

ARA-7.01 Council Procedures and Drafting Manual ~~for Ordinances, Resolutions & Reports~~

A. Purpose and Authority

~~The Portland City Council is responsible for making administrative, legislative, and quasi-judicial decisions under the City of Portland's commission form of government. Chapter 3.02 of the Portland City Code sets forth requirements regarding Council organization and procedures.~~ The Council/~~Contracts Division~~ Clerk within of the Auditor's Office ~~serves as the Clerk of the Council,~~ produces and distributes Council meeting agendas, ~~maintains a records~~ of the Council's actions, ensures public access to Council documents, and maintains ~~the~~ City Charter, ~~and~~ Code, and Portland Policy Documents.

City Charter Section 2-506 ~~of the Portland City Charter~~ authorizes the City Auditor to adopt, amend, and repeal administrative rules to carry out duties of the Auditor's Office ~~'s duties.~~ ~~In addition,~~ City Code Section 3.02.0570 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 ~~for Ordinances, Resolutions & Reports~~

1. The Council Clerk ~~/Contracts Division of the City Auditor's Office~~ prepares maintains a manual Drafting Manual for Ordinances, Resolutions & Reports (Drafting Manual), available at https://www.portland.gov/sites/default/files/policies/2019_corrected_manual_january_updated_20190718.pdf to help establish formatting and filing requirements in the preparation of ordinances, resolutions, and reports for submission to the City Council agenda.
2. The Council Procedures and Drafting Manual (the "Manual") is adopted as part of this rule. ~~is based primarily on Charter and Code provisions, but also includes procedures based on City Hall custom and Council preferences.~~
3. The City Auditor authorizes the ~~Supervisor of the~~ Council Clerk ~~/Contracts Division~~ to approve amendments to the Drafting Manual.

Auditor's Office Administrative Rule Information

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

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.

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Amended by the City Auditor November 16, 2009.

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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.](#)