

**CHESAPEAKE CITY COUNCIL  
RULES OF ORDER AND PROCEDURE**

**July 15, 2008**

# **RULES OF ORDER AND PROCEDURE**

## **Chesapeake City Council**

### **Section 1. Regular Meetings**

Regular meetings of the City Council shall be held on the second, third and fourth Tuesday each month at 6:30 p.m., except when the second, third, and/or fourth Tuesday shall fall on a legal holiday or on the day of a regularly scheduled General Election, the Council shall meet on the following day at the same hour. The City Council shall, by duly adopted motion, establish an organizational meeting pursuant to Section 3.8 of the City Charter, at such date and time deemed appropriate, which shall be considered a regular meeting. Meetings of the Council of the City of Chesapeake shall be held in the Council Chamber and all such meetings shall be open to the public. At all meetings of the City Council, five (5) Council Members shall constitute a quorum for the transaction of business. Council Members shall not contact the City Manager, the City Clerk or the City Attorney with the intent to influence the manner in which each will follow directions given during a regular City Council Meeting. Members may speak with each of the above to voice personal complaints, to obtain information, and to voice complaints of constituents.

### **Section 2. Special Meetings and Work Sessions**

(a) Special Meetings - The Mayor or any three members of Council thereof, may call Special Meetings of the Council at any time upon at least twelve hours written notice to each member thereof, served personally or left at his/her usual place of business or residence; or, where circumstances require, such meetings may be held at any time without notice, provided all members of Council and the Clerk of the Council attend or sign a waiver of notice. The Mayor, or in his/her absence, the Vice Mayor will instruct the City Clerk to attempt to notify the public via local news media at least twelve (12) hours in advance of any Special Meeting of the Council. Such notice is intended for informational purpose and shall not invalidate the calling of any Special Meeting where because of emergency or exceptional circumstances such notice is impossible.

(b) Work Sessions - Such sessions may be called by the Mayor or City Manager at such time and place as may be appropriate provided such meetings are called as required herein.

The Mayor or any member of City Council may preside over the Work Session, at the Mayor's discretion. Preference may be given to the Council Liaison(s) who, through his/her Liaison role, may be involved or most familiar with the Work Session topic(s).

For all regular City Council Meetings, a Work Session will be conducted from 5:00 p.m. to 6:00 p.m. in the Human Resources Training Center, unless it is determined by the Mayor or City Manager that a Work Session is not needed.

(c) Closed Sessions - The confidentiality of matters discussed in closed session shall not be violated by any City Council Member nor anyone else in attendance, e.g., City Attorney, City Clerk, City Manager, nor by any of their representatives.

Any Council member or person violating the confidentiality of a closed session shall be subject to censure or reprimand by a two-thirds (2/3) vote of the City Council.

The Presiding Officer shall strictly enforce the Rules regarding closed sessions.

- (1) Closed Session may be entered into during the proceeding of any regular or convened meetings of City Council.
- (2) In adhering to the Virginia Freedom of Information Act, the Chesapeake City Council affirms that:
  - (a) All public records and meetings shall be presumed open, and this body exercise discretion whenever possible to avoid the invocation of any exception.
  - (b) This elected body, by its actions, shall promote an increased awareness for all persons of government activities and shall afford every opportunity to citizens to witness the operations of government.
- (3) It is the policy of the Chesapeake City Council as a convened body to make every reasonable effort to hold before the public all discussions, evaluations, deliberations, planning sessions, discussions of communications or requests and any other decision making activity whenever possible, and to make every reasonable effort to refrain from closed or secret discussion unless such secrecy is absolutely necessary.
- (4) Should an individual or individuals authorized to make a request for a closed meeting do so, then the following procedure shall be used:

The individual(s) requesting such a closed session shall communicate with each Council Member individually, personally or by privileged correspondence, detailing:

- (a) The precise matter to be discussed.
- (b) The reason why a closed session is necessary.
- (c) What adverse result would be caused by public discussion of the subject item.

In the event an emergency arises such that communication prior to the City Council meeting is not practical, reasonable efforts will be made by the individual who is requesting the closed session to contact each Council Member to provide as much information as possible prior to the motion for the closed session being introduced.

