

RESOLUTION 40-2017

I offer the following Resolution and move its adoption:

Wanda R. D. Williams

A Resolution amending the Rules of Council for the Harrisburg City Council.

(Additions indicated by underscoring; deletions by [bracketing].)

RULES OF COUNCIL

GENERAL RULES:

ELECTION OF OFFICERS

RULE NO. 1. At its organizational meeting required by law on the first Monday of January following the regular municipal election, the members of City Council shall assemble in Council Chambers at 12:00 p.m. (noon) and organize and elect a President and Vice President of the Council, by majority vote, from among its members to serve a two (2) year term. If the first Monday is a legal holiday, the meeting shall be held on the first day following. In the event the President of City Council is unable to complete his/her term, for whatever reason, City Council shall, within thirty (30) days of notification, duly elect a new President to serve the remainder of the term. Pending said election, the Vice President shall preside. In the event that the Vice President of City Council is unable to complete his/her term, for whatever reason, City Council shall, within thirty (30) days of notification, duly elect a new Vice President to serve the remainder of the term.

MEETINGS OF COUNCIL

RULE NO. 2.

A. LEGISLATIVE SESSION. Council shall meet in Legislative Session at 6:00 p.m. on the second and fourth Tuesday of each month in Council Chambers, preceded by Caucus, non-voting review session at 5:30 p.m., but Council may adjourn from time to time. When such days fall on legal holidays, the regularly stated meeting for such day shall be held at the stated time and place on the next day. Special meetings may be called by the President or upon request of four members for special business, and no other business shall be considered. Each member shall have at least twenty-four (24) hours' notice of special meetings, or they may waive the same. If a member is unable to attend a Legislative Session or Special Legislative Session, said member shall notify the City Clerk and the President of Council of his/her absence as soon as practicable.

B. WORK SESSIONS. Council shall meet in a Work Session at 5:30 p.m. on the first and third Tuesday of each month in Council Chambers or at such other locations designated by the Council President, which meetings Council may adjourn from time to time. In Work Sessions, Council shall meet as a COMMITTEE OF THE WHOLE, with the Council President serving ex-officio to all committees and presiding. The Work Sessions should be informal in nature and flexible. An Agenda shall be required to identify the matters anticipated to be reviewed by Council and shall include an opportunity for public comment. No formal action shall be taken.

CALLING MEETINGS TO ORDER

RULE NO. 3. The President shall call the meeting to order and shall preside. In the absence of the President, the Vice President shall serve as the Presiding Officer. If both the President and Vice President are absent, the meeting shall not be called to order unless the President has designated a member of Council, in writing, to serve as Presiding Officer of that session. No Legislative or Special Legislative Session of Harrisburg City Council shall be called to order with or without a quorum in the absence of the City Solicitor or a staff attorney from the Law Bureau.

DUTIES OF PRESIDING OFFICER

RULE NO. 11.

- A. President**
- 1.) On the first Monday of January following the regular municipal election, the members of Council shall assemble in Council Chambers at 12:00 noon and organize and elect a president and vice president of Council from among its members. If the first Monday is a holiday, the meeting shall be held at the same time and place on the day thereafter. The Parliamentarian shall preside at the meeting until the President is elected.
 - 2.) The President of Council shall have general supervision of all Legislative Sessions and Special Legislative Sessions. The President shall be responsible for overseeing the general administrative and fiduciary functions of the office of the City Clerk. The City Clerk shall be responsible for all administrative, fiduciary, and day-to-day operations of the office of the City Clerk, including employee supervision, work assignment, leave requests, and evaluations. The President shall be responsible for approving the leave requests of the City Clerk, reviewing and approving the office Budget prepared by the City Clerk, signing contracts, bonds, and the annual financial statement provided to the Commonwealth of Pennsylvania.
- B. Vice President**
- 1.) The Vice President shall preside over all Legislative and Special Legislative Sessions in the absence of the President. The Vice President shall represent Harrisburg City Council at functions and perform other requirements normally done by the President, in the President's absence.

ORDINANCES AND RESOLUTIONS

RULE NO. 12.

