

ORDINANCE NO. 11254
(New Series)

FEB 28 1974

AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2, DIVISION 1 OF THE SAN DIEGO MUNICIPAL CODE BY AMENDING SECTION 22.0101 ESTABLISHING PERMANENT RULES OF PROCEDURE GOVERNING THE OPERATION OF THE CITY COUNCIL AND CREATING STANDING COMMITTEES OF THE CITY COUNCIL AND PROVIDING FOR THE RULES OF PROCEDURE THEREOF; ALSO PROVIDING FOR THE RESCISSION OF CERTAIN COUNCIL RESOLUTIONS.

BE IT ORDAINED, by the Council of The City of San Diego,
as follows:

Section 1. That Chapter II, Article 2, Division 1 of the San Diego Municipal Code be amended by amending Section 22.0101 to read as follows:

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ARTICLE 2 - ADMINISTRATIVE CODE

DIVISION 1 - THE COUNCIL

SEC. 22.0101 PERMANENT RULES OF THE COUNCIL

Rule 1. Hours of Meetings

Regular meetings of the City Council shall be at 8:30 a.m. of each Thursday of each week in the Council Chambers of the City Administration Building, Community Concourse, in the City of San Diego, California. In the event the regular meeting day shall fall on a legal holiday, the said meeting shall be held at 8:30 a.m. of the next business day.

The Council may by resolution, when necessary, change the time and place of regular meetings. The resolution shall set forth the circumstances necessitating such change. Such resolution shall be published once in the City official newspaper at least twenty-four (24) hours prior to the first meeting to be held pursuant to such change.

Twenty-four hours prior to the first meeting to be held pursuant to such change, the City Clerk shall give each Councilman written notice, personally or by registered mail, of any change from the regular meeting days established by this section.

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Rule 2. Parliamentary Procedure

In all cases not provided for by these Rules or by other ordinance or resolution, the authority shall be Robert's Rules of Order Newly Revised.

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Rule 3. Procedure for Council Meetings

The order of business for Council meetings shall be as follows:

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Special Order of Business
4. Communications
5. Adoption Agenda
 - a. Consent Items
 - b. Noticed Hearings
 - c. Other Ordinances and Resolutions
6. Referral Agenda
7. Public Notices
8. Unanimous Consent Items
9. Adjournment

Rule 4. Special Order of Business

Requests to have an item placed on the docket under Special Order of Business may be initiated by any individual and must be submitted in writing to the Rules Committee. The Rules Committee shall review such requests so received and shall direct the City Clerk to list on the docket under Special Order of Business those items which it approves, by majority vote. The Rules Committee must place on the docket under Special Order of Business the written request of a Council member to have the full Council vote on the question of causing a resolution or ordinance which has been held in committee to be placed on the Adoption Agenda of the Council docket. Discussion during meetings of the City Council of items listed on the docket as Special Order of Business shall be within the discretion of the chairman. These items are not debatable.

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Rule 5. Communications

Communications requests may be initiated by any individual and submitted to the Rules Committee by letter or on forms provided by the Rules Committee and must state the subject matter and the action which the writer wishes the Council to take. The Rules Committee shall review all communication requests so received and shall direct the City Clerk to list on the Council docket under Communications those items which it deems, by majority vote, to be proper areas of discussion or action by the City Council. When a Communications item is listed on the docket, it is not debatable and must be either referred to an appropriate committee or other public agency, or filed. Referral to a committee may include direction to staff to prepare a report or to develop relevant information for consideration by the committee to which referral is made. When directed to be in writing, such reports shall be in the form of a memorandum to Mayor and Council.

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Rule 6. Adoption Agenda

The Adoption Agenda shall consist of noticed hearings, and ordinances and resolutions placed on the docket for action by the Council.

The Adoption Agenda shall be divided into three subcategories: (1) Consent Items; (2) Noticed Hearings; and (3) Other Ordinances and Resolutions.

The City Clerk shall enumerate consent items upon the docket. Any Council member or member of the audience may remove any item from the Consent Items portion of the Adoption Agenda by notifying the chairman of his desire to do so.

The Noticed Hearings portion of the Adoption Agenda shall consist of hearings upon matters that concern specific land usages or other individual property rights which, by law, require individual noticed hearings.

