

## **ARA-7.01 Council Procedures and Drafting Manual**

### **A. Purpose and Authority**

The Council Clerk within the Auditor's Office produces Council meeting agendas, records Council actions, ensures public access to Council documents, and maintains City Charter, Code, and Portland Policy Documents.

City Charter Section 2-506 authorizes the City Auditor to adopt, amend, and repeal administrative rules to carry out duties of the Auditor's Office. City Code Section 3.02.070 authorizes the City Auditor to adopt rules, procedures, and forms to implement the provisions of Code Chapter 3.02.

### **B. Council Procedures and Drafting Manual**

1. The Council Clerk maintains a manual to establish formatting and filing requirements for the Council agenda.
2. The Council Procedures and Drafting Manual (the "Manual") is adopted as part of this rule.
3. The City Auditor authorizes the Council Clerk to approve amendments to the Manual.

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### **Auditor's Office Administrative Rule Information**

Questions about this administrative rule may be directed to the [Council Clerk](#).

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### **Auditor's Office Administrative Rule History**

Revised manual filed for inclusion in PPD May 8, 2006.

Amended by the City Auditor October 3, 2007.

Amended by the City Auditor March 25, 2008.

Amended by the City Auditor April 11, 2008.

Amended by the City Auditor January 23, 2009.

Amended by the City Auditor March 5, 2009.

Amended by the City Auditor November 16, 2009.



Amended by the City Auditor October 14, 2010.

Amended by the City Auditor July 22, 2011.

Amended by the City Auditor May 13, 2013.

Amended by the City Auditor February 11, 2014.

Amended by the City Auditor February 20, 2015.

Amended by the City Auditor April 12, 2017.

Amended by the Supervisor of the Council/Contracts Division December 21, 2018.

Amended by the City Auditor August 19, 2019.

Amended by the City Auditor [DATE] and effective January 1, 2025, after a minimum 30-day public comment period.

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