Amend Council Organization and Procedure Code

(Code Chapter 3.02)

Governance Committee
February 9, 2026

Councilor Elana Pirtle-Guiney

Background

- **January 5, 2025:** City Council unanimously passed EO No. 192021. Section C of the ordinance directs the Council President to submit a proposal to replace or extend Chapter 3.02 of the City Code to a Council agenda no later than October 31, 2025.

- **October 29, 2025:** Council adopted Resolution 37721, agreeing to operate under existing 3.02 rules until an amendments package could be formally considered.

- **November 10, 2025:** I brought a discussion draft to the Governance Committee to begin consideration of the amendments.

- **December 2025:** Submitted this ordinance to Governance Committee.

Committee Timelines and Actions

This amendment updates Section 3.02.050(D) (Council Committee Rules) to clarify committee responsibilities and define available committee actions.

Summary of Changes:

- Requires Committee Chairs and Co-Chairs to schedule items that meet administrative requirements within three months.
- Provides a clear set of actions a committee may take on an item, including forwarding it to full Council with a “do pass” recommendation, referring it to another committee (with or without a recommendation) for additional review, or voting not to advance an item and holding it over in committee.

Inactive Items

This amendment adds a new subsection to Section 3.02.040 (Council Rules) to establish an inactivity standard that applies to full Council. An additional amendment to Section 3.02.050.D (Council Committee Rules) applies the same inactivity standard to Council Committees.

Summary of Changes:

- Establishes a 180-day inactivity standard, after which an item that has not been advanced by a committee or the full Council is deemed inactive and removed from the legislative process unless formally resubmitted.

Council Handbook

This amendment adds a new subsection to Section 3.02.040 (Council Rules) to establish the Council Handbook as a formal tool of City Council.

Summary of Changes:

- Requires the Council, within the first month of a new Council to adopt a Council Handbook with operating rules and procedures for a two-year term.
- Sets the standard for adoption of new or revised operating rules and procedures by each new Council, allowing ongoing revision and refinement.
- Allows changes to be made to the handbook through a simple majority vote after a new Council President is elected, or through a supermajority vote of nine Councilors at any other time.

Code Amendments Deadline

This amendment adds a new subsection to Section 3.02.030 (Council Actions) to clarify deadlines for filing amendments.

Summary of Changes:

- Allows any policy mediums listed in Sections 3.02.020 A–F to be amended.
- Allows for committee amendments to be filed in advance or offered from the dais.
- Requires that amendments proposed for full Council be submitted to the Council Clerk at least 24 hours before the meeting in which the item is heard, or continuation of an item to the next agenda so amendments may be properly vetted.

Technical Revisions

The amendment makes a handful of technical revisions throughout Chapter 3.02.

Summary of Changes:

- Clarifies that the Council President's agenda placement deadline applies only to items referred to the full Council, preserving time for committee review.
- Replaces the vague "three months" deadline with a precise 90-day requirement for agenda placement.
- Standardizes terminology for Council action on resolutions by replacing "pass" and "passage" with "adopt" and "adoption."
- Removes the outdated one-time provision designating the Council Clerk as facilitator for the first election of a Council President.

Questions?