- A.** Every legislative act of City Council shall be by Ordinance and every act of policy shall be by Resolution, both having passed Council, signed by the President of Council, and attested to by the City Clerk.
- B.** All Bills to be given first reading and Resolutions to be considered shall be introduced in written form as Bills or Resolutions and shall be numbered serially for the calendar year. No Ordinances shall be passed containing more than one subject, except for general appropriation Ordinances.
- C.** The title of every Bill shall be read when introduced, if amended, and on final passage. A complete copy of every Bill introduced shall be available for public inspection at the City Clerk's Office during regular office hours. Upon final passage, Ordinances shall be numbered serially for the calendar year.
- D.** A majority of the whole number of members of City Council shall constitute a quorum. No Resolution or Ordinance shall be adopted by City Council without the affirmative vote of a majority of all members of Council.
- E.** The vote upon every Motion, Resolution, or Bill shall be taken by roll call, and the yeas and nays shall be entered in the Minutes. The Presiding Officer shall vote last on all questions and may take part in debate without leaving the Chair.
- F.** All Ordinances shall be adopted and published in the manner required by general law.
- G.** The City Clerk shall record all Ordinances and Resolutions adopted by Council and at the close of each year, with the advice and assistance of the City Solicitor, as required by law, shall bind, compile, or codify all of the Ordinances and Resolutions, or true copies thereof, of the City which then remain in force and effect. The City Clerk shall also properly index the record books, compilation or codification of Ordinances and Resolutions.
- H.** No rule or regulation made by any department, officer, agency, or authority of the City, except such as relates to the organization or internal management of the City government or a part thereof, shall take effect until it is filed either with the City Clerk or in such other

other costs must pay a fee equal to the costs incurred by the Office of the City Clerk prior to the final passage and receipt of a certified copy of City Council's actions.

- B. Applicants for such actions as noted in (A.) above shall be notified of the fees at the time the action is requested of City Council.
- C. Upon written request of the applicant, fees may be waived by City Council upon a two-thirds (2/3) majority vote.

COMMITTEE MATTERS

RULE NO. 17. No items shall be removed from a committee and placed on City Council's agenda without the approval of the Committee Chair, unless it is approved by a two-thirds (2/3) majority vote of City Council.

PROFESSIONAL SERVICES AGREEMENTS

RULE NO. 18.

- A. Each step in the process, from interviewing to setting final agreement terms, conditions, and restrictions, shall only be authorized by passage of a resolution of Harrisburg City Council, approved by a minimum of four votes.
- B. No individuals or professional firms shall be contacted or approached by any member of City Council or staff, in order to discuss the terms, conditions, general or specific nature of representation, reviews related to financial requirements, at any time, unless authorized by passage of a Resolution of Harrisburg City Council.
- C. The President of Harrisburg City Council shall be the designated representative of the body, who shall communicate the intentions of City Council with respect to professional service contracts for "as needed" services, which can only be authorized upon a vote called by the President with a minimum of four votes for approval.
- D. Termination of any professional services contract for "as needed" services can only be Authorized by passage of a Resolution by four members of City Council.
- E. After all individuals/firms have been contacted in writing and all requested materials have been furnished, City Council shall meet in the Administration Committee and follow all rules pertaining to the further disposition of business.

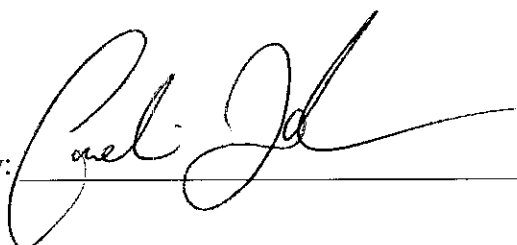
ELECTRONIC RECORDINGS OF CITY COUNCIL MEETINGS

RULE NO. 19. No video taped session of City Council shall be edited by a videographer for any reason without or unless a majority of City Council members agree that the deletion is warranted by law and that the content will not otherwise be altered by said edit. Before any said edit is made, the videographer must submit a written explanation for this edit to all members of City Council and it must be approved by the majority of City Council members.

PLEDGE OF ALLEGIANCE

RULE NO. 20. All Legislative Sessions of Harