

Bill No. 1391-04

MOTION OF THE COUNCIL OF ALLEGHENY COUNTY

Adopting Rules of Council for Allegheny County Council

NOW THEREFORE, IT IS MOVED, BY THE COUNCIL OF ALLEGHENY COUNTY,

That this Council hereby adopts the Rules of Council (Attachment I) as incorporated herein by reference.

SPONSORED BY THE EXECUTIVE COMMITTEE OF COUNCIL

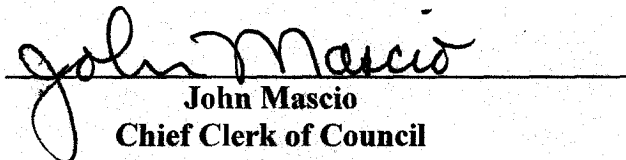
In Council February 17, 2004.

Read and Approved.



**Rich Fitzgerald
President of Council**

Attest:



**John Mascio
Chief Clerk of Council**

RULES OF THE ALLEGHENY COUNTY COUNCIL

INTRODUCTION

Rules of Council are based on the Home Rule Charter of Allegheny County, the Allegheny County Administrative Code, the Second Class County Code, other pertinent State Laws, and Robert's Rules of Order. Rules of Council represent the procedures whereby the councilmatic body conducts its business.

The Rules of Council shall be adopted at a Regular Meeting of Council. Adoption of these rules shall be in the form of a motion and must receive an affirmative vote of the majority of the Seated Members of Council.

Robert's Rules of Order shall serve as the parliamentary authority for all procedures not expressly set forth in these rules.

ARTICLE I. ORGANIZATION OF COUNCIL.

A. Organizational Meeting

1. County Council shall organize itself on the first business day of January following each general municipal election at a time and location selected by the members and appropriately advertised. At each organizational meeting of Council, the at-large member of the party with the greatest number of Council seats shall serve as presiding officer over the meeting until Council elects one of its members as President in accordance with Section B of this Article.
2. The organizational meeting shall not be adjourned until a Council President is elected. If necessary, the meeting may be recessed until a later time.

B. Procedure for the Election of the President

1. The Presiding Officer shall call for nominations from the floor. No second is required. No one may nominate more than one person for the office of President.
2. The Presiding Officer calls for nominations, repeats the name that was nominated, then declares that person nominated. To be considered for the presidency, a council member must be present at the meeting or submit a signed letter indicating willingness to accept or decline the presidency. Such notification must be received by the Clerk prior to the meeting.
3. The Presiding Officer shall then ask if there are any further nominations until there are no further nominations. The Presiding Officer then declares that

nominations for the office of President are closed without waiting for a motion to that effect.

4. After nominations have been closed, voting for the office of President takes place.
5. The Clerk shall then call the roll. The members, when called upon, shall declare their vote for one of the nominees. The Clerk will repeat the names to be sure of their accurate recordation and shall then record the vote.
6. When all seated members have voted, the Clerk shall announce if any one nominated candidate has the votes of a majority of the seated members of Council. The election to the office of President becomes final immediately if the candidate is present and does not decline. The elected candidate assumes the office immediately upon election and shall preside over the appointment of any subsequent officers of committee chairs. Should the elected candidate be absent during the time of his/her election, that person shall be notified in writing of the results of the election.
7. In the event that no nominated candidate has a majority of the seated members of Council, the Clerk announces that there is no election. The Clerk will then eliminate from the second round of voting the nominee with the least amount of votes. The Clerk then proceeds to call the roll for the second round of voting, and any subsequent rounds, following the same procedure until a President is selected.

C. Terms and Powers of the Council President

1. The President shall be elected by a majority of the seated members of Council and serves at the pleasure of the body. The election process will occur, but is not limited to, every January following the municipal election cycle.
2. The President shall have the following powers:
 - i. To preside at all meetings of Council;
 - ii. To refer all proposed legislation to the proper committee of Council and to sign all legislation passed by the Council;
 - iii. To appoint a Vice President;
 - iv. To establish and dissolve all committees of Council;
 - v. To appoint the chair and members of each committee;
 - vi. To schedule public hearings of Council and to preside at such hearings;

- vii. To enforce all rules adopted by Council for its operation;
 - viii. To perform such other duties and functions as Council may assign to the office.
3. In the event that the President is unable to exercise his or her duties, the Vice President shall exercise the powers of the President.
 4. The President may appoint a member of Council as a presiding officer for public hearings.

D. Terms and Powers of Council Vice President

The term of the Vice President shall run concurrently with that of the President. In the absence of the President, the Vice President may sign legislation that has been passed by Council and serve as the presiding officer at meetings of Council.

E. Committees of Council

Committees are established to consider, investigate, or take action in regard to matters or subjects brought before Council and shall be organized and led by a Chair who shall be named by the President. The Committee Chair may convene a public forum to elicit public comment or input on issues under consideration by the committee. Committees shall present their findings to Council in either a formal or informal manner. The President is an ex officio member of each committee. Each committee shall be established to function during the term of each President. Unless re-established under the successive President, they shall cease to exist. Nothing shall prevent the President from dissolving a committee prior to the end of his or her term. No committee shall meet or be staffed unless called by the Chair of the committee according to these Rules.

