; and

(2) the motion is made:

(i) on the same day on which the original vote was taken; or

(ii) at the next succeeding regular meeting of the City Council.

(b) *Who may make.*

(1) Except as otherwise provided in this rule, a motion to reconsider may be made only by a Councilmember who voted with the prevailing side on the original vote.

(2) If a bill on final passage receives 8 votes but fails for want of a Charter majority (12), a motion to reconsider may be made by any Councilmember.

(c) *Re-reconsideration.*

The vote on a motion to reconsider may not itself be reconsidered.

CHAPTER 16
JOURNAL

Rule 16-1. Contents generally.

The following must be entered on the Journal whenever being presented or considered:

(1) all reports and actions taken on any bill; and

(2) every question, motion, or amendment presented to the City Council for decision.

Rule 16-2. Bill titles.

(a) *First entry.*

When a bill is entered on the Journal for the first time, the entry must contain the bill's number and its full title.

(b) *Subsequent entries.*

Subsequent entries for the bill may be by number and an abbreviated title.

Rule 16-3. Members' names.

The name of every Councilmember introducing a bill, presenting an order, or making a motion must be entered on the Journal.

Rule 16-4. Amendments.

(a) *When proposed.*

Every amendment must be printed in the Journal when proposed.

(b) *When later considered.*

If a proposed amendment lies over, it must again be printed in the Journal when considered.

Rule 16-5. Votes.

(a) *Roll call votes.*

Every vote taken by roll call must be entered on the Journal, specifying how each Councilmember voted.

(b) *Others.*

For any other question, only the result of the vote need be entered on the Journal.

Rule 16-6. Remarks, etc.

A majority of the Councilmembers present may request that the Journal include remarks, prayers, messages, or other relevant matters appropriate to the Council's business.

Rule 16-7. Rules.

The Rules adopted by the City Council at the start of a new 4-year session, and any subsequent amendments to those Rules, must be printed in full in the Journal when adopted.

CHAPTER 17
OFFICERS AND EMPLOYEES; RECORDS

Rule 17-1. Selection.

(a) *By Council.*

The City Council may select:

(1) a Chief Clerk;

(2) a Journal Clerk;

(3) a Reading Clerk;

(4) a Sergeant-at-Arms; and

(5) except as specified in subsection (b) of this rule, all other clerks and employees provided for in the Ordinance of Estimates.

(b) *By President.*

The President appoints:

(1) the Secretary of the City Council; and

(2) all employees of the City Council who are under the Merit System.

Rule 17-2. Supervision.

All employees of the City Council are under the control and direction of:

(1) the President;

(2) the Vice-President, in the absence of the President; and

(3) the City Council.

Rule 17-3. Chief Clerk.

The Chief Clerk:

(1) keeps the files of the City Council and all official papers and books belonging to the Council;

(2) places appropriate endorsements on all bills and other papers presented to the Council;

(3) keeps a proper record of the progress of all matters in the Council; and

(4) performs all other duties that these Rules or the President directs.

Rule 17-4. Journal Clerk.

The Journal Clerk:

(1) prepares and compiles the minutes of the Council's proceedings;

(2) keeps indexed records of all bills and other matters introduced or presented to the Council; and

(3) performs all other duties that these Rules or the President directs.

Rule 17-5. Reading Clerk.

The Reading Clerk:

(1) calls the roll when the President directs;

(2) reads to the Council those bills and other papers the President specifies;

(3) performs similar duties when the Council is sitting as a Committee of the Whole; and

(4) performs all other duties that these Rules or the President directs.

Rule 17-6. Sergeant-at-Arms.

(a) *In general.*

The Sergeant-at-Arms:

(1) attends the City Council while it is in session;

(2) under the direction of the President, aids in the enforcement of order;

(3) executes the commands of the City Council;

(4) enforces all process issued under the authority of the City Council; and

(5) performs all other duties that these Rules or the President directs.

(b) *Protecting seats.*

The Sergeant-at-Arms may not permit anyone but Councilmembers to occupy the members' seats while the Council is meeting.

(c) *Mace.*

When executing his or her duties, the Sergeant-at-arms may bear the symbol of the office, the mace.

Rule 17-7. Committee clerks.

Committee clerks:

(1) attend meetings of the various committees; and

(2) perform all other duties the committee chair or the President directs.

Rule 17-8. Secretary of Council.

The Secretary of the City Council:

(1) maintains files of all printed bills, together with all correspondence, plats, and other papers relating to them; and

(2) performs all other duties that these Rules or the President directs.

Rule 17-9. General duties of personnel.

(a) *Presidential assignments.*

The President may assign or reassign all clerks, officers, and employees of the City Council from one position to another as the need requires.

(b) *Diligence required.*

All clerks, officers, and employees must:

(1) be prompt in their attendance of City Council meetings; and

(2) unless specifically excused, remain at their assigned posts throughout a meeting.

Rule 17-10. ***{Reserved}***

Rule 17-11. Records.

(a) *Public inspection.*

Except only as specifically provided by law, all files kept by the City Council are open to public inspection.

(b) *Copies.*

(1) The Secretary of the Council must provide copies of all public records to those who request them.

(2) A reasonable charge, as set by the President, may be imposed for this service.

(c) *Removal prohibited.*

No person, including a Councilmember, may take from the Council's files any bill or other document that belongs to the Council without the express consent of the President or the President's designee.

CHAPTER 18
SPECIAL AUTHORIZATION REQUIREMENTS

Rule 18-1. "Legislative approval" defined.

In this chapter, "legislative approval" means any ordinance that approves, authorizes, or amends a prior approval or authorization for:

(1) a change in the zoning classification of any property;

(2) a conditional use;

(3) an open off-street parking area in a Parking Lot District; or

(4) a hospital or other health facility.

Rule 18-2. Required plat and statement.

(a) *In general.*

Each bill proposing a legislative approval must, when introduced, be accompanied by:

(1) 15 copies of the plat required by this chapter; and

(2) for approval of a change in zoning classification or approval of a conditional use, 15 copies of the written statement of intent required by § 16-202 of the Zoning Code.

(b) *Attachment to blue backing.*

The original copies of the plat and the statement must be fastened to the inside back cover of the blue backing.

Rule 18-3. Plat requirements – In general.

(a) *Size and scale.*

Each plat must be:

(1) at least 8½" x 11"; and

(2) prepared on a scale of 1":200'.

(b) *Contents.*

The plat must contain:

(1) a graphic bar scale;

(2) a north point indicator;

(3) the date when the plat was prepared;

(4) the name of the person who prepared the plat;

(5) the name of the applicant;

(6) the existing classifications of all affected zoning districts;

(7) the sheet number(s) of the official zoning map(s) to be amended; and

(8) spaces or blocks for the signatures of the City Council President and the Mayor.

Rule 18-4. Plat requirements – Open off-street parking generally.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of an open off-street parking area.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3, the plat must:

(1) contain a statement of whether the parking will be:

(i) private parking for tenants, guests, or employees; or

(ii) public parking for customers or "for hire"; and

(2) show the location of all:

(i) parking areas, delineating individual parking spaces;

(ii) aisles;

(iii) bumper guards;

(iv) landscaping, fencing, and screening;

(v) lighting;

(vi) signs; and

(vii) attendants' booths.

Rule 18-5. Plat requirements – Open off-street parking in Parking Lot District.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of an open off-street parking area in a Parking Lot District.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat must contain:

(1) the information specified in Rule 18-4 of this chapter;

(2) the height, location, and direction of all lighting;

(3) a description all signs, including their illumination and size; and

(4) front and side elevations, at an appropriate scale and with all lines properly dimensioned, for:

(i) landscaped areas;

(ii) screening walls (brick or block); and

(iii) attendants' booths.

Rule 18-6. Plat requirements – Parking garages.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a parking garage.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat must contain:

(1) the location, size, and number of stories of all buildings;

(2) all parking areas, delineating individual parking spaces;

(3) all landscaping, fencing, and screening;

(4) the height, location, and direction of all lighting;

(5) a description of all signs, including their illumination and size;

(6) attendants' booths;

(7) all driveway openings; and

(8) if the garage will contain a vehicle repair facility:

(i) the type and location of refuse collection;

(ii) the hours of operation; and

(iii) all vehicle storage spaces.

Rule 18-7. Plat requirements – Drive-in restaurants.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a drive-in restaurant.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat must contain:

(1) the location, size, and height of all buildings;

(2) the type and location of refuse facilities;

(3) the height, location, and direction of all lighting;

(4) a description of all signs, including their illumination and size;

(5) the hours of operation;

(6) all landscaping, fencing, and screening; and

(7) all driveway openings.

