

MOTION OF THE COUNCIL OF ALLEGHENY COUNTY

To temporarily suspend Rules of Council Article II 2, 6, 12, Article III 4.f., and Article VI, and to adopt, for a trial period not to exceed December 31, 2003, the attached Temporary Rules to accommodate a new committee structure and to provide operating guidelines.

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

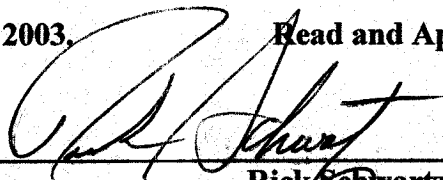
That this Council hereby temporarily suspends Rules of Council Article II 2, 6, 12, Article III 4.f., and Article VI, and adopts, for a trial period not to exceed December 31, 2003, the attached Temporary Rules to accommodate a new committee structure and to provide operating guidelines.

BE IT FURTHER MOVED,

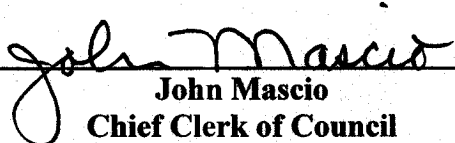
That all current Rules of Council which conflict with the attached changes are temporarily suspended.

SPONSORED BY COUNCIL MEMBER FONTANA

In Council May 6, 2003, Read and Approved.



Rick Schwartz
President of Council

Attest: 

John Mascio
Chief Clerk of Council

**TEMPORARY RULES OF COUNCIL
TO ACCOMMODATE THE NEW
TRIAL COMMITTEE STRUCTURE
May 6, 2003**

Article II. 2. Public Notice

- a) Prior to the beginning of each calendar year, the Chief 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.
- b) Prior to the beginning of each calendar year, the Chief Clerk shall advertise in a newspaper of general circulation, and post to the Allegheny County website, the days, times and place at which Standing Committee Meetings will generally be held for that calendar year. . For any meeting of a Standing Committee that is to be scheduled on a day other than that which appeared in the public notice, the Chairperson of the respective committee must give seven (7) calendar days prior notice to the Chief Clerk in order that public notice of the meeting be given. Detailed Standing Committee notices will be posted at the County Courthouse and on the official Allegheny County website.
- c) Notice of meetings of County Council and committees thereof 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.
- d) 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. In the event a meeting is rescheduled, the information must be posted to the official Allegheny County website and notice placed at the site of the meeting.
- e) The Council shall upon request, supply copies of the public notice to any newspaper of general circulation in Allegheny County, to any radio or television station which regularly broadcasts into Allegheny County and to any interested parties if the newspaper, station or party provides the Council with a stamped, self-addressed envelope prior to the meeting.
- f) Public notice of meetings of County Council and committees thereof shall also be posted on the Internet on a website controlled by Allegheny County.

Article II. 6. Committee Meetings

- a. Each standing committee may adopt written rules governing its procedure. Such rules may not be inconsistent with the Rules of the County Council or the Administrative Code.
- b. Each standing committee may establish regular meeting days for the conduct of its business. Each committee shall meet for the consideration of an ordinance or resolution pending before the committee or the transaction of other committee business on all regular meeting days fixed by the committee unless otherwise provided by a written rule adopted by the committee.
- c. The Chair of each standing committee may call and convene, as he/she considers necessary, additional and special meetings of the committee for the consideration of an ordinance or resolution pending before the committee or for the conduct of other committee business, subject to such rules as the committee may adopt. The committee shall meet for such purpose under that call of the Chair.
- d. Three or more members of a standing committee may file in the office of the Chief Clerk, a written request that the Chairman call a special meeting of the committee. Such request shall specify the measure or matter to be considered. Immediately upon the filing of the request, the Clerk shall notify the Chair of the filing of the request. If the Chair does not call the requested special meeting within seven calendar days after the filing of the request, a majority of the members of the committee may file in the offices of the Chief Clerk, their written notice that a special meeting of the committee will be held. The written notice shall specify the date and hour of the special meeting and the measure or matter to be considered. The committee shall meet on that date and hour. Immediately upon the filing of the notice, the clerk shall notify all members of the committee that such special meeting will be held and inform them of its date and hour and the measure or matter to be considered. Only the measure or matter specified in that notice may be considered at that special meeting.
- e. Proposed ordinances and resolutions shall be introduced at a Council Meeting for a first reading. If the legislation introduced is within the purview of a Standing Committee of Council, it will be immediately referred to the proper committee for review and recommendation, except that referral to a committee shall not be necessary in the case of any such bill in which Council has voted to waive the second reading. In order to amend a bill that has been introduced for a first reading, a motion must be presented for vote at a General Session of Council. At the discretion of the President, a Special Committee of Council may be appointed to consider any item of business before Council.
- f. Any bill referred to a committee must be considered by that committee no later than 30 days after referral. Failure to convene a committee meeting

within the 30-day period shall result in the President of Council assigning the bill to an alternate committee. All bills referred to committee must be placed on that committee's agenda at its next scheduled meeting.

- g. The committee is charged with reviewing, discussing, and, if the Chair deems necessary, investigating the cost and legality of proposed legislation. The Chair of a committee is responsible for seeing that an agenda of the meeting is presented and notes of the proceeding kept. Quorums are not necessary to discuss business. No formal votes will be taken at committee meetings. Each committee will be responsible for securing, if necessary, legal review of ordinances and resolutions.
- h. Any proposed motion, resolution, or ordinance may be held in committee by the committee Chair.
- i. Any Member of Council may present a motion to move any bill out of committee. Such motion must be presented at a Regular Meeting of Council and must receive the affirmative vote of the majority of the Seated Members of Council in order for the bill to be considered.
- j. Reports of Committees including resolutions, ordinances and motions must be submitted to the Chief Clerk no later than 4:00 P.M. Thursday prior to a Regular or Special Meeting of Council in order to be placed on the agenda for that meeting.
- k. No person, other than Council Members or Council's staff shall be heard or seated at the Committee table unless invited by the Chairperson of the Committee.
- l. The County Manager will be advised of the agenda for all scheduled Committee Meetings. He will be requested to direct that the appropriate or requested representatives from the administration attend Council's Committee meetings and be available to answer any questions the Committee may have regarding relative matters on the agenda. The Committee Chair may choose to hold a bill in committee until such time that the appropriate representative appears before Council to answer questions raised by the committee.
- m. Staff support to prepare agendas and record proceeds of meetings will only be available for formal Committee meeting or public forums authorized by the Rules of Council.

2) 12. Procedure for Placing Items on the Agenda

- a) All items to be included on the agenda, except those submitted by Council Members, must be submitted in writing to the Chief Clerk no later than 12:00 Noon, Thursday prior to the Regular Meeting of Council. Members of Council wishing to place items on the agenda must submit the item no later than 4:00 P.M., Thursday prior to the Regular Meeting of Council. Items must be in the proper format in accordance with procedures established by the Chief Clerk.
- b) Ordinances, resolutions, and motions for placement on Council's agenda shall be prepared in standard form available from the Chief Clerk.
- c) All items for placement on the agenda, which fall under the jurisdiction of the Chief Executive, will be submitted to the Chief Clerk through the County Manager.
- d) All hard copies of proposed legislation should be submitted on paper according to specifications provided by the Chief Clerk.
- e) The introduction of all proposed legislation sponsored by Members of Council will be placed on the Regular Meeting Agenda, and if appropriate, referred to a Standing or Special Committee of Council. All proposed ordinances or resolutions must be placed on the Regular Meeting Agenda before they can be referred to the appropriate committee. If a Member of Council who sponsors any ordinance, resolution or motion wishes to list a fellow council person as a co-sponsor, the co-sponsor must communicate this to the Chief Clerk. If a Member of Council wishes to co-sponsor any ordinance, resolution, or motion, he/she must communicate this request to the sponsor. The sponsor has the option of accepting or rejecting co-sponsorship of the bill. In the event that the sponsor agrees to accept co-sponsorship, the sponsor must communicate this to the Chief Clerk before the co-sponsor can be officially acknowledged on the bill.
- f) Each proposed ordinance and resolution must be accompanied by a cover letter from the requesting Council Member, Chief Executive, County Manager, Row Officer or Court Administrator
- g) An electronic copy of all proposed legislation submitted by the County Manager must be e-mailed to the Chief Clerk's Office no later than 12:00 Noon Thursday prior to Council's Regular Meeting. All electronic documents must be submitted according to specifications provided by the Chief Clerk.

Article III. 4. f. Appointments

County Council shall receive recommendations for appointments to Boards, Authorities, Commissions, and other units of County Government made by the County Executive at a regularly scheduled meeting of Council. Recommendations shall be submitted to the Chief Clerk in letter form addressed to all Members of Council. Letters recommending appointments may not contain more than one name per appointment. The letter must specify 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. The Chief

Clerk will introduce the names of the candidates at a scheduled Regular Meeting of Council. Council must, by motion, act to confirm or reject appointments within 45 days. In the event that County Council does not confirm or reject an appointment within 45 days of the public introduction of the Chief Executive's recommendation at the first scheduled Council Meeting, the appointment shall be effective as though County Council had confirmed it.

Article VI. 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 25 days before the end of the current fiscal year.

1) Proposed Budgets

- a) The Chief Executive must appear before Council to deliver a budget message, submit the Comprehensive Financial Plan containing balanced operating and capital budgets no later than 75 days before the end of each fiscal year.
- b) The Council President will receive the Plan and refer it to the Committee on Budget and Finance for review and analysis. A copy of the budgets as submitted will be available for public review in the Office of County Council. It is the responsibility of the County Manager to make available for public distribution summaries of the proposed budgets, and the budget message.

2) Rules For Proposing Modifications To Budgets

- a) Council members may propose modification to the budgets contained in the Plan. All recommendations must be submitted in writing to the Budget and Finance Committee prior to the last scheduled committee meeting before the first reading of the tax ordinance and budget resolution at a meeting of Council.
 - i) All proposed changes to budgets must be in writing.
 - ii) Proposed changes submitted to the Budget and Finance Committee on or before the final committee meeting prior to the introduction of the document for 1st reading will be considered for inclusion in that document. Recommendations submitted after the first reading will be discussed at a Committee meeting.
 - iii) Proposed changes may be submitted in person at a committee meeting, or, in the event the person proposing the changes cannot attend the meeting, they may submit the changes through Council's Budget Director or the Chief Clerk or any other member of Council. 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.

3) Hearings

- a) The Budget and Finance Committee will hold Public Hearings at which County Officials, the Courts, 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 adoption of the Budget. There must be a minimum of two (2) Public Hearings scheduled.

4) The Deliberation Process

- a) The Budget and 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 Chair of the Committee will present the recommendations to Council in the form of a Resolution calling for the adoption of the Budgets. This presentation will constitute the first reading of the Resolution. The Budget Director will prepare an ordinance which will precede the Budget Resolution on the Agenda. The ordinance shall fix 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, if the rate is fixed 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.
- b) The real estate property tax levied cannot exceed the rate of 35 mills for general operating purposes, an additional five 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.
- c) 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.
- d) The Council Staff, at the direction of the Chair of the Budget and Finance Committee will prepare the ordinances and resolutions. A final vote will be taken by the entire Council at a meeting of Council scheduled no less than seven (7) days after introduction of the ordinance and/or resolution.

Mascio, John

From: Mascio, John
Sent: Monday, May 12, 2003 10:18 AM
To: Webb, Robert; # Directors; # Row Offices
Subject: Motion of Council - Bill No. 1158-03)

At the Regular Meeting of Council held on May 6, 2003, Council passed the attached Motion (Bill No. 1158-03) to temporarily suspend Rules of Council Article II 2, 6, 12, Article III 4.f., and Article VI, and to adopt, for a trial period not to exceed December 31, 2003, the attached Temporary Rules to accommodate a new committee structure and to provide operating guidelines.

Your attention to this Motion is appreciated.

John Mascio



1158-03
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1158-03 AMENDED
Rules of Council...