1. **Standing Committees** – The President, upon election, shall establish the standing committees of Council and appoint the members and the chair of each committee. Standing committees shall meet Tuesdays, Wednesdays, and Thursdays beginning at 4:00 p.m. When unable to attend a scheduled committee meeting, the chair of each committee may appoint a member of the committee to act as presiding officer. The number and scope of each committee shall be at the discretion of the President, except that the following shall always be established as standing committees:
 - i. **Executive Committee** – The Executive Committee shall make recommendations designed to improve and expedite the business and procedures of Council and its committees and to propose any amendments to the Rules deemed necessary. The Executive Committee shall also be

charged with making recommendations and approving actions proposed by the Chief of Staff regarding personnel matters.

ii. **Budget & Finance Committee** – The Budget & Finance Committee shall have the responsibility of reviewing and making recommendations regarding taxation, appropriations, and the pursuit of other revenues used for County operations, specifically those pertaining to the County's Capital Budget, Operating Budget, and Grants and Special Accounts Budget.

2. **Special Committee** – The President may appoint a special committee at his or her discretion. It shall address only one item of business that is clearly defined when the committee is created and shall automatically be dissolved when its final report is accepted by Council. A special committee shall not vote. The item of business, or anything involving essentially the same issue, may not be considered by Council or any other committee until the special committee makes its report, unless specifically requested by the Chair with the consent of the President. Reports of the committee shall be presented at a time designated by the President or upon completion of its charge and shall list the names of all the members of the committee. A minority report may also be presented. Upon presentation of the report, Council shall make a motion to accept the report at which time the committee will be discharged. A special committee may also be dissolved by vote of a majority of the seated members of Council.
3. **Advisory Committee** – The President may appoint advisory committees to Council, or at the request of a chair, to one of the committees of Council to augment the deliberations of council members with a body of expertise to improve their decision making process. Advisory committees shall not vote. Advisory committees will submit their recommendations to the President or Chair as the situation warrants. Such recommendations may be shared with Council either formally or informally.

F. Liaisons

1. The President may name council members as liaisons to County authorities and agencies, as he or she deems appropriate. A liaison shall attend each meeting of the authority or agency or, by making a request to the Chief of Staff, may have a staff person attend in their stead.
2. The liaison shall deliver a report on the meeting of the authority or agency at the next regularly scheduled meeting of Council. The report may be written and/or verbal but shall be a part of the Council agenda. As such, the liaison shall, following the rules regarding placing items on the Council agenda, advise the Clerk when a report is necessary.

3. At the discretion of the President, any matter relating to a county authority or agency that the liaison has brought forth as being of concern may be transformed into a special or advisory committee. The committee shall be charged with reporting back to Council and shall follow all rules regarding special meetings of Council.
4. Any legislation relating to an authority or agency shall move through Council in the same manner as any other legislation. All legislation shall be referred to committee by the President following its first reading and receive a recommendation from the committee prior to being deliberated before the full Council.

ARTICLE II. MEETINGS.

A. Public Meetings

1. All regular, special, committee, and emergency meetings of Council shall be open to the public to the extent required by, and in accordance with, 65 P.S. 271 *et seq.*, commonly known as the Sunshine Act.
2. Council shall retain the right to establish physical boundaries beyond which may be limited to the members, officers, and staff of Council. Reports and other new media are subject to the regulation of cameras, lights, flash equipment, and recording transmitting equipment so as not to interfere with the orderly conduct of Council.
3. Every regular and special meeting of Council shall include a public comment period for County residents and taxpayers to comment on matters of concern, official action, or deliberations which are, or may be, before the Council.

B. Public Notice

1. Prior to the beginning of each calendar year, the Clerk shall advertise in a newspaper of general circulation, and post to the Allegheny County website, a schedule of the dates, times, and place of all regular meetings of Council for that calendar year.
2. Upon establishment of standing committees, the Clerk shall advertise in a newspaper of general circulation, and post to the Allegheny County website, the days, times, and place at which such meetings will generally be held for that calendar year. In the event that a committee meeting is scheduled on a day other than that which appeared in the public notice, the Chair of the respective committee must give seven (7) days notice to the Clerk in order that public notice of the meeting may be given. Detailed notices regarding meetings will be posted at the Courthouse and made available on the Allegheny County website.

3. Special committee meetings shall also be advertised in a newspaper of general circulation, and posted to the Allegheny County website, at least twenty-four (24) hours prior to the meeting date.
4. Notice of meetings of Council and its committees shall be given in the manner provided by Section 307.01 of the Administrative Code and 65 P.S. 271 *et seq.*, commonly known as the Sunshine Act.
5. The President may cancel meetings of Council with the consent of the majority of the seated members of Council, except in cases deemed to be of an emergency nature. Committee Chairs may cancel meetings of committees at their discretion. In the event that a meeting is canceled, the information must be posted to the Allegheny County website and notice placed at the site of the meeting. Said notice should include any information regarding rescheduling of the canceled meeting.

C. Regular Meetings

Council shall establish the time, place, and conditions of its regular meetings and shall publish the schedule prior to the beginning of the year. Deviations from the published schedule shall require twenty-four (24) hour public notice. Section 307 of the Administrative Code provides that regular meetings of Council shall be held at least twice in each calendar month in separate weeks unless otherwise provided by ordinance. Council may, by ordinance, adopt a different schedule.

D. Special Meetings

Special meetings may be called by the President, the Chief Executive, or upon the written request of a majority of the seated members of Council, as directed to the President. A written notice of each special meeting shall be delivered to the mail slot of each Council member, the Chief Executive, the Clerk, and County Manager at least twenty-four (24) hours before said meeting is held. Such notice shall specify the time, place, and purpose of the special meeting. Only business mentioned in the call of the special meeting can be transacted at such meeting. The presence of a member at the meeting constitutes a waiver of notice.

E. Emergency Meetings

1. Council may hold and take action at an emergency meeting. Such emergency meeting may be called by either the President or Chief Executive provided that:
 - i. A quorum is present as provided in the Charter;

- ii. The meeting qualifies as an "emergency meeting" as set forth in 65 P.S. 271 *et seq.*, commonly known as the Sunshine Act, to wit, a meeting called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property; and
- iii. No other business shall be considered or transacted at such emergency meetings except for the matter for which the emergency meeting was called.

G. Committee Meetings

1. Each standing committee may establish regular meeting days for the conduct of its business. Each such committee shall meet for the consideration of legislation pending before the committee or the transaction of other committee business on all regular meeting days fixed by the committee, and shall vote on such legislation if the rules regarding quorum and amendment are met.
2. The Chair of each standing committee may call and convene, as he or she considers necessary, additional and special meetings of the committee for the consideration of legislation pending before the committee or for the conduct of other committee business. The committee shall meet for such purpose under the call of that chair, or upon written request of a majority of the seated members of the committee. Notice of said meeting shall be given according to Subsection B of this Article.
3. Whenever legislation or other matter has been referred to a committee, the Chair shall have full power and control over such legislation or other matter, except that such committee shall not change the subject. A committee shall not consider a bill or other matter which is not in its possession.
4. The committee is charged with reviewing, discussing, and, if the Chair deems necessary, investigating the legality of proposed legislation. Should a Chair desire a legal opinion on any item of pending legislation or issue before the committee, such legal opinion shall be requested through the Clerk, regardless of whether the opinion is requested from the County Solicitor or Legal Counsel. Any required response date should also be communicated to the Clerk.
5. A quorum of members is necessary for the committee to conduct business and shall consist of the seated members of the committee present at a meeting, excluding the Chair; except that a majority of the seated members is necessary for the committee to amend legislation.
6. The Chair may, if appropriate, request a fiscal note from the Budget Analyst. Such request shall be made formally and approved by the President. The note

shall be completed in ten (10) days and the fiscal note provided to the proper committee for consideration.

7. No person, other than Council Members or Council staff, shall be heard or seated at the committee table unless invited by the Chair. The County Manager will be advised of the agenda for all scheduled committee meetings. The agenda shall serve as notice to direct the appropriate or requested representatives from the Administration to attend the committee meeting to answer any questions relative to matters on the agenda.
8. During its deliberation, the committee may vote on the legislation as presented or may amend (provided that a majority of the seated members of the committee are present). Upon the completion of its deliberation, the Chair may call for a vote of the committee recommending the legislation to the full Council with a negative or positive recommendation. Any legislation which receives a majority vote of the members present shall be presented to the full Council for vote with said recommendation. The legislation, if amended, shall be presented as amended to the full Council for vote.
9. The Committee may also hold or table any legislation in committee by vote. A motion to hold must include a specified time period or condition upon which the legislation will be before the committee for reconsideration and must be approved by a majority of the committee members present. A motion to table must be approved by a majority of the committee members present. A motion to untable the legislation must be approved by a vote of two-thirds of the seated members of the committee.
10. When a committee has recommended legislation to the full Council for a vote, the Chair of said committee shall make a report to Council regarding the deliberations of the committee prior to the vote.

H. Public Hearings

1. Public hearings are formal proceedings of Council that shall be approved by a majority of the seated members of Council upon presentation of a motion that shall include the date, time, place, and purpose of the public hearing. The motion shall also detail the process for the hearing including the procedure for public testimony. In addition, the motion shall indicate the names of at least three Council Members who shall be committed to attending the hearing.
2. Public hearings are limited to those matters affecting public business within the jurisdiction of Council.
3. Once approved, the public hearing shall be publicly advertised by a posting no later than five (5) days in advance in a newspaper of general circulation. The

notice must contain the date, time, place, and purpose of the hearing. Copies of the public hearing agenda shall be made available at the public hearing.

4. The President shall preside over the hearing or appoint a presiding officer. The decision as to whether security is needed or testimony shall be transcribed is at the discretion of the President.
5. Individuals wishing to speak must be registered prior to the meeting in accordance with the rules governing public comment at council meetings. Speakers invited by Council are considered to be registered. Written testimony will be accepted up to five (5) calendar days after the final session of the hearings. The written testimony will be filed with the record of the hearing.