Rule 18-8. Plat requirements – Drive-in theaters.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a drive-in theater.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat must contain:

(1) the location, size, and height of all buildings;

(2) all parking areas, delineating individual parking spaces;

(3) a description of all signs, including their illumination and size; and

(4) all landscaping, fencing, and screening; and

(5) all driveway openings.

Rule 18-9. Plat requirements – Health facilities.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a health facility, as that term is defined in § 3-101 of the Baltimore City Health Code.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat must contain:

(1) the location, size, and height of all buildings;

(2) all parking areas, delineating individual parking spaces;

(3) all landscaping, fencing, and screening;

(4) all delivery areas;

(5) all employee and passenger pick-up points;

(6) the location and direction of all lighting;

(7) a description of all signs, including their illumination and size;

(8) all outdoor recreational areas;

(9) the type and location of refuse collection;

(10) the number of beds; and

(11) the number of employees.

Rules 18-10 to 18-15. ***{Reserved}***

Rule 18-16. Planned Unit Developments.

(a) *In general.*

Each bill proposing the approval or amendment of a Planned Unit Development must, when introduced, be accompanied by:

(1) 15 copies of the development plan required by Title 9 of the Baltimore City Zoning Code; and

(2) 15 copies of the written statement of intent required by § 16-202 of the Zoning Code.

(b) *Attachment to blue backing*.

The original copies of the plan and the statement must be fastened to the inside back cover of the blue backing.

(c) *Contents*.

In addition to the information required by the Zoning Code, the development plan must include:

(1) a location or key map that shows the relationship of the project area to main traffic arteries, existing community facilities, schools, parks, and other areas;

(2) the ward, section, block, and lot of all property in the project area;

(3) the names of all persons, as shown on the tax assessment records, who own property abutting the project area;

(4) the type and location of refuse collection facilities external to a structure;

(5) truck loading and unloading platforms;

(6) the height, location, and direction of all lighting;

(7) a description of all signs, including their illumination and size;

(8) the hours of operation; and

(9) all parking areas, delineating individual parking spaces.

Rules 18-17 to 18-20. ***{Reserved}***

Rule 18-21. Amendments to plat or plan.

(a) *Designation.*

When a plat or a development plan is amended, the amended plat or plan must be:

(1) entitled "Amended Plat No. ___" or "Amended Development Plan No. ___";

(2) numbered consecutively as received; and

(3) dated with the date on which the amended plat or plan is presented to the City Council or its committee.

(b) *Text amendment required.*

The amended plat or development plan must be accompanied by an amendment to the bill's text, indicating that the original plat or development plan has been amended.

TABLES OF VOTES REQUIRED

TABLE 1
GROUPED BY NUMBER OF VOTES REQUIRED

12 Members (i.e., ¾ of all members):

Councilmember: Expel.
{Charter Art. III, §10(d).}

Master Plan: Amend.
{Charter Art. VII, §74(c).}

Read bill twice on same day.
{Charter Art. III, §14; Rules 3-7, 12-1, 12-3.}

Supplemental appropriation: Material change or new program, approval.
{Charter Art. VI, §8(b)(3).}

Veto override.
{Charter Art. IV, §5(b); Rule 13-4.}

10 Members (i.e., ⅔ of all members):

Council Rules: Amend.
{Rule 1-4.}

Council Rules: Suspend.
{Rule 1-3.}

President: Remove.
{Charter Art. III, §3(b).}

Special Session: Written request.
{Charter Art. III, §8; Rule 2-5.}

8 Members (i.e., majority of all members):

Adjourn, recess, or suspend meeting.
{Rule 2-4.}

Comptroller: Fill vacancy.
{Charter Art. V, §2.}

Comptroller: Remove.
{Charter Art. V, §2.}

Councilmember: Fill vacancy.
{Charter Art. III, §6.}

Executive nominations: Confirm appointment.
{Charter Art. IV, §6(a); Rule 14-4.}

Executive nominations: Confirm removal.
{Charter Art. IV, §6(d).}

Executive nominations: Direct Mayor to fill vacancy.
{Charter Art. IV, §6(h).}

Executive nominations: Reject appointment for lack of initial information.
{Rule 14-2.}