Consent items shall be those ordinances and resolutions for which the law does not require a noticed hearing and which have been recommended by the Rules Committee or other standing committee referring the items to docket to be disposed of by a single motion as a time-saving device as being sufficiently routine or noncontroversial or as having had sufficient prior public discussion.

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Rule 7. Referral Agenda

The Referral Agenda shall consist of resolutions and ordinances which are deemed by the Rules Committee to need further study or consideration by a standing committee or the Committee of the Whole before a vote for adoption by the full City Council is taken, and which have been assigned by the Rules Committee to the appropriate standing committee or to the Committee of the Whole.

Except as otherwise provided in these rules, the Rules Committee shall have the authority to assign a resolution or an ordinance to a standing committee, or to the Committee of the Whole, or to direct the City Clerk to place the resolution or ordinance directly on the Council docket for adoption.

The Referral Agenda shall be for the purpose of providing public notice only, and no action shall be taken by the Council on items listed on the Referral Agenda.

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Rule 8. Unanimous Consent Items

A Unanimous Consent item shall be considered at a regular meeting of the full City Council only upon the prior written consent of each member of the Council present at the meeting. Unanimous Consent items should usually be limited to resolutions of adjournment, communications by visiting officials and items requiring immediate Council action in order to avoid loss of opportunity or injury to the interest of the City.

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Rule 9. Procedure for Debate

The following procedure shall be used in debating any resolution or ordinance:

A. Items Initiated by an Individual

1. Motion and second.
2. Brief opening statement by the proponent Initiator explaining and advocating the item (maximum of 5 minutes).
3. Staff report, if any, by the appropriate staff members.
4. Testimony by members of the public who support the item (maximum of 15 minutes total for all proponents).
5. Testimony by members of the public who oppose the item (maximum of 15 minutes total for all opponents).
6. Questions of staff and discussion by Council members. The order of recognition of Council members desiring to speak other than the Council member who authored the item shall be determined by the chairman in accordance with the recognition light panel. Each Council member shall be allowed one opportunity only to speak and shall be limited to a maximum of 3 minutes.
7. Brief closing statement by the proponent Initiator (maximum of 5 minutes).

B. Items Initiated by a Committee

1. Motion and second.

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Rule 9. (Continued.)

2. Brief opening statement by the committee chairman or his designee explaining and/or advocating the item (maximum of 5 minutes).

3. Staff report, if any, by the appropriate staff members.

4. Testimony by members of the public who support the item (maximum of 15 minutes total for all proponents).

5. Testimony by members of the public who oppose the item (maximum of 15 minutes total for all opponents).

6. Questions of staff and discussion by Council members. The order of recognition of Council members desiring to speak shall be determined by the chairman in accordance with the recognition light panel. Each Council member shall be allowed one opportunity only to speak and shall be limited to a maximum of 3 minutes.

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Rule 10. Standing Committees Created

Four standing committees of the City Council are hereby created upon the several subjects and are numbered respectively as follows:

1. Committee on Rules, Legislation and Intergovernmental Relations (herein referred to as "Rules Committee");
2. Committee on Transportation and Land Use;
3. Committee on Public Services and Safety; and
4. Committee on Public Facilities and Recreation.

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Rule 11. Committee Rules

The permanent Rules of the Council shall govern the conduct of all committee meetings. Each committee may adopt, by a majority vote of its entire membership, such additional rules, not in conflict with the permanent Rules of the Council, as it may deem necessary for the conduct of committee business.

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Rule 12. Committee Meetings

Each committee shall meet at a time and place provided by schedule unless otherwise ordered by the Council.

The Rules Committee shall establish such schedules for regular meetings of the committees as will permit a full attendance of their members without conflict of committee engagements. Such schedules shall be adopted by Council resolution.

The chairman, or a majority of the committee, may call a special meeting of the committee by obtaining the concurrence of the Chairman of the Rules Committee and by giving notice to each member of the committee either personally or in writing twenty-four (24) hours prior to the meeting specifying the purpose of the meeting, the time and place thereof, and the matters to be considered at such special meeting. No matter shall be considered at such special meeting other than that specified in the notice.

Every committee meeting of each committee, the Budget Review Committee and the Committee of the Whole shall be open to the public except as provided for by state law.

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Rule 13. Committee Appointments and Duties of Committee Members

The Mayor shall appoint the membership of each committee, subject to confirmation by the Council, except that the Mayor and Deputy Mayor shall serve as permanent voting members of the Rules Committee.

The Mayor shall appoint the chairman and vice-chairman of each committee, subject to the confirmation of the Council, except that the Mayor shall serve as permanent chairman of the Rules Committee and the Deputy Mayor shall serve as permanent vice-chairman of the Rules Committee.

The term for each committee appointment shall be for one year, from the first Monday in December to the day preceding the first Monday of the following December and until a successor is duly appointed and confirmed.

The Budget Review Committee shall be composed of all members of the City Council; the Mayor shall serve as chairman and the Deputy Mayor shall serve as vice-chairman.

The Committee of the Whole shall be composed of all members of the City Council; the Mayor shall serve as chairman and the Deputy Mayor shall serve as vice-chairman.

It is the duty of a Council member to attend every meeting of every committee of which he is a member and he is charged with fulfilling the responsibilities of such committees. The Council shall vacate the committee seat of any appointed

Rule 13. (Continued.)

committee member who is absent from eight (8) consecutive meetings or fifty percent (50%) of the scheduled committee meetings of a committee within a month unless the absence thereof is excused by resolution of the Council.

Neither Council nor committee business shall be impeded by the absence of a member as long as a quorum is present. Members absent from a Council or committee meeting shall be required to study and review applicable material and tapes.

On those matters where a full committee or Council vote is deemed necessary, all testimony shall be taken as expeditiously as possible with a quorum present. The actual vote will be taken by the full committee or Council after absent members have had sufficient time for review.

No member shall be excused from voting at a Council or committee meeting except on matters involving the consideration of his own official conduct or in which his own personal interests are involved.

All members shall devote a minimum of forty (40) hours per week on matters directly connected with councilmanic business, unless excused by Council resolution.

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Rule 14. Time Established for First Committee Hearing

The first standing committee hearing on any resolution or ordinance shall be held at the first regular meeting of the standing committee following the Council meeting at which the resolution or ordinance appeared on the Referral Agenda; however, in the event that the first regular meeting of a standing committee falls on a Friday, the committee shall hold the first hearing on any resolution or ordinance assigned to it at its second regular meeting following the Council meeting at which the resolution or ordinance appeared on the Referral Agenda.

Rule 15. Committee Staff

A committee consultant from the Legislative Analyst Activity of the Councilmanic Administration Department shall be assigned to each standing committee other than the Rules Committee to provide staff assistance to the committee. A committee consultant shall be assigned to the Rules Committee from the Office of the Mayor. The committee consultant, in addition to the duties assigned to him by the committee, shall prepare an objective informational analysis addressing both policy and fiscal considerations of each resolution or ordinance that is referred to the committee, and such consultant analysis shall be attached to the resolution or ordinance when it is delivered to the Rules Committee for listing on the Adoption Agenda of the docket. The committee consultant, under the direction of the Legislative Analyst, shall be responsible for making an annual budgetary analysis of that portion of the City budget, if any, assigned to the committee as specified in Rule 22, and shall provide each member of the Council with a copy of that analysis. All committee consultants shall cooperate fully to provide staff assistance to each standing committee during the authorized absence of any committee consultant.

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Rule 16. Fiscal Impact Determined

Before acting on any resolution or ordinance referred to it by the Rules Committee, a standing committee shall, through its consultant, make inquiry of the City Manager or appropriate department to determine the fiscal impact of the proposal, and those contacted by the committee consultant shall cooperate fully in providing the information required by the committee.

Rule 17. Conduct of Committee Business

Except as otherwise provided in these rules, committee hearings shall be governed as follows:

a. The chairman shall preside at meetings of the committee except when the committee is considering a resolution or ordinance of which he is the sole author or principal author. Whenever the chairman is not presiding, the vice-chairman shall assume the duties of the chairman.

b. The chairman shall direct the order of presentation of the arguments for and against matters for consideration by the committee, and shall permit questions to be asked by the various members of the committee in an orderly fashion and in keeping with proper decorum.

c. A majority of the membership of the committee shall constitute a quorum for the transaction of business, including the decision to recommend the adoption of any amendments to a resolution or ordinance. A majority of all members constituting the committee, however, shall be required to report a resolution or ordinance out of committee.

d. The date for the first committee hearing on any ordinance or resolution shall be set as provided for in Rule 14. The committee chairman shall set the date for any continued hearings and shall arrange the agenda for

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Rule 17. (Continued.)

committee meetings. An agenda for each committee meeting shall be delivered by the committee chairman to the City Clerk for the purpose of public notice at least 24 hours prior to the committee meeting.

e. A resolution or ordinance shall be reported back to the Council only if the committee makes one of the following recommendations:

1. Introduce or introduce as amended (for ordinances); or

2. Adopt or adopt as amended (for resolutions).

If the committee does report the resolution or ordinance back to the Council by making one of these recommendations, the committee may make the additional recommendation that the resolution or ordinance be listed as a consent item on the Adoption Agenda of the Council docket, and such recommendation shall cause the City Clerk to so list the resolution or ordinance.

f. A resolution or ordinance shall be held in committee for further study or shall be filed if the committee does not make one of the following recommendations:

1. Introduce or introduce as amended (for ordinances); or

2. Adopt or adopt as amended (for resolutions).

Provided, however, that the Council can by a majority vote cause a resolution or ordinance which has been held

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Rule 17. (Continued.)

in committee to be placed on the Adoption Agenda of the Council docket. A resolution or ordinance shall be deemed "held in committee" if the committee has not reported the resolution or ordinance back to the Council within thirty (30) days of the first committee hearing on the item, unless continuances of the item for greater than this 30-day period are made with the concurrence of the initiator of the item.

g. If the committee recommends that an ordinance be introduced as amended or that a resolution be adopted as amended, the City Attorney shall cause the amendments to be shown by interlineation and shall prepare an amended digest, attach it to the amended resolution or ordinance, and deliver both to the committee chairman. The committee chairman shall cause the resolution or ordinance, with attached digest, to be delivered to the Rules Committee by 5:00 p.m. on Wednesday for listing on the docket of the regular Council meeting to be held the following week or, at the discretion of the Rules Committee, the week thereafter. The Rules Committee must list items so delivered to it on the Adoption Agenda.

h. The City Clerk or his designee shall keep a complete record of the meetings and actions taken by the committee.

i. When the committee takes action on a resolution or ordinance, the vote shall be by roll call vote only. All

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Rule 17. (Continued.)

roll call votes shall be recorded by the City Clerk and shall appear thereafter on the Council docket in explanation of the item whenever the item appears on the Council docket.

j. On the next business day following each meeting of a standing committee, other than the Rules Committee, the chairman of the standing committee shall notify the Rules Committee by memorandum or on forms provided by the Rules Committee of the roll call votes on all actions taken at the standing committee meeting.

k. No action shall be taken on any measure outside of a duly constituted committee meeting.

l. The City Manager, the City Attorney, and independent department heads, or their designees, may attend all committee meetings but shall have no vote therein. The Manager, the Attorney, and independent department heads, or their designees, shall have the right to take part in discussions on matters properly before a committee relating to their respective offices, or may participate in discussions in such committee meetings when requested to do so by a member of the committee.

Rule 18. Committee on Rules, Legislation and Intergovernmental Relations

There is a Committee on Rules, Legislation and Intergovernmental Relations (herein referred to as "Rules Committee") composed of five (5) voting members consisting of the Mayor, the Deputy Mayor, immediate past Deputy Mayor, and two members of the Council appointed by the Mayor. The Mayor shall be permanent chairman and the Deputy Mayor shall be vice-chairman.

The committee shall have the responsibility to make studies and recommendations designed to promote, improve and expedite the business of the Council and the various committees thereof and to propose amendments to existing rules necessary to accomplish such purposes.

The committee shall have the responsibility to review the status of local, state, federal or other grants, awards, gifts and endowments to the City, and to recommend to the Council action on acquiring or accepting future grants or awards, gifts and endowments.

The committee shall have the responsibility to render such reports as may be required to keep Council informed concerning appropriate recommendations and implementation of policy positions with respect to proposed state and federal legislation, to develop a proposed legislative program, and to recommend specific state or federal legislation.

Rule 18. (Continued.)

The committee shall have the responsibility to direct the City Clerk in the preparation of the Council docket. In fulfilling this responsibility, the committee shall insure that all resolutions and ordinances are:

1. Initiated in accordance with Rules 25, 26 and 27;
2. Prepared in accordance with Rule 28;
3. Delivered to the Rules Committee in accordance with Rule 29; and
4. Placed on the docket in accordance with Rule 30.

The committee shall have the responsibility to hold hearings on resolutions and ordinances assigned to it by its own action or by the City Council and to act upon them as soon as practicable and to report them back to the Council with or without amendments.

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Rule 19. Committee on Transportation and Land Use

There is a Committee on Transportation and Land Use composed of five (5) voting members consisting of five (5) Council members appointed by the Mayor and confirmed by the Council. The Mayor shall appoint the chairman and vice-chairman subject to confirmation by the Council.

The committee shall have the responsibility to ascertain facts and to annually make recommendations to the Budget Review Committee concerning that portion of the City's operating and capital budget pertaining to Transportation and Land Use as detailed in Rule 22.

The committee shall have the responsibility to ascertain facts and to make recommendations to the Council concerning that portion of the City's operations pertaining to Transportation and Land Use as detailed in Rule 22.

The committee shall have the responsibility to hold hearings on resolutions and ordinances assigned to it by the Rules Committee or City Council and to act upon them as soon as practicable and to report them back to the Council with or without amendments.

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Rule 20. Committee on Public Facilities and Recreation

There is a Committee on Public Facilities and Recreation composed of five (5) voting members consisting of five (5) Council members appointed by the Mayor and confirmed by the Council. The Mayor shall appoint the chairman and vice-chairman subject to confirmation of the Council.

The committee shall have the responsibility to ascertain facts and to annually make recommendations to the Budget Review Committee concerning that portion of the City's operating and capital budget pertaining to Public Facilities and Recreation as detailed in Rule 22.

The committee shall have the responsibility to ascertain facts and to make recommendations to the Council concerning that portion of the City's operations pertaining to Public Facilities and Recreation as detailed in Rule 22.

The committee shall have the responsibility to hold hearings on resolutions and ordinances assigned to it by the Rules Committee or City Council and to act upon them as soon as practicable and to report them back to the Council with or without amendments.

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Rule 21. Committee on Public Services and Safety

There is a Committee on Public Services and Safety composed of five (5) voting members consisting of five (5) Council members appointed by the Mayor and confirmed by the Council. The Mayor shall appoint the chairman and the vice-chairman subject to confirmation of the Council.

The committee shall have the responsibility to ascertain facts and to annually make recommendations to the Budget Review Committee concerning that portion of the City's operating and capital budget pertaining to Public Services and Safety as detailed in Rule 22.

The committee shall have the responsibility to ascertain facts and to make recommendations to the Council concerning that portion of the City's operations pertaining to Public Services and Safety as detailed in Rule 22.

The committee shall have the responsibility to hold hearings on resolutions and ordinances assigned to it by the Rules Committee or City Council and to act upon them as soon as practicable and to report them back to the Council with or without amendments.

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Rule 22. Division of City Budget and Operations

The workload of the various standing committees for purposes of reviewing the City budget and operations and resolutions and ordinances shall be generally apportioned in accordance with the following departmental and budgetary activity listings:

COMMITTEE ON TRANSPORTATION AND LAND USE

Planning
Community Development
Environmental Quality
Public Transportation (San Diego Transit Corporation)
Property
Special Environmental Growth Fund
Open Space Programs
Water Utilities
Redevelopment Agency

COMMITTEE ON PUBLIC FACILITIES AND RECREATION

Public Works
Park and Recreation
Building Inspection
Community Concourse
Cultural Institutions
Zoological Exhibits
Space Theater and Science Center
San Diego Stadium

COMMITTEE ON PUBLIC SERVICES AND SAFETY

Human Resources
Data Processing
Police
Fire
Library
City Attorney
Health
Emergency Services Organization
General Revenue Sharing
Model Cities
Leased Housing Authority

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Rule 22. (Continued.)

The Rules Committee shall assign additional departmental and budgetary activities to the various standing committees as it deems necessary for the effective disposition of Council business.

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Rule 23. Budget Review Committee Created

There is hereby created the Budget Review Committee composed of all members of the City Council. The Mayor shall serve as chairman of this special committee and the Deputy Mayor shall serve as vice-chairman.

This special committee shall have the responsibility to analyze, study and evaluate the estimates of required expenditures proposed for inclusion in the Annual Appropriation Ordinance. The committee shall have the further responsibility of reviewing and evaluating the tentative Capital Improvements Program.

Annual budget review meetings shall be set in accordance with California Government Code, Section 54954, during the ten (10) weeks immediately preceding the introduction of the Annual Appropriation Ordinance. The Budget Review Committee shall review the budget recommendations of the various standing committees of the Council after each standing committee has completed its annual review of that portion of the City budget germane to its responsibilities as listed in Rule 22.

The chairman of the Rules Committee, or in his absence the vice-chairman of the Rules Committee, or in the absence of the chairman and the vice-chairman the third member of the Rules Committee, may call a special meeting of the Budget Review Committee in accordance with the provisions of Government Code, Section 54956.

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Rule 24. Committee of the Whole Created

There is hereby created a special Committee of the Whole composed of all members of the City Council. The Mayor shall serve as chairman and the Deputy Mayor shall serve as vice-chairman.

This special committee shall have the responsibility to analyze, study and evaluate a proposed resolution or ordinance, or to hold fact finding hearings, on any subject concerning the City government that is beyond the scope of responsibility of any one standing committee or is adjudged by the Rules Committee to be more properly a concern of the entire Council.

Proposals relating to revenue and taxation shall be referred by the Rules Committee to the Committee of the Whole.

Proposals for City action in cooperation with other local government entities including any actions to be taken on a regional basis shall be referred by the Rules Committee to the Committee of the Whole.

The chairman of the Rules Committee, or in his absence the vice-chairman of the Rules Committee, or in the absence of both the chairman and the vice-chairman the third member of the Rules Committee, may call a special meeting of the Committee of the Whole in accordance with the provisions of Government Code, Section 54956.

Matters may be set for a hearing of the Committee of the Whole by the Rules Committee either as provided for by Rule 7 or

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Rule 24. (Continued.)

upon a motion adopted by the City Council at a regular meeting to refer to the Rules Committee for the purpose of setting a hearing of the Committee of the Whole.

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Rule 25. Initiation of Resolutions and Ordinances by Council Members

Except as otherwise provided for by the City Charter, by these Rules, by other ordinances or by state law, only a member of the City Council can initiate a resolution or ordinance by Request for Council Action (form 1472).

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Rule 26. Initiation of Resolutions and Ordinances by Committee

Any committee may initiate a resolution or ordinance germane to any subject within the proper consideration of such committee in the same manner as an individual Council member.

Rule 27. Initiation of Resolutions and Ordinances by the City Attorney, the City Manager or Other Independent Department Heads

Requests for Council action may be initiated by the City Attorney or City Manager, or any other independent department head for any matter that is germane to his official duties as prescribed by law. Resolutions or ordinances drafted in accordance with such requests shall be assigned by the Rules Committee to the Adoption Agenda or the Referral Agenda in the same way as all other resolutions or ordinances.

Any resolution or ordinance on which action of the Council is mandatory under any federal, state or local law shall be placed on the Adoption Agenda by the City Clerk without further action of the Rules Committee. Such matters include but are not limited to the following:

- a. Request for a change in zone;
- b. Request for approval of a final map;
- c. An appeal from any administrative or quasi-judicial decision as permitted under the Charter, state law or ordinances of the City; and
- d. Any noticed hearing as is involved in 1911 or 1913 Act proceedings.

Such resolution or ordinance shall be prepared and delivered by the City Attorney in accordance with Rule 28. A copy thereof shall be delivered by the City Attorney to the Rules Committee for information in accordance with Rule 29.

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Rule 28. Preparation of Resolution or Ordinance

Upon receiving a Request for Council Action (form 1472) initiated in accordance with Rules 25, 26 and 27, the City Attorney shall prepare a resolution or ordinance as requested and shall affix a resolution or ordinance number thereto for purposes of identification of the document. The City Attorney shall also prepare a digest showing any changes in the existing law which are proposed by the resolution or ordinance. The City Attorney shall then cause the completed document, with digest attached, to be delivered to the official who signed the form 1472. If more than one official signed the form 1472, he shall cause the completed document, with digest attached, to be delivered to the first signatory.

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Rule 29. Delivery of Resolution or Ordinance to Rules Committee

The official who signed the form 1472 shall cause the resolution or ordinance, with attached digest, prepared in accordance with Rule 28, to be delivered to the Rules Committee no later than 5:00 p.m. on Wednesday for listing on the docket of the regular Council meeting to be held the following week or, at the discretion of the Rules Committee, the week thereafter.

Ordinances or resolutions that are reported out of committee in accordance with Rule 17 shall be delivered to the Rules Committee by the committee chairman by 5:00 p.m. on Wednesday for listing on the docket of the regular Council meeting to be held the following week or, at the discretion of the Rules Committee, the week thereafter.

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Rule 30. Preparation of the Council Docket

The Rules Committee shall meet in regular session each Friday morning to direct the City Clerk in the preparation of the docket for the next regular meeting of the City Council to be held the following Thursday. The Rules Committee may also meet at other times upon the call of the chairman.

The Rules Committee shall direct the City Clerk to list on the docket only those resolutions or ordinances that have been prepared and delivered to it in accordance with Rules 28 and 29.

The Rules Committee shall review each resolution or ordinance so prepared and so delivered and shall assign each resolution or ordinance to one of the categories enumerated below:

1. Adoption Agenda
 - a. Consent Items
 - b. Noticed Hearings
 - c. Other Ordinances and Resolutions
2. Referral Agenda

The Rules Committee must assign each noticed hearing item to the Noticed Hearings portion of the Adoption Agenda and cannot refer a noticed hearing to a committee.

The Rules Committee must assign each ordinance or resolution that is reported out of committee in accordance with Rule 17 to

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Rule 30. (Continued.)

the Adoption Agenda and cannot refer such an ordinance or resolution to a committee.

In assigning every other ordinance or resolution to one of these categories, the committee should give preference to listing purchasing items and routine business resolutions on the Adoption Agenda, and usually as Consent Items on the Adoption Agenda.

In assigning every other ordinance or resolution to one of these categories, the committee should give preference to referring the item to a standing committee or the Committee of the Whole and listing the item on the Referral Agenda when it would do any of the following: (1) support or oppose state or federal legislation; (2) result in a substantial expenditure of City money; (3) result in a substantial loss of revenue to the City; (4) result in a substantial reduction of expenditures of City money by reducing, transferring or eliminating any existing responsibilities of the City; (5) appropriate money; or (6) add to, modify or abolish existing City policy.

For each resolution or ordinance assigned to the Referral Agenda, the committee shall indicate the committee to which it has referred the item and the City Clerk shall cause this committee assignment to be listed on the docket opposite the item with the date of the initial committee hearing.

When the Rules Committee has assigned to one of these categories each resolution and ordinance so prepared in accordance

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Rule 30. (Continued.)

with Rule 28 and so delivered in accordance with Rule 29, it shall deliver the resolutions and ordinances, with attachments, in each category to the City Clerk by 12:00 noon each Friday for listing on the docket of the next regular meeting of the City Council, and the Clerk shall so list the items. The Rules Committee may additionally set any item for a time certain hearing and shall notify the City Clerk of the specific time set for such hearing.

The Rules Committee shall notify the City Clerk by memorandum, no later than 12:00 noon each Friday, as to what items he should list under the Special Order of Business portion and under the Communications portion of the docket for the next regular meeting of the City Council.

The City Clerk shall arrange the docket in proper printed format and cause the docket to be published and distributed for public notice by each Tuesday preceding the regular Thursday meeting of the full City Council.

Notwithstanding the above provisions, the Rules Committee may direct the City Clerk to list on the Adoption Agenda of the Council docket an ordinance or resolution that has been initiated in accordance with Rules 25, 26 and 27, but which has not been prepared and delivered in accordance with Rules 28 and 29, if the City Attorney certifies in writing to the Rules Committee that an ordinance or resolution will be prepared and delivered by

Rule 30. (Continued.)

the City Attorney to the Council prior to the time the item is considered on the Adoption Agenda of the Council docket.