I. Executive Sessions

Council may hold executive sessions in accordance with the provisions set forth in the Pennsylvania Sunshine Law. The executive session may be held prior to, during, or at the conclusion of an open meeting, or may be announced for a future time. The date and reason for holding the executive session must be announced at the regular meeting of Council occurring prior to the executive session, or at the next regular meeting of Council occurring after the executive session. If the executive session is not announced for a future specific time, or called and held during the course of a meeting, members of Council shall be notified twenty-four (24) hours in advance of the time of the convening of the meeting, specifying the date, time, location, and purpose of the executive session. Council shall take no official action on any matter in an executive session. Council may, during the course of a regular meeting, recess that meeting and convene an executive session with an affirmative vote of the seated members of Council. Council may reconvene the regular meeting following the executive session.

J. Public Participation and Comment

1. To be eligible to speak before Council, each prospective speaker must either complete a "Request to Comment at Advertised Meeting of the Allegheny County Council" form and submit it to the Clerk or speak directly with the Clerk. The form may be obtained at Council's offices or in electronic form on Council's page of the Allegheny County website. A properly completed Request Form must contain the speaker's name, address, phone number, date of meeting at which they wish to speak, and the agenda item or subject matter they wish to address. The form may be submitted in hard copy, by fax, or email and must be received by the Clerk at least 24 hours prior to a Council meeting.
2. When submitted, the form will be reviewed by the Clerk for completeness and appropriateness. The Clerk will inform the speakers of their place on the agenda and inform the President of the names of the speakers and the topics to be

addressed. Persons submitting the properly completed form may confirm the scheduled time and place of their appearance before Council by contacting the Clerk.

3. Speakers wishing to address agenda items will be provided opportunity to comment prior to Council's consideration of scheduled business. Speakers wishing to address non-agenda items will be provided opportunity to comment following the business portion of the meeting, prior to adjournment. The President and Council reserve the right to alter the length of time for comment, the length of the comment period, and to schedule any overflow from such changes to another date.
4. Speakers may not allocate or defer their scheduled time to another speaker. A speaker's unavailability to proceed at the time his or her name is called will result in cancellation of the opportunity to speak at that meeting. The President may waive this rule in individual circumstances.
5. All remarks must be related to the issue and are limited to three (3) minutes. The Clerk shall be responsible for clocking this time and alerting the President and speaker when the time has expired. The speaker is responsible for any type of audio-visual equipment or other visual or auditory aids, if needed for their presentation. All remarks should be made to the Council as a body and addressed through the President and not to a particular Council Member.
6. If submitting written testimony that will be presented or to supplement their oral testimony, speakers are required to provide twenty (20) copies of said testimony to the Clerk. Testimony is not to be disseminated to Council by the speaker.
7. The President shall maintain order in all matters during the public comment portions of the meeting. No speakers shall be allowed to use vulgar or offensive language, make slanderous remarks, or refuse to leave the podium after the allotted time. The President may rule any speaker doing so out of order and shall instruct the Allegheny County building guards to eject the speaker from the meeting. If ruled out of order, that speaker shall be barred from further speaking at that meeting unless a majority vote of the Council allows.
8. At the discretion of the President, persons offering public comment may be invited to present their commentary to a Council committee that is charged with the responsibility for the issue being addressed.

K. Meeting Procedure

1. **Quorum** – A majority of seated members of Council shall constitute a quorum necessary to transact official business. A quorum must be present at the meeting site or by telephone in order to transact official business. Any Council Member

arriving after the roll call has been completed shall be recorded by the Clerk as "Present, late" and at what point in the agenda the member was seated shall also be recorded. A Council Member who has answered roll call at any meeting of the Board shall not be permitted to absent himself from such meeting without notifying the Chairman. If a quorum is present, the President or Presiding Officer shall proceed with the order of business prescribed for the meeting.

2. **Lack of Quorum** – If, upon the call of the roll, a quorum is not present, the President or Presiding Officer shall order a recess for the period of not more than thirty (30) minutes. If a quorum is not present at the conclusion of the recess, the President or Presiding Officer shall declare the meeting canceled.
3. **Loss of Quorum** – If, in the process of a meeting, it is determined that a quorum is not present, all business shall automatically stop. The Council may, by majority vote of those in attendance:
 - i. Fix another day at which to reconvene;
 - ii. Adjourn and return at the next regular meeting;
 - iii. Recess to determine if a quorum will be present within a short period of time.

The names of those members present and their decision shall be recorded in the minutes, stating a quorum was not present and the time set for another meeting. If a day other than the next regularly scheduled meeting date is chosen, notice of such meeting shall be posted prominently in the Courthouse and on the Allegheny County website.

4. **Participation by Telephone** – Those Council Members wishing to participate in a regular or special meeting of Council must notify the Clerk or Chief of Staff no later than 12:00 noon on the day of the meeting. The number of Council Members who may participate by phone at any one meeting is limited to five. Phone participation will be via speakerphone in the council chambers.

L. Parliamentarian & Parliamentary Authority

Legal counsel to Council shall act as parliamentarian. Robert's Rules of Order shall serve as parliamentary authority for all Council proceedings not otherwise covered by these rules, the Administrative Code, the Home Rule Charter, or other applicable law.

M. Conduct of Business

1. The Clerk shall read the titles of ordinances, resolutions, and motions contained on the agenda and announce all decisions of the County Council.