Executive nominations: Reject appointment without prejudice.
{Rule 14-6.}

"Hopper Rule" waiver: Bill introduction.
{Rule 9-1.}

"Hopper Rule" waiver: Committee report.
{Rule 10-11.}

Municipal officers: Request floor appearance.
{Charter Art. III, §9.}

Ordinance of Estimates: Reduce or eliminate item.
{Charter Art. VI, §7(a).}

Pass ordinance or resolution.
{Charter Art. III, §14(a); Rule 12-4.}

Petition bill from Committee: Written petition.
{Rule 10-13.}

President: Fill vacancy.
{Charter Art. III, §4.}

Reconsider passage of bill.
{Rules 13-3.}

Supplemental appropriation: Excess revenues or unanticipated grants, approval.
{Charter Art. VI, §8(b)(1), (2).}

Vice-President: Appoint.
{Charter Art. III, §10(b).}

Majority of Members Present:

Appeal of point of order: Reverse decision on.
{Rule 4-3.}

Executive nominations: Same-day report of Committee.
{Rule 14-3.}

Order of Business: Change.
{Rule 3-5.}

Petition bill from Committee: Floor motion.
{Rule 10-13.}

Presiding officer: Appoint temporary.
{Rule 4-2.}

Majority of Members Voting Aye or Nay:

All questions not otherwise provided for.
{Rule 15-1.}

TABLE 2
LISTED ALPHABETICALLY

MP = Majority of those Present. MV = Majority of those Voting.

Question	Votes Req'd
Adjourn, recess, or suspend meeting. *{Rule 2-4.}*	8
All questions not otherwise provided for. *{Rule 15-1.}*	MV
Appeal of point of order: Reverse decision on. *{Rule 4-3.}*	MP
Comptroller: Fill vacancy. *{Charter Art. V, §2.}*	8
Comptroller: Remove. *{Charter Art. V, §2.}*	8
Councilmember: Expel. *{Charter Art. III, §10(d).}*	12
Councilmember: Fill vacancy. *{Charter Art. III, §6.}*	8
Council Rules: Amend. *{Rule 1-4.}*	10
Council Rules: Suspend. *{Rule 1-3.}*	10
Executive nominations: Confirm appointment. *{Charter Art. IV, §6(a); Rule 14-4.}*	8
Executive nominations: Confirm removal. *{Charter Art. IV, §6(d).}*	8
Executive nominations: Direct Mayor to fill vacancy. *{Charter Art. IV, §6(h).}*	8
Executive nominations: Reject appointment for lack of initial information. *{Rule 14-2.}*	8
Executive nominations: Reject appointment without prejudice. *{Rule 14-6.}*	8
Executive nominations: Same-day report of Committee. *{Rule 14-3.}*	MP
"Hopper Rule" waiver: Bill introduction. *{Rule 9-1.}*	8
"Hopper Rule" waiver: Committee report. *{Rule 10-11.}*	8
Master Plan: Amend. *{Charter Art. VII, §74(c).}*	12
Municipal officers: Request floor appearance. *{Charter Art. III, §9.}*	8
Order of Business: Change. *{Rule 3-5.}*	MP
Ordinance of Estimates: Reduce or eliminate item. *{Charter Art. VI, §7(a).}*	8
Pass ordinance or resolution. *{Charter Art. III, §14(a); Rule 12-4.}*	8
Petition bill from Committee: Floor motion. *{Rule 10-13.}*	MP
Petition bill from Committee: Written petition. *{Rule 10-13.}*	8
President: Fill vacancy. *{Charter Art. III, §4.}*	8
President: Remove. *{Charter Art. III, §3(b).}*	10
Presiding officer: Appoint temporary. *{Rule 4-2.}*	MP
Read bill twice on same day. *{Charter Art. III, §14; Rules 3-7, 12-1, 12-3.}*	12
Reconsider passage of bill. *{Rules 13-3.}*	8
Special Session: Written request. *{Charter Art. III, §8; Rule 2-5.}*	10
Supplemental appropriation: Excess revenues or unanticipated grants. *{Charter Art. VI, §8(b)(1), (2).}*	8
Supplemental appropriation: Material change or new program. *{Charter Art. VI, §8(b)(3).}*	12
Veto override. *{Charter Art. IV, §5(b); Rule 13-4.}*	12
Vice-President: Appoint. *{Charter Art. III, §10(b).}*	8

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