

1 Introduced by Council Member Boylan:

4 **ORDINANCE 2022-645-E**

5 AN ORDINANCE RELATING TO THE COUNCIL RULES;
6 AMENDING CHAPTER 2 (COMMITTEES), *COUNCIL RULES*,
7 TO CLARIFY COMMITTEE MEETING SCHEDULE AND VOTING
8 AT COMMITTEE; AMENDING CHAPTER 3 (LEGISLATION),
9 *COUNCIL RULES*, TO STREAMLINE THE LEGISLATIVE
10 PROCEDURES OF INTRODUCTION AND AGENDA PROCESS
11 FOR EFFICIENCY; AMENDING CHAPTER 4 (PROCEDURES),
12 *COUNCIL RULES*, TO UPDATE THE MINUTES AND VOTING
13 REQUIREMENTS WITH THE ADVANCES OF CURRENT
14 TECHNOLOGY; PROVIDING FOR A DIRECTIVE TO CHANGE
15 ALL REFERENCES IN THE *COUNCIL RULES* TO
16 "LEGISLATIVE AIDE" TO "LEGISLATIVE ASSISTANT";
17 REQUESTING ONE CYCLE EMERGENCY PASSAGE;
18 PROVIDING AN EFFECTIVE DATE.

19
20 **BE IT ORDAINED** by the Council of the City of Jacksonville:

21 **Section 1. Amending Chapter 2 (Committees), Council Rules.**

22 Chapter 2 (Committees), *Council Rules*, is hereby amended to read as
23 follows:

24 **CHAPTER 2. COMMITTEES**

25 * * *

26 **PART 2. COMMITTEE PROCEDURE**

27 **RULE 2.201 MEETINGS**

28 (a) Standing Committees. The standing committees shall have
29 regular meetings during the first and third weeks of every month for
30 the transaction of committee business, except for the first week in
31 July and the third week in December; and except for any committee

1 scheduled to meet quarterly, or as often as the Chair at his or her
2 discretion desires. The Council President shall provide the Council
3 Secretary with the time and place of regular meetings, and the Chief
4 of Legislative Services shall publish the same by posting a schedule
5 of standing committee regular meetings in the Legislative Services
6 Division. Providing, however, regular meetings of the committee
7 responsible for land use and zoning issues shall start no earlier
8 than 4:00 P.M. on the day selected for such regular meetings, and
9 further provided that public hearings scheduled to be held during
10 such regular meetings shall start no earlier than 5:00 P.M. Such
11 posting shall constitute continuing notice of such meetings, and no
12 further notice of regular meetings shall be necessary unless the
13 scheduled time and place is changed, when notice of said change shall
14 be published in like manner. A schedule of regular meetings, and
15 changes therein, shall be provided to each Council Member. Whenever
16 a City observed holiday falls on a Monday during the regular committee
17 meeting week, all regularly scheduled standing committee meetings
18 scheduled for that week shall be held ~~twenty-four~~ twenty-four hours
19 later, ~~and all deadlines for filing legislation with the Council~~
20 ~~shall be likewise extended.~~ Further providing, however, the committee
21 of reference which reviews financial matters shall, in addition to
22 the times set forth herein, meet to review one read resolutions
23 regarding economic development investment incentive s and related
24 contracts, agreements and appropriations, on the second and fourth
25 Monday of each month (prior to the Council meeting during the Council
26 weeks as established in Rule 4.102), following the week within which
27 legislation has been filed pursuant to Rule 3.901.

28 * * *

29 **RULE 2.202 ATTENDANCE; VOTING**

30 * * *

31 (b) Voting. ~~No member of a committee shall be allowed under any~~

1 ~~circumstances to vote by proxy.~~ Each member of a committee present
2 shall vote on every question, unless precluded by direct personal
3 interest in the outcome of the vote.

4 * * *

5 **Section 2. Amending Chapter 3 (Legislation), Council Rules.**

6 Chapter 3 (Legislation), *Council Rules*, is hereby amended to read as
7 follows:

8 **CHAPTER 3. LEGISLATION**

9 **PART 1. GENERAL RULES**

10 * * *

11 **RULE 3.103 INTRODUCTION OF BILLS**

12 * * *

13 (c) Introduction into Council. All new bills shall be numbered
14 to set the Council agenda by the Chief of Legislative Services, unless
15 delayed in accordance with subrule (b). ~~Upon approval of the number~~
16 ~~of bills to be introduced on the Council agenda by the Rules~~
17 ~~Committee, the~~ The new bills shall be considered to be on first
18 reading; ~~the Rules Committee shall have no power to order the removal~~
19 ~~of a new bill from the Council agenda.~~

20 * * *

21 **PART 2. REFERENCE OF BILLS**

22 **RULE 3.201 REFERENCE ON FIRST READING**

23 As bills are read for the first time, the President, or the
24 Rules Chair as the President's designee, shall refer them to the
25 appropriate committee or committees, subject to the provisions of
26 3.703(a) (1). ~~and such~~ Such reference shall stand unless, during the
27 meeting at which the bill is first referred, a motion for other
28 disposition of the bill is made and prevails. The file number and
29 titles of first reading bills shall be entered in the minutes.

30 * * *

31 **PART 4. ENROLLMENT OF BILLS**

1 * * *

2 **RULE 3.403 AUTHENTICATION**

3 Each bill passed by the Council and enrolled shall be signed by
4 the presiding officer and by the Council Secretary, or in the absence
5 of the Council Secretary the Chief of Legislative Services, as
6 provided in Section 11.103(f), Ordinance Code ~~as provided in Sections~~
7 ~~12.105(a)(3) and 12.105(b)(7), Ordinance Code.~~ The signatures of
8 these persons shall be affixed to an authentication page firmly
9 attached to the measure and containing the identification number
10 assigned to the measure; the date of enactment or adoption and, if
11 the measure was enacted or adopted as an emergency measure, a
12 statement to that effect; the appropriate authentication signatures;
13 a place for the Mayor's signature, if required; and the seal of the
14 City. If the measure is vetoed by the Mayor and passed by the Council
15 notwithstanding his/her veto, a statement to that effect shall be
16 inserted in place of the Mayor's signature. If the measure becomes
17 effective without the Mayor's approval, a statement to that effect
18 stating the effective date of the measure shall be inserted in place
19 of the Mayor's signature.

20 * * *

21 **PART 7. AGENDAS**

22 * * *

23 **RULE 3.702 COMMITTEE AGENDAS**

24 (a) Preliminary. Each Legislative Aide Assistant shall prepare
25 and maintain a committee agenda on which shall be placed, in bill
26 number order, all bills referred to the committee and not reported.
27 The agenda shall also contain notations of information such as fact
28 sheets, summaries, correspondence, reports, proposed amendments or
29 substitutes, etc. Bills shall be heard by the Committee in bill number
30 order as they appear on the bill number order as they appear on the
31 agenda unless a bill is ordered temporarily agenda unless a bill is

1 ordered temporarily passed by the chair. A bill temporarily passed,
2 shall retain its place on the committee agenda. Upon passed by the
3 chair. A bill temporarily passed, shall retain its place on the
4 committee agenda. Upon being reported, a bill shall be removed from
5 the committee agenda

6 (b) Post meeting minutes. ~~Post Committee agendas meeting~~
7 minutes shall contain all of the information included on the
8 preliminary agendas as well as any additional information received
9 including meeting times and attendance. The post ~~agendas~~ committee
10 meeting minutes are noted with the Committee recommendation and votes
11 or deferral of bills. The Legislative Services and Research Divisions
12 shall coordinate completion and posting of the post committee meeting
13 minutes.

14 **RULE 3.703 COUNCIL AGENDAS**

15 ~~(a) Preliminary. The preliminary Council agenda is prepared in~~
16 ~~accordance with these Rules as a result of recommendations made by~~
17 ~~the Rules Chair, scheduled public hearings and new introductions. All~~
18 ~~bills for first reading shall be placed on the Council Agenda in bill~~
19 ~~number order as new introductions, unless moved to the public hearing~~
20 ~~or emergency section of the agenda.~~

21 (a) Council agenda. The Council agenda shall be prepared by the
22 Chief of Legislative Services in accordance with these Rules as a
23 result of recommendations made by the Standing Committees, President
24 or designee, scheduled public hearings and new introductions. There
25 shall be included on the Council agenda, all items to be considered
26 by the Council in the order of business stated in Rule 4.301, and the
27 public hearings to be held by the Council. All bills for first reading
28 shall be placed on the Council agenda in bill number order as new
29 introductions. When the Council agenda has been set, the Chief of
30 Legislative Services shall cause the same to be printed and
31 distributed.

1 (1) ~~Setting~~ Assigning of first readings. The ~~Rules Chair~~
2 ~~immediately before the next regular meeting of the Council,~~ President
3 ~~or the Rules Chair as his/her designee, in coordination with~~
4 Legislative Services, immediately following the legislative bill
5 filing deadline, shall recommend committees of reference for such
6 Council meeting, subject to the President's approval and/or
7 modification. ~~There shall be included on the preliminary agenda, all~~
8 ~~items to be considered by the Council in the order of business stated~~
9 ~~in Rule 4.301, and the public hearings to be held by the Council.~~
10 ~~When the preliminary agenda has been set, the Chief of Legislative~~
11 ~~Services shall cause the same to be printed and distributed.~~

12 (2) Consent. There shall be included on the consent agenda,
13 all bills which have received a favorable report, pursuant to Council
14 Rule 2.204, without a negative vote from each committee of reference
15 and from each agency of the City, which is required to comment on the
16 same, and as to which no substitutes or amendments are pending. Bills
17 shall be listed in bill number order, resolutions before ordinances.
18 No bill on first or second reading may be placed on the consent
19 agenda, except resolutions, not ordinances, provided for in Rule
20 3.305, may be placed on the consent agenda for disposition provided
21 the resolutions meet the criteria of the consent agenda pursuant to
22 this Rule.

23 (3) Consideration of Consent Agenda. At the appropriate
24 time during a meeting, the presiding officer shall announce the taking
25 up of the consent agenda. Any bill on the consent agenda may be
26 removed therefrom for the purpose of further debate or to record a
27 nay vote at the request of any Council Member, in which case the bill
28 so removed shall be debated and considered immediately following the
29 vote on the consent agenda. At the conclusion of the reading of the
30 consent agenda, but before debate on any removed bills, the presiding
31 officer shall call for one vote on the entire consent agenda, which

1 vote shall be applicable to each bill on the consent agenda except
2 removed bills) except where a Council Member has stated that he/she
3 desires his/her vote to be recorded as a "nay" vote on a particular
4 bill. No item on the consent agenda shall be removed for the purpose
5 of adding additional Sponsors. Additional sponsors shall be added in
6 accordance with Council Rule 3.103(a).

7 ~~(b) President. The President's Council agenda is the preliminary~~
8 ~~agenda document with any corrections made from proofing reports,~~
9 ~~etc., items added by the presiding officer as an addendum or a change~~
10 ~~in the order of bills made by the presiding officer in accordance~~
11 ~~with these Rules. During a Council meeting, any Council Member may,~~
12 ~~when a bill comes up for consideration on the agenda, request the~~
13 ~~concurrence of the presiding officer that it be temporarily passed,~~
14 ~~retaining its place on the regular Council agenda, to be considered~~
15 ~~at a later time in the meeting.~~

16 (b) (1) Addendum. The President may, at any regular meeting,
17 propose an addendum to the agenda, containing bills which the
18 President wishes the Council to consider in addition to the bills on
19 the regular agenda. Bills at any stage of the legislative process may
20 be placed on the addendum to the agenda. The Council may, by a two-
21 thirds vote of the Council Members present, vote to accept all or any
22 portion of the addendum to the agenda, and it shall be in order to
23 move that bills on the addendum to the agenda be considered seriatim
24 for addition to the agenda. The President sets the deadlines or
25 procedures for items to be added to the addendum to the agenda.

26 **RULE 3.704 PRINTING OF AGENDAS**

27 The Legislative Services Division shall print the master agenda,
28 Committee and Council agendas for the use and information of the
29 Council and of the public. The Committee agendas shall be printed
30 no later than the Friday after each regularly scheduled Council
31 meeting. The Council agenda shall be printed no later than the Friday

1 ~~before the regularly scheduled Council meeting after each Rules~~
2 ~~Committee meeting at which any change may be made to the order of the~~
3 ~~Agenda in an amount set by the Council Secretary as he/she deems~~
4 ~~necessary for use and information by the Council Members, City~~
5 ~~officials and employees and the general public.~~ This printing of
6 agendas shall be independent of the legislative process, and the
7 absence of printed agendas shall not delay the progress of any measure
8 at any stage of the legislative process.

9 * * *

10 **Section 3. Amending Chapter 4 (Procedures), Council Rules.**

11 Chapter 4 (Procedures), *Council Rules*, is hereby amended to read as
12 follows:

13 **CHAPTER 4. PROCEDURES**

14 * * *

15 **PART 2. PRESIDING OFFICER**

16 * * *

17 **RULE 4.202 DUTIES OF PRESIDING OFFICER**

18 The duties of the presiding officer are as follows:

19 (a) He/she shall state every question before the ~~council~~Council.

20 (b) He/she shall direct the Legislative Services staff to call
21 the roll and record the vote on all matters concerning which the
22 recording of the ayes and nays is required or requested.

23 (c) He/she shall announce the results of every vote.

24 (d) He/she shall decide all questions of order, subject to Rule
25 4.203.

26 (e) He/she shall announce the order of business and insure the
27 orderly disposition of the items on the agenda.

28 (f) He/she shall maintain order and enforce the rules of decorum
29 and discipline.

30 (g) He/she shall not debate any matter before the Council,
31 although he/she may offer explanatory and illustrative information.

1 (h) He/she shall sign each measure passed by the Council during
2 the meeting at which he/she is presiding officer.

3 ~~(i) He/she shall sign the minutes of the Council as to all~~
4 ~~proceedings over which he/she presided in the absence of the~~
5 ~~President.~~

6 ~~(j)~~ (i) He/she shall execute the orders of the Council made during
7 the time he/she is presiding officer.

8 * * *

9 **PART 4. MINUTES AND JOURNAL**

10 * * *

11 **~~RULE 4.403 SIGNING OF MINUTES~~**

12 ~~When the minutes of the meeting have been approved, they shall~~
13 ~~be signed by the President or the presiding officer at such meeting,~~
14 ~~attested by the Council Secretary and entered in the Journal.~~

15 **RULE 4.40403 DISTRIBUTION OF MINUTES**

16 * * *

17 **PART 6. VOTING**

18 * * *

19 **RULE 4.603 MANNER OF VOTING**

20 Votes on procedural matters, including withdrawals, amendments,
21 substitutions and emergencies shall be by voice vote; the vote on the
22 motion to declare these matters shall be by roll call vote. Roll call
23 votes shall be taken by the electric roll-call system. In the case
24 of a voice vote, if the presiding officer is in doubt, or upon the
25 request of four Council Members, the presiding officer shall call for
26 a rising vote, for a division of the Council or for a roll-call vote.
27 If the electronic roll-call system fails or is unavailable, votes on
28 motions may be done by hand vote, and the Legislative Services
29 Division may record the vote of each Council Member by alternative
30 ballot. Each alternative ballot shall be certified by the Chief of
31 Legislative Services.

1 * * *

2 **RULE 4.605 PROXY VOTING PROHIBITED**

3 No Council Member shall vote for another Council Member, nor
4 shall any person not a Council Member cast a vote for a Council
5 Member. Any person not a Council Member who shall vote wrongfully in
6 the place of a Council Member shall be excluded from the Council
7 chambers for the remainder of the meeting. The Legislative Services
8 Division may manually enter a Council Member's vote into the
9 electronic roll-call system, only if the Council Member is physically
10 present in the meeting, and can verbally or visibly express their
11 vote on the record and upon the direction of the presiding officer
12 or committee chair. If the electronic roll-call system fails or is
13 unavailable and upon direction of the presiding officer or committee
14 chair, the Legislative Services Division may record the vote of each
15 Council Member by alternative ballot. Each alternative ballot shall
16 be certified by the Chief of Legislative Services.

17 * * *

18 **PART 7. MOTIONS**

19 * * *

20 **RULE 4.716 LAY ON TABLE**

21 (a) Motion to table a bill. During a Council meeting, any
22 Council Member may, when a bill comes up for consideration on the
23 agenda, request the concurrence of the presiding officer that it be
24 temporarily passed, retaining its place on the regular Council agenda,
25 to be considered at a later time in the meeting.

26 (b) Motion to table an amendment. If an amendment is laid on
27 the table, such action shall not carry the main question or any other
28 amendment with it. The motion to lay on the table may not be made by
29 the introducer or mover of the bill or proposal.

30 * * *

31 **Section 4. Directive.** All references to "Legislative Aide"

1 in the Council Rules, shall be changed to "Legislative Assistant."

2 **Section 5. Requesting emergency one cycle passage pursuant**
3 **to Council Rule 4.901 Emergency.** One cycle emergency passage of this
4 legislation is requested. The nature of the emergency is that the
5 Council Director/Secretary is working on finalizing the Council
6 Continuity of Operations Plan (COOP), as required by Chapter 674
7 (Emergency Preparedness and Civil Emergency), *Ordinance Code*, and
8 Executive Order 2008-01, and would like to incorporate the relevant
9 Council Rules changes in time for any possible declared emergencies.
10 Additionally, there have been ongoing server and system issues with
11 the various Granicus software, which impacts the electronic roll-call
12 system as outlined in the Council Rules for voting, and the changes
13 noted herein to the Council Rules will ensure that Legislative
14 Services Division has proper authority to record the ballot votes.

15 **Section 6. Effective Date.** This Ordinance shall become
16 effective upon enactment by the Council.

17
18 Form Approved:

19
20 /s/ Paige H. Johnston

21 Office of General Counsel

22 Legislation Prepared By: Paige H. Johnston

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