2. The Clerk shall publicly advise acknowledge that correspondence accompanying a veto by the Chief Executive of a previously approved bill has been received and will publicly acknowledge any ordinance or resolution that has been previously approved by Council but not returned within seven (7) days by the Chief Executive, or returned unsigned.
3. The President or Presiding Officer shall decide all questions of order without debate. Any ruling by the President or the Presiding Officer may be overruled by a motion approved by a majority of the members present.

N. Decorum in Meetings

1. Robert's Rules of Order shall serve as the determinant of proper decorum.
2. Proper decorum shall be maintained while the President is speaking, while a citizen is speaking, or during a voting procedure.
3. A council member who has the floor shall refrain from dealing in personalities and impugning the motives of others. Reference to other members of the Council shall be by proper title, i.e. Mr. Chairman, the last Council Member who spoke, the last citizen who spoke, or the former speaker.
4. Council members shall confine their remarks to the question before the Council. If any council member was absent from a committee meeting where a particular subject was discussed, that council member shall be recognized for debate on that subject only twice. Any debate beyond the two opportunities shall be at the discretion of the President. This rule shall not apply to the Sponsor, Committee Chair, or either Caucus Chair.
5. If a council member expresses a conflict of interest, the member shall state the conflict and refrain from further participation in the matter.
6. No member shall be permitted to conduct discussion on a bill during voting, or to explain his or her vote, except for an abstention, in which case the member shall be permitted to explain the reason for the abstention.
7. When a speaker is called to order by the President, that person shall relinquish the floor immediately until the question of order is resolved.
8. Unless previously scheduled, no person shall address the Council unless invited by a council member with the approval of the majority vote of the members present.

9. If any Council Member, in speaking or otherwise, transgresses the Rules of Council regarding decorum, the President or Presiding Officer, or any member through the President or Presiding Officer, shall call that Council Member to order, in which case the Council Member shall immediately fall quite unless permitted by the Council to explain. The Council, upon appeal, shall decide the case without debate. If the decision is in favor of the Member, the Member may proceed. If the case requires, the Member shall be liable to censure or other punishment as the Council deems proper.

- i. Censure by County Council is a formal motion reprimanding a person for conduct that falls below the guidelines established in the Rules of Council.

O. Amendments

Motions, ordinances, and resolutions may be amended by an affirmative vote of the majority of the seated members of Council. All amendments made to any proposed ordinance or resolution shall be printed for the use of the Council Members before the final vote is taken on the bill.

P. Recording of Minutes & Voting

1. At all regular, special, committee, and emergency meetings, the Clerk shall be responsible for maintaining a record of all votes, minutes, and meeting summaries. Minutes shall include the date, time, and place of the meeting, the names of members present, the substance of all official actions and a record by individual member of the roll call taken, the names of all citizens who appeared officially, and the subject of their testimony. Corrections of the minutes may be made by a simple majority vote of the members present at the Council meeting at which said minutes are on the agenda for approval.
2. All proposed motions, resolutions, and ordinances introduced to Council for a final vote shall be passed by an affirmative vote of the majority of the seated members of Council, unless the legislative action is intended to overturn a veto by the Chief Executive
3. When any bill, upon its final presentation, receives the affirmative or negative vote of a majority of the council members present, but not a majority of the seated members, such bill shall be considered held, and may be called up for further action at the same or any subsequent meeting by an affirmative vote of the majority of the seated members of Council.
4. The President or Presiding Officer, may call for a voice vote. If the vote is not unanimous, a roll call vote must be taken.

5. Roll call votes shall be called alphabetically by member with the President or Presiding Officer being last. Once a vote has been called for, all comments shall cease. The Clerk shall read the motion, resolution, or ordinance title and conduct the vote.
6. Voting by secret ballot is prohibited.
7. A council member may abstain from voting only when there is a conflict of interest. When this occurs, the council member must inform the Council that a conflict exists and reveal the cause of the conflict.
8. The Clerk shall repeat all motions made from the floor, conduct the vote, and announce all decisions of Council. The President or Presiding Officer shall decide all questions of order without debate, subject to an appeal by any member. Any ruling by the President or Presiding Officer may be overruled by a majority of members present.

ARTICLE III. COUNCIL AGENDAS.

A. Preparation of Agenda

1. The agenda for regular or special meetings of Council shall be prepared by the Clerk in consultation with the President, or in his or her absence, the Vice-President or appointed Presiding Officer.
2. The agenda shall include the following items:
 - i. Proclamations, motions, resolutions, and ordinances, requested in writing, by any member of Council;
 - ii. Presentation of appointments, made in writing, by the Chief Executive;
 - iii. Resolutions and ordinances, requested in writing, and notification of executive actions relating to contracts by the County Manager;
 - iv. Resolutions and ordinances, requested in writing, by any Row Officer;
 - v. Resolutions and ordinances, requested in writing, by the Courts;
 - vi. All ordinances presented through agenda initiative petitions certified as sufficient by the Clerk in accordance with the provisions of Article VI of these rules.
3. The Clerk shall have available prior to the meeting a record of all matters to be presented at the meeting. The record shall consist of an agenda, copy of all

ordinances and resolutions, appointments to be considered as well as other matters needing advance consideration. The date and time of the meeting shall be clearly stated on the agenda.