Notwithstanding the above provisions, a majority of the Council members may direct the City Clerk to list a resolution or ordinance on a supplemental docket for a regular Council meeting if the City Attorney certifies to the City Clerk that an ordinance or resolution has been prepared or will be prepared and delivered to the City Council prior to the time the item is considered at the regular Council meeting.

Rule 31. Temporary Rules

The Rules Committee may at any time place on the Adoption Agenda of the docket a resolution establishing a temporary rule. Upon adoption by the Council, the temporary rule shall have the effect, for the time being, of a standing rule. If such temporary rule is in conflict with a permanent rule, it shall supersede such permanent rule only for the day on which it was adopted or for such greater period as may be specified in the temporary rule.

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Rule 32. Suspension of Rules

Any permanent rule of the Council may be suspended temporarily by a vote of two-thirds (2/3) of the Council members, provided that such temporary suspension shall apply only to the matter under immediate consideration, and in no case shall it extend beyond an adjournment.

Rule 33. Amending Permanent Rules

No permanent rule of the Council shall be amended except by ordinance adopted by the Council.

No such ordinance shall be considered by the Council until it shall have been referred to the Rules Committee.

Rule 34. Existing Rules Preserved

The following rules of the City Council contained in the Council Policy Manual are and the same shall be continued in full force and effect:

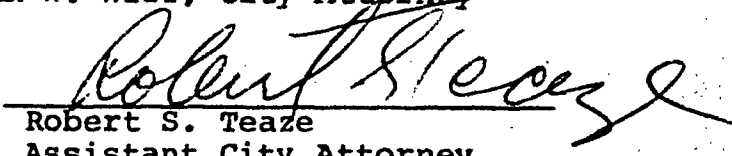
<u>No.</u>	<u>Title</u>	<u>Effective Date</u>
000-6	Reconsideration of Closed Hearings	12-30-69
000-11	Appeals from Decision of Hearing Officers	2-8-69
000-13	Procedure for Mayor and Council Appointments	1-2-73
000-15	Complaints Alleging Misconduct on the Part of a City Employee or Officer	1-11-73

Section 2. The following numbered resolutions be, and the same are hereby rescinded:

No. 169939	3-15-62	Councilman Attendance at Official Council Meetings (Council Policy No. 000-5)
No. 169942	3-15-62	Public Attendance at Council
No. 192542	1-4-68	Conference (Council Policy No. 000-2)
No. 187586	6-21-66	Preparation of Council Docket
No. 192542	1-4-68	(Council Policy No. 000-3)
No. 196358	3-18-69	
No. 202380	4-8-71	
No. 202439	4-15-71	Robert's Rules of Order Newly Revised
No. 206193	8-1-72	Council Procedures Committee Recommendations

Section 3. This ordinance shall take effect and be in force on the 30th day from and after its date of adoption; provided, however, that the first meeting of the Council to be held hereunder shall be on Thursday, April 11, 1974, and the last meeting to be held under the superseded rules shall be Thursday, April 4, 1974. This ordinance, unless extended by the Council, shall expire on June 30, 1975, and shall thereafter be of no further force and effect; and in the event of its expiration, all those ordinances and resolutions superseded and rescinded hereby shall again be effective and govern the conduct of City Council meetings.

APPROVED: JOHN W. WITT, City Attorney

By 
Robert S. Teaze
Assistant City Attorney

Passed and adopted by the Council of The City of San Diego on

FEB 28 1974

by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON

Mayor of The City of San Diego, California.

EDWARD NIELSEN

City Clerk of The City of San Diego, California.

(Seal)

By *Yplanda Limon*, Deputy.

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

FEB 14 1974

FEB 28 1974

~~I FURTHER CERTIFY that said ordinance was read in full prior to its final passage.~~

I FURTHER CERTIFY that the reading of said ordinance in full was dispensed with by a vote of not less than a majority of the members elected to the Council, and that there was available for the consideration of each member of the Council and the public prior to the day of its passage a written or printed copy of said ordinance.

EDWARD NIELSEN

City Clerk of The City of San Diego, California.

(Seal)

By *Yplanda Limon*, Deputy.

RECEIVED
CITY CLERK'S OFFICE
1974 FEB 21 AM 10:43
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Office of the City Clerk, San Diego, California

MICROFILMED

Ordinance Number **11254** Adopted FEB 28 1974

CC-1255-A (REV. 11-73)

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