- (5) Should the request for a closed session come before Council for consideration, the following procedures shall be followed:
  - (a) If more than one item is requested for discussion in a closed session then each item shall be presented to Council to be voted on individually for inclusion in the closed session
  - (b) The City Attorney will present each item to City Council with references to the specific exemption of the Code justifying the closed session. The City Attorney will also:
    - (i) identify the subject matter to be discussed and
    - (ii) state the purpose of the closed session.
  - (c) Following presentation of the request, affirmative motion and second, and discussion by Council, the request will be voted upon.
  - (d) An affirmative vote by City Council to enter into closed discussion will require 2/3 or greater vote.
- (6) When convened in a closed session, no binding vote or poll shall be taken.

- (7) Following the closed session, Council shall convene in public and certify that to the best of each member's knowledge:
- (a) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and
  - (b) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

If a member or members of Council deem that these restrictions were violated, and intend to vote in the negative to certify the session, then the member or members must state the substance of the departure that, in his, her or their judgement, has taken place in the public prior to the vote and those reasons must be recorded in the minutes of the public meeting.

### **Section 3. Presiding Officer**

(a) The Mayor shall preside at the regular or special meetings of the Council, or in his/her absence the Vice Mayor, and at the appointed hour for the Council to meet, shall immediately call the members to order. The roll shall be called by the City Clerk who shall enter into the Minutes of the Meeting the names of the members present.

(b) When two or more members, at the same time, indicate their desire to take the Floor, the Chair shall give preference to that member who has not as yet spoken on the subject under discussion. No member of City Council shall speak on the same item more than twice. Council Member(s) who have requested an item to be placed on the agenda shall be recognized first by the Presiding Officer to introduce the item to other members of City Council. The Presiding Officer shall enforce this section of the Rules of Order and Procedure. A Council Member shall have the right to appeal the ruling of the Presiding Officer. A majority of two-thirds of the vote of the City Council shall be required to override the ruling of the Presiding Officer.

(c) When the Mayor wishes to make or second a motion at a meeting of the Council, he/she shall vacate the position of Presiding Officer thereof and make the motion as any other Council Member.

(d) The Mayor shall have no power to veto but shall have the same powers as any other member of Council to vote upon all measures coming before it.

#### **Section 4. Temporary Chairman**

In the event of the absence of the Mayor and the Vice Mayor at regular or special meetings, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a Chairperson for the Meeting, to act until the Mayor or Vice Mayor appears.

#### **Section 5. Rules of Procedure**

(a) The Council may determine its own rules of procedures, may punish its members for misconduct, and may compel the attendance of members in such manner and under such penalties as may be prescribed by ordinances. Each motion, resolution, or ordinance shall have a second before it is considered on the Floor.

(b) No initiative requiring an appropriation by Council, except when determined to be an emergency by a 2/3 vote of Council and containing a funding source identified by the City Manager, shall be brought forward by a Council Member on the floor under Old and New Business.

(c) No initiative requiring a vote by Council, except when determined to be an emergency by a 2/3 vote of Council, shall be presented on the floor by a Council Member under Old and New Business.

#### **Section 6. Decorum and Order**

(a) The Presiding Officer shall preserve decorum and order and shall decide all questions of order, subject to appeal to the Council. If any member transgresses the rules of the Council, the Presiding Officer shall, or any member may, call him/her to order, in which case he shall be seated, unless permitted to explain. In the event of a dispute as to a point of order, the decision of the Presiding Officer may be appealed by any member of Council, which shall be decided by a majority vote of the Council. No City Council Member shall personally attack, malign, or impugn the character or integrity of citizens who come before the Council nor fellow City Council Members. Any member engaging in such conduct shall be declared out of order by the Presiding Officer and directed to cease such conduct. Should the Council Member persist, the Presiding Officer shall again declare such member to be out of order, and such member shall immediately yield the floor.

(b) Any person addressing the Council shall respectfully address the Body, confine himself/herself to the questions under debate, avoid personalities, and refrain from vulgarity, and for any failure to so conform, he/she shall be declared out of order by the Presiding Officer and shall forthwith yield the floor. When a Council Member wished to question a speaker, he/she must be recognized by the Presiding Officer who will call the speaker to the podium. When questions are raised, the Presiding Officer may attempt to answer or to designate someone to answer to eliminate all speaking at one time.

(c) The Chief of Police or a line officer of the Police Division designated by him/her shall act as Sergeant-At-Arms at all City Council Meetings. He/she shall, under the direction of the Presiding Officer, have charge of the Council Chamber and shall prevent any interruption of the business of the Council by disorder within or without.

### **Section 7. Quorum**

A majority of all members of the Council shall constitute a quorum to transact business.

### **Section 8. City Clerk**

(a) The City Clerk, or her/his designee, shall attend all meetings of the Council, act as secretary thereof, and keep a written record of the proceedings thereof.

(b) In recording the Minutes of the Council Meetings, the Clerk shall set forth the language in full of any motion and the title of any ordinance or resolution which may be adopted by the Council; he/she shall also set forth the name of the Council Member who proposes and seconds any motion, resolutions, or ordinances and shall record the votes of the Council Members thereon.

(c) She/he shall cause to be published such ordinances and records as are authorized by the Council.

(d) The City Clerk will make available, at no cost to an individual or an organization, a complete copy of the Minutes of the Meeting of Council to a maximum of ten pages as soon as reasonably possible; notated thereon that the Minutes are subject to approval by Council. The official video tapes of all regular Council Meetings shall be permanently retained in the custody of the City Clerk. The videotapes will be made available to any person requesting same under the supervision and presence of the City Clerk or his/her designee, during normal working hours of that office.

### **Section 9. Duty of the City Clerk When No Quorum is Present**

(a) In the absence of a quorum, the City Clerk shall, at the expiration of ten minutes from the time appointed for the Meeting, enter upon the record the names of the members present.

(b) When no quorum exists the only vote that may be taken is the one for adjournment. If no one member objects, debate may ensue on items on the Docket, and Citizens' Comments may be presented and received by Council.

## **Section 10. City Manager**

The City Manager or Deputy City Manager shall attend all Meetings of the Council, with the right to take part in the discussion, but having no vote.

## **Section 11. City Attorney**

The City Attorney or Assistant City Attorney shall attend all meetings of the Council. The Council may require the opinion of the City Attorney upon any question of law involving their respective powers and duties. The City Attorney shall express himself/herself upon any question of law, decorum, or order which arises.

## **Section 12. Seating Arrangement**

Members shall occupy the respective seats in the Council Chamber assigned to them in alphabetical order. The Mayor shall be seated in the center chair at the Council table; the Vice Mayor shall be seated to the immediate right of the Mayor.

## **Section 13. Appointments by the Council**

Appointments by the Council must receive a majority vote of those present. The vote shall be recorded in the record. When nominations are made to fill the office, board, or position, each member of the Council shall vote for his or her choice by ballot.

## **Section 14. Voting**

Each member present when a question is put shall vote either "yes" or "no." No member shall be excused from voting except on matters involving a conflict of interest pursuant to the State and Local Government Conflict of Interest Act, as amended, and then only after full disclosure by that member of such conflict and the nature of same. In the absence of a majority vote in favor of a motion, that motion fails. A question having been taken, it shall not be in order for any member to move reconsideration thereof at the same meeting, except on tie votes or emergency ordinances, but a motion to reconsider may be made at the next meeting provided written notice by 3 Members of Council of such motion be filed with the City Clerk before 11:00 am Friday immediately following the meeting at which the original motion was made, and at least one of the Council Members requesting such reconsideration having voted on the prevailing side of the original question. Upon the filing of such request for reconsideration of a matter previously considered by the City Council, the City Clerk shall notify all other Council Members within twenty-four (24) hours after such request has been received by the City Clerk.

### **Section 15. Right of the Floor**

(a) When recognized by the Chairperson, a member shall confine himself/herself to the question under debate, avoid personalities, and refrain from impugning the motive of any other member's argument or vote. For any failure to so conform, he shall be declared out of order by the Chairperson and shall forthwith yield the floor.

(b) The City Clerk shall serve as Timekeeper for the Council.

(c) No member of Council speaking shall be interrupted by another except as a call to order for explanation.

### **Section 16. Personal Privileges**

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which the integrity, character, or motives are assailed, questioned, or impugned.

### **Section 17. Excusal During Meeting**

No member, after his/her name shall have been duly entered as present, shall absent himself/herself from the Council Chamber without permission from the Presiding Officer.

## **Section 18. Order of Business**

The business of all regular and convened meetings of the Council shall be transacted in the following order unless the Council, by assent of at least five of the members present, shall suspend the rules and change the order:

### **(a) Second and Fourth Tuesdays**

- (1) Non-sectarian Invocation
- (2) Pledge of Allegiance to Flag
- (3) Roll Call by Clerk
- (4) Approval of Minutes
- (5) Docket
  - a. Citizens' Comments on Agenda Items
  - b. Consent Agenda \*\*
  - c. Regular Agenda
- (6) Citizens Comments on the Services, Policies, and Affairs of the City. (Non Agenda Speakers) Each citizen desiring to present any matter(s) shall be allotted five minutes for a total of thirty minutes for all speakers. If the number of speakers exceeds six, then a proportional reduction of allotted time will be determined. Irrespective of numbers of speakers, no speaker will be allotted less than three minutes.
- (7) Appointments to Boards and Commissions
- (8) Committee Reports
- (9) Old and New Business
- (10) Closed Session (if called)
- (11) Adjournment

(b) **Third Tuesdays**

- (1) Non-Sectarian Invocation
- (2) Pledge of Allegiance to Flag
- (3) Roll Call by Clerk
- (4) Approval of Minutes
- (5) Public Hearings
  - a. Applicants' or Agents' Comments on Public Hearing items
  - b. Citizens' Comments on Public Hearing Items
  - c. Council's Consideration of Public Hearing Items
- (6) Citizens' Comments on Agenda Items Only (Note: This applies only to those agendas where items other than public hearings have been added.)
- (7) Agenda Items
- (8) Committee Reports
- (9) Old and New Business
- (10) Closed Session (if called)
- (11) Adjournment

\*\* Consent Agenda - The Consent Agenda will be enacted by one motion. There will be no separate discussions of items that are contained in the Consent Agenda. If discussion by one or more members of Council is desired on any item listed thereon, such item(s) will be removed from the Consent Agenda upon the request of any one of the Council members and considered separately.

**Section 19. Docket of Business**

(a) The complete docket of business shall be printed and delivered to the members of the Council at least three (3) days before such meeting.

(b) No motion, resolution, ordinance, or other matter shall be brought before the Council unless it appears on the docket of business for that meeting, or is relevant thereto; provided that additional items may be included on the docket at such meeting by motion approved by a majority vote of all Council Members present. No new ordinance or modification of an existing ordinance, with the exception of those ordinances or modifications required for compliance with state or federal laws or ordinances, shall be presented by a Council Member for action by the Council at large, except when determined to be an emergency by a 2/3 vote of Council, without first being presented for discussion at a regularly scheduled work session or work sessions.

(c) Presentations by applicants or agents and comments of interested citizens regarding public hearing items shall be made under the portion of the docket entitled "Public Hearings." Speakers have the option of speaking at the beginning of the Public Hearings or at the time the item comes up for consideration by Council. For citizens speaking at the beginning of the Public Hearings, a total of five (5) minutes will be allotted for one item or a total of ten (10) minutes for more than one item. Applicants or agents shall be allotted ten (10) minutes for each item. When speaking on the item at the time it is addressed by Council, citizen speakers shall be allotted five (5) minutes for each item and applicants or agents shall be allotted ten (10) minutes for each item.

These time limitations may be extended, however, by a majority vote of the City Council when there is an unusually large number of agenda items or for other good cause shown. Written comments and materials may be submitted to the City Clerk by any interested citizen concerning a public hearing matter for consideration by the City Council, which shall become a part of the record for such item. The City Clerk shall schedule applicants or agents to speak before citizens' comments on public hearing items. Immediately prior to the beginning of a meeting in which public hearing items are scheduled, the City Clerk shall advise citizens in attendance of the procedures set forth in this section.

Under the portion of the docket entitled "Citizen Comments on Services, Policies, and Affairs of the City" (Non-Agenda Speakers), each citizen desiring to present any matter(s) shall be allotted five minutes for a total of thirty minutes for all speakers. If the number of speakers exceeds six, then a proportional reduction of allotted time will be determined. Irrespective of numbers of speakers, no speaker will be allotted less than three minutes.

Every citizen desiring to present a matter to the Council as herein specified shall, prior to the time of the meeting, supply the City Clerk, on a form supplied for such purpose, a request for an allotment of time and a description of what the public hearing matter or topic will be. Speakers must speak on that subject, or subjects, and failure to stay on that topic will result in forfeiture of the remaining time that had been allotted to the speaker.

Persons appearing before the City Council will not be allowed to:

- (1) Campaign for public office
- (2) Promote private business ventures;
- (3) Engage in personal attacks; or
- (4) Use profanity or vulgar language.

Persons violating this Rule shall be declared out of order by the Presiding Officer and shall immediately yield the floor and be seated.

(d) When a petition, an order, citizen's request, or resolution relates to a subject which may properly be examined and reported upon by a Council Committee, either standing or special, such petition, order, request, or resolution shall upon presentation be referred to the appropriate Council Committee.

All petitions, citizens' request, remonstrance, memorials, communication or any matter before the City Council may be referred as follows:

- (1) to a standing or special Committee, Board, or Commission of the Council
- (2) to the City Manager
- (3) individuals or organizations presenting petitions, orders, or citizens requests before City Council, if referred to a special or standing committee, board, or commission of the Council or the City Manager, shall receive written response, even if preliminary with 30 days of presentation.

No action shall be taken by the City Council on petition, citizen's request, memorials, communications, or any other matter unless the principal petitioner shall be notified that his/her petition is to be heard and/or final action is to be taken by City Council.

All petitions, citizens' requests, or communications shall be heard within a reasonable period of time.

(e) The City Council shall not consider items presented as "emergency items" if same were known to the City Manager as long as two (2) weeks before being presented to City Council.

(f) City Council shall not consider any item, which requires the enactment of an ordinance unless accompanied by the appropriate ordinance at the time the item is presented.

(g) When any concurrent advertisement is requested, pursuant to Virginia Code Section 15.1-431, the following policy and procedure shall be followed:

(i) An applicant who is requesting the concurrent advertisement authorization from City Council must sign a card to speak under the Citizens Comments portion of the agenda and must appear in person and present his/her request for a concurrent advertisement at this time.

(ii) City Council will authorize a concurrent advertisement only in cases where it is clearly demonstrated that a need for same is based on hardship or other emergency. In the event concurrent advertising is approved and the application is continued or not heard by the Planning Commission for any reason, the applicant will have to re-apply to the City Council for approval of any subsequent concurrent advertising.

(h) No Council Member or Council Members shall have the right to deny any Council Member's request to have an item placed on the agenda if it is in accordance with the Rules of Order and Procedure as adopted by Council.

## **Section 20. Withdrawal of Motions**

After a motion is stated, it shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment.

## **Section 21. Questions Out of Order**

A question of order takes precedence over the question giving rise to it and must be decided by the Presiding Officer without debate but shall be, however, subject to appeal to the Council. In the event of a dispute as to a point of order, the matter shall be referred to the Presiding Officer without debate, or at his/her discretion, decided by a two-thirds vote of the Council.

## **Section 22. Motions Out of Order**

The Presiding Officer may at any time, by an affirmative vote of not less than five (5) members, permit a member to introduce an ordinance, resolution, or motion out of the regular order provided that Section 19(b) has been adhered to.

## **Section 23. Motion to Adjourn**

A motion to adjourn shall be in order at any time except as follows:

- (a) when repeated without intervening business or discussion
- (b) when made as an interruption of a member while speaking
- (c) when the previous questions has been ordered; or
- (d) while a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

## **Section 24. Anonymous Communications**

Unsigned communications shall not be introduced to Council.

## **Section 25. Procedure in the Absence of Rules**

In the absence of a rule to govern a point of procedure, reference shall be made to ROBERT'S RULES OF ORDER NEWLY REVISED, provided however, that all authority regarding questions or rules of procedure and interpretations of same shall be reserved to the Presiding Officer whose decision shall be final and binding.

## **Section 26. Suspension of Rules**

Any provision of these rules may be temporarily suspended at any meeting of the Council by an affirmative vote of 2/3 of the members of Council.

## **Section 27. To Amend Rules**

These rules may be amended or new rules may be adopted by an affirmative vote of five (5) members of the Council. Any such alterations or amendments shall be submitted at a regular meeting and shall then be placed on the docket under the order of Old and New Business for consideration at the next regular meeting thereafter. This requirement shall be waived only by unanimous consent, with a recorded vote of all members.

## **Section 28. Council Liaisons**

(a) Council liaison assignments are adopted by consensus agreement of the members of City Council. The Presiding Officer of Council will determine individual Council Member Liaison requests and prepare and present to Council a draft assignment list of Council's consideration and approval.

(b) Should two or more members of Council seek appointment to a single liaison position after Council deliberation, then Council shall make that appointment as a whole by majority vote.

(c) Citizens' request for action, complaints, concerns, requests for information or clarification or public policy, procedures, or ordinances may be received and coordinated by any Council Member. Such coordination should include input from Council liaison appointees. If so desired, that Council Member may refer such matter to the appropriate Council liaisons for action. It is not mandatory for the above citizen-generated issues to be referred for independent action to Council liaisons.

(d) Any request by an individual Council Member for the creation of an ordinance or a deletion or amendment to an existing ordinance must be referred to appropriate Council liaisons for review, discussion, and comment. If so desired the item may be brought forward in accordance with Section 19 (b).

(e) No Council member shall give public assurances, guarantee, or otherwise commit Council as a whole to any action or expenditure without having the item come before Council for formal discussion and action.

(f) The Presiding Officer may, from time to time, appoint members of Council, with their approval, to assist standing liaisons if deemed necessary.

**Section 29. Appointment of Council Member to Fulfill the Unfulfilled Term of a Deceased, Removed, Resigned or Otherwise Ineligible Council Member**

Should any vacancy exist on City Council for reasons indicated above, then that vacancy shall be filled in the following manner:

(a) Within the time, if specified by statute, each Council member may submit to the Presiding Officer the name of one nominee for the vacant position.

(b) Each nominee will be interviewed by City Council at a time and in a manner specified by City Council, and;

(c) Within the time, if specified by statute, that position shall be appointed by a majority, public vote of Council using the successive lowest vote elimination method.

## RULES OF ORDER AND PROCEDURE AMENDMENT HISTORY

Adopted January 2, 1963

Amended September 24, 1970 (Sec. 1, Sec. 11 (b), Sec. 6 & Sec. 22)

Amended March 26, 1974 (Sec. 18)

Amended December 20, 1977 (Sec. 1)

Amended October 10, 1978 (Sec. 18)

Amended August 28, 1979 (Sec. 18)

Amended September 8, 1981 (Sec. 18)

Amended September 28, 1982 (Sec. 8, Sec. 14)

Amended January 18, 1983 (Sec. 14)

Amended July 19, 1983 (Sec. 18 and 19)

Amended November 12, 1985 (Sec. 2, 14, 18, and 19)

Amended February 18, 1986 (Sec. 18 and 19)

Amended June 24, 1986 (Sec. 1)

Amended February 24, 1987 (Sec. 2 (c))

Amended May 12, 1987 (Sec. 14, Sec 15, Sec. 18 (a), (b), Subsections (c) and Section 19 (d)

Amended October 20, 1987 (Sec. 15 (b))

Amended July 19, 1988 (Sec. 18, 19c)

Amended December 12, 1989 (Sec. 1)

Amended May 8, 1990 (Sec. 6)

Amended February 12, 1991 (Sec. 1, 2(c), 3(b), 6(a) and (b), 14, 15(b), 18(a) and (b), and 19(e) and (f)

Amended March 12, 1991 (Sec. 3(b), 18(a) and (b), and 19(c))

Amended July 21, 1992 (Sec. 1)

Amended January 26, 1993 (Sec. 2(b), Sec 8(d), Sec 13, Sec 18(b) and Sec 19(c))

Amended December 14, 1993 (Sec. 19 (c))

Amended July 19, 1994 (Sec.4.1 and Sec. 12)

Amended September 27, 1994 (Sec. 18 (a) and 2 (b))

Amended October 18, 1994 (Sec. 18 (a))

Amended October 25, 1994 (Sec. 18 (a))

Amended February 14, 1995,(Sec. 18 (a) and (b))

Amended June 27, 1995, (Sec. 19 (g))

Amended September 8, 1998 (Deleted Sec. 4.1- Secretary's Position)

Amended February 9, 1999 (Amended Sec. 5 (b), 5(c), 8 (a), 8 (d), 9(b), 12, 14, 19(b),19(c), 19(d.3), 19(h), 26, added Sec. 28 - Council Liaisons and Sec. 29 - Appointment of Council Member to Fulfill Unfulfilled Term)

Amended April 13, 1999 (Amended Sec 2(c) – Executive Sessions and Sec 18 - Order of Business)

Amended July 13, 1999 (Amended Sec 2 (c) – Closed Sessions) and Sec 18 – Order of Business)

Amended October 26, 1999 (Amended Sec 3 (b) – Presiding Officer)

Amended December 21, 2004 (Amended Sec 2 (b) – Special Meetings and Work Sessions; Sec 3 (a) – Presiding Officer; Sec 4 – Temporary Chairman)

Amended November 14, 2006 (Amended Sec 19 (g) (ii) – Docket of Business – Concurrent Advertisement)

Amended July 15, 2008 (Amended Sec 18 (a) – Order of Business – Second and Fourth Tuesdays)