B. Order of Agenda Items

The order of business for each regular meeting of Council shall be as follows, unless a majority of the seated members of Council votes otherwise:

1. Call to Order
2. The Pledge of Allegiance
3. Prayer, Invocation, or Moment of Silence
4. Roll Call
5. Approval of Minutes
6. Public Comment on Agenda Items
7. Addresses by the Chief Executive
8. Presentation of Appointments
9. Reports of the County Manager, Independently Elected County Officials, the Courts, Committees, Liaisons, Special Advisory Groups, Agencies, or Speakers formally invited by Council
10. Presentation of Proclamations
11. Official Action on Regular Business of Council: Reports of Committees and Ordinances, Resolutions, and Motions
12. Introduction of New Business of Council: Ordinances, Resolutions, and Motions
13. Public Comment on Non-Agenda Items
14. Adjournment

C. Procedure for Placing Items on the Agenda

1. All items to be included on the agenda, except those submitted by Council Members, must be submitted in written and electronic form to the Clerk no later than 12:00 Noon the Thursday prior to a regular meeting of Council in the format

prescribed by these rules. Each item shall be accompanied by a cover letter from the requesting sponsor and a summary of the legislation being presented.

2. All items which fall under the jurisdiction of the Chief Executive shall be submitted to the Clerk through the County Manager.
3. All items to be included on the agenda sponsored by Council Members, must be submitted in written and electronic form to the Clerk no later than 10:00 a.m. the Friday prior to a regular meeting of Council in the format prescribed by these rules.
4. All pieces of legislation shall include a title that clearly indicates the purpose of the legislation. Legislation amending existing law shall also be noted as such in the title. All pieces of legislation shall include severability and repealer language and an appropriate page for enactment information, signatures and attestation as provided by the Clerk.
5. Legislation amending existing law shall be presented by utilizing Microsoft Office Tools-track changes to indicate language that is being omitted and inserted. Amendment may also be reflected by providing the language within the existing law, followed immediately by noting the language that would replace it. If utilizing this option, sponsors should also submit the existing law to the Clerk for reference.
6. Each piece of legislation shall state the sponsor of the legislation. If a council member is the sponsor of legislation and wishes to list another member as co-sponsor, the co-sponsor must communicate this to the Clerk. If a member wishes to co-sponsor another member's legislation, the sponsor has the option of accepting or rejecting co-sponsorship and must communicate this to the Clerk.

D. Non-Agenda Items

The Council may take action on ordinances and resolutions not appearing on the posted agenda under any of the following conditions:

1. Legislation resulting from an emergency situation as defined in Section 307.01(D) of the Administrative Code;
2. Upon determination by the President or the Presiding Officer that there is a need to take immediate action and that the need to take action came to the attention of the Council subsequent to the agenda being posted;
3. Council members may introduce items not on the agenda by motion. The motion may be acted upon by the Council, referred to committee, or by majority vote of Council, postponed to another meeting.

E. Posting of Agendas

The agenda for any regular or special meeting shall be made available to the public no later than twenty-four (24) hours prior to the stated regular or special meeting. In addition, the agenda for the stated regular or special meeting shall be posted in a conspicuous place in the Courthouse and on the Allegheny County website.

ARTICLE IV. LEGISLATION & LEGISLATIVE ACTION.

A. Legislation

Council shall take official action by motion, ordinance, or resolution. All legislation must be submitted to the Clerk in the proper format as determined by the Clerk and these Rules. Legislation shall contain no more than one subject which must be clearly expressed in its title, except a general appropriation bill, and shall be presented in one of the following forms:

- 1. Ordinance** – An ordinance is the most formal of the actions presented to Council. Council Members, the County Manager, Independently Elected County Officials, and the Courts may sponsor ordinances and present them to the Council in writing. Members of the general public may also present ordinances through the Agenda Initiative Petition process described in the Administrative Code. Public notice must be given of the introduction and it must be read by title at two (2) general or special meetings of Council separated by at least seven (7) days.
- 2. Resolution** – A resolution is a formal, written request for Council consideration sponsored by Council Members, the County Manager, an Independently Elected County Official, or the Courts. Introduced in written form, resolutions must be identified on the agendas of convened meetings of the Council. Public notice must be given of the introduction and it must be read by title at two (2) general or special meetings of Council separated by at least seven (7) days.
- 3. Motion** – A motion is a formal request for some identified action or a means to express certain views. Motions may be submitted by Council Members for inclusion on the agenda or may be made at a meeting, as they require neither public notification prior to passage, nor the approval of the Chief Executive. A motion is adopted or defeated by simple majority vote of the seated members of Council. Motions are also used to receive and file correspondence from the Chief Executive and other elected and appointed County officials. The order of motion is governed by Robert's Rules of Order.
- 4. Amendments** – Any member may move to amend legislation provided that the proposed amendment is germane to the subject and does not change its original purpose. Amendments to ordinances and resolutions must be presented in

writing. If amending existing law, such amendment shall indicate present language to be omitted and new language to be inserted pursuant to the provisions of these Rules. Amendments to formal motions may be presented orally upon the consent of the sponsor to amend. Amendments made by committee shall not be subject to subsequent approval by the Council, but nothing shall preclude the amendment of such legislation on the floor.

- 5. Emergency Ordinances & Resolutions** – Emergency ordinances and resolutions may be introduced by the Chief Executive, County Manager, or Council Members and shall contain a declaration that an emergency exists and clearly describe the emergency in specific terms. Emergency ordinances and resolutions must be accompanied by a motion to waive the second reading, may be adopted by a majority vote of Council without prior notice, and may be effective immediately. All emergency resolutions and ordinances shall expire after thirty (30) days unless re-enacted by a formal vote of Council at a general or special meeting. After initial adoption of an emergency ordinance or resolution, the Clerk shall follow the publication requirements for other legislation.
- 6. Proclamations & Certificates** – Proclamations and certificates are ceremonial acknowledgements, sponsored by a council member, whereby Council recognizes some event, person, or group for an activity or outstanding achievement. Council members wishing to sponsor a proclamation or certificate must provide all information needed to compose the document to the appropriate staff person three (3) days prior to the date it is needed. Council members may read the proclamation or certificate into the record, present it at a function other than a Council function, or send it to the recipient. If the proclamation or certificate is to be presented during a Council meeting, the deadlines established to place items on the agenda apply. If information is not available, and the appropriate staff person needs to contact someone, a reference person and telephone number should be given well in advance of the date that the proclamation or certificate is needed.
- 7. Appointments** – Council shall receive recommendations for appointments to Boards, Authorities, Commissions, and other units of County government made by the Chief Executive at a regularly scheduled meeting of Council. Recommendations shall be submitted to the Clerk in letter form, addressed to all members of Council, and shall contain no more than one name. The letter shall include the name, address, and phone number of the candidate, the term of office for which the candidate is recommended, and the name of the person the candidate will replace. Upon presentation of the appointment, the legislation will be referred to the appropriate committee for deliberation where all candidates will be interviewed, and the committee shall make a subsequent recommendation to the full Council. Council must, by motion, act to confirm or reject appointments within forty-five (45) days or the appointment shall be effective as though Council had confirmed it.

B. Legislative Action

1. No ordinance or resolution shall be considered until it is given a first reading, referred to a committee, printed for the use of the members, returned from committee, and given second reading, unless:
 - i. A motion to waive the second reading is approved by two-thirds of the seated members of Council;
 - ii. A motion to pull a bill from committee is approved by two-thirds of the seated members of Council, if such motion is made fewer than sixty (60) days from the date of the first reading of the bill; or
 - iii. A motion to pull a bill from committee is approved by a majority of the seated members of Council, if such motion is made after sixty (60) days from the date of the first reading of the bill.
2. All proposed motions, resolutions, and ordinances introduced to Council for a final vote shall be passed by an affirmative vote of the majority of the seated members of Council unless the legislative action requires an affirmative vote of two-thirds (2/3) of the seated members of Council, as follows:
3. A motion intended to override a veto by the Chief Executive;
4. A resolution to authorize inquiries and investigations; or
5. An ordinance levying taxes.
6. In lieu of a vote of approval, Council may hold any piece of legislation until a future designated time by an affirmative vote of a majority of the seated members of Council. All motions to hold must contain a specified time period or condition upon which the bill will be brought before the full Council for reconsideration.
7. Council may also table any piece of legislation by an affirmative vote of a majority of the seated members of Council. An affirmative vote of two-thirds (2/3) of the seated members of Council is required to untable a bill.
8. All proposed motions, resolutions, and ordinances may be withdrawn by the sponsor or sponsors at any time before a vote is called.

C. Fiscal Notes

1. Any legislation which may require an expenditure of County funds or may entail a loss of revenue shall not be given a second reading until it receives a fiscal note or the requirement for a fiscal note has been waived pursuant to these Rules;

except for emergency ordinances and resolutions and the ordinance or resolution required by Article VII, Section 4 of the Home Rule Charter for adopting tax rates and balanced annual operating and capital budgets.

2. Legislation within the Budget & Finance Committee shall receive a fiscal note as part of the committee process. The committee may consider the fiscal impacts along with the merits of the bill itself.
3. The Chair of any committee, other than Budget & Finance, considering legislation requiring a fiscal note shall request such note from the Budget Officer. Upon receipt of the request, the Budget Officer shall have ten (10) days to provide the Chair with a fiscal note pursuant to these Rules.
4. There shall be a three-member working group charged with the responsibility of preparing fiscal notes. The working group shall consist of Council's Budget Officer, the Budget & Finance Director, and the County Controller (or designee). In the event that a bill for which a fiscal note is being prepared pertains to a County Official or the Courts, a representative from the appropriate office shall be included in the working group to participate in the preparation of that fiscal note. If the working group is unable to reach consensus on a fiscal note, separate fiscal notes shall be prepared and shall be accompanied by a report from the working group indicating the items and reasons for disagreement.
5. The fiscal note shall accompany the legislation when reported from committee and shall be provided to all members upon its recommendation from committee. The fiscal note shall provide the following information as applicable:
 - i. A general statement of the fiscal effect that the proposed ordinance or resolution will have on the operating, capital, or grants budget for the current fiscal year and for each of the next two succeeding fiscal years and the Department, County Office, Row Office, or division of the Courts affected;
 - ii. A quantitative estimate of the monies needed to implement the proposed ordinance or resolution and the assumptions used in preparing that estimate;
 - iii. A statement on the extent to which current appropriations are available to finance implementation of the proposed ordinance or resolution if it is to be implemented within the current fiscal year;
 - iv. An identification of the revenues from existing revenue sources or from funds currently available, or likely to be available, to implement the proposed ordinance or resolution for the current year and each of the next two succeeding fiscal years;

- v. The recommendation, if any, of the Budget & Finance Committee and the reasons therefore relative to the passage or defeat of the legislation; and
 - vi. A reference to the source of the data from which the foregoing fiscal information was obtained, and an explanation of the basis upon which it is computed.
6. The Council may, by an affirmative vote of two-thirds of the seated members waive the necessity of a fiscal note on any bill which it deems to have a de minimis fiscal impact or which merely authorizes, rather than mandates, an increase in expenditures or an action that would result in a loss of revenue.

ARTICLE V. BUDGET PROCESS.

The County budget year is coterminous with the calendar year. Balanced operating and capital budgets for the next fiscal year must be adopted by resolution of Council no later than twenty-five (25) days before the end of the current fiscal year.

A. Proposed Budgets

- 1. The Chief Executive must appear before Council to deliver a budget message and submit the Comprehensive Fiscal Plan containing balanced operating and capital budgets no later than seventy-five (75) days before the end of each fiscal year.
- 2. The President will receive the plan and refer it to the Budget & Finance Committee for review and analysis. A copy of the budgets as submitted will be available for public review in Council's offices. It is the responsibility of the County Manager to summaries of the proposed budgets and the budget message available for public distribution.

B. Rules for Proposing Modifications to Budgets

- 1. Council members may propose modifications to the budgets under consideration. All recommendations must be submitted in writing to the Budget & Finance Committee prior to the last scheduled committee meeting before the second reading of the tax ordinance and budget resolution at a meeting of Council.
 - i. All proposed changes to the budget must be in writing.
 - ii. All proposed changes submitted to the Budget & Finance Committee will be considered for inclusion. Upon a majority vote of the committee,

recommendations will be formulated into motions amending the original legislation, provided that the budget will remain balanced. The motion will be voted on as a whole by the Council at a general or special meeting of Council. A simple majority vote in the affirmative will amend the original legislation. The vote for recommendation will then be taken on the amended budget pursuant to the provisions of the Home Rule Charter and Administrative Code.

iii. Proposed changes may be submitted in person at a committee meeting, or, in the event that the person proposing the changes cannot attend the meeting, they may submit the changes through Council's Chief of Staff. Recommendations must address both expenditures and revenues in order to maintain a balanced budget unless the recommendation is intended to reduce the overall spending level without affecting revenues.

C. **Hearings** – The Budget & Finance Committee shall hold a minimum of two (2) public hearings at which County Officials, the Courts, and the Directors and Managers of major County expenditure centers will present their request for appropriation for the next fiscal year. Time will be allotted at each hearing for the public to address the committee. The hearings must be held at least two (2) weeks prior to the adoption of the budget.

D. **The Deliberation Process**

1. The Budget & Finance Committee will meet in session upon completion of the hearings to deliberate about the requests for appropriation. All Council Members shall be given the opportunity to attend and participate in these meetings. The committee will produce a series of recommendations resulting in balanced budgets that may consist of additions, deletions, increases, or decreases to any proposed appropriation. The committee will present their recommendations to Council in the form of a resolution calling for the adoption of the budgets as presented by the committee. The committee shall also prepare an ordinance, which will precede the budget resolution on the agenda, fixing the rates of taxation on real property taxable for County purposes that, together with all other estimated revenues, shall raise a sufficient sum to meet the expenditures contained in the operating budget. In fixing the rate of taxation in mills, the ordinance must also include a statement expressing in dollars and cents the rate of taxation on each one hundred dollars (\$100) of assessed valuation of taxable real property.
2. The real estate property tax levied cannot exceed the rate of thirty-five (35) mills for general operating purposes, although an additional five (5) mills restricted to the Community College may also be levied. The rate of taxation for payment of interest and principal on any indebtedness incurred pursuant to the "Local Government Unit Debt Act" or any prior or subsequent act or

ordinance governing the incurrence of indebtedness is unlimited. The latter is generally referred to as the levy for debt service. The ordinance shall also fix the discount rate, if any, permitted on the payment of current real property tax paid during a specified period.

3. The ordinance shall also set the rates for penalties and interest on all current County real estate taxes which remain unpaid after the due date.
4. The Council staff, at the direction of the Budget & Finance Committee Chair, will prepare the ordinances and resolutions. A final vote will be taken by the entire Council at a meeting scheduled no less than seven (7) days after introduction of the ordinances and resolutions.

ARTICLE VI. AMENDMENTS AND WAIVER OF THE RULES.

- A. **Amendments** – All amendments to the Rules of Council shall be in the form of a motion and must receive an affirmative vote of the majority of the seated members of Council.
- B. **Waivers** – A motion to waive temporarily any specific rule of Council may be introduced at any scheduled meeting of Council. If seconded, such motion shall be voted upon without debate and must receive an affirmative vote of two-thirds of the seated members of Council.
- C. **Sunset Provision** – These Rules of Council shall serve as the Rules of Council for the 2004-2005 Legislative Session and shall expire on December 31, 2005. Such Rules can be reestablished by motion of the Council at their reorganization meeting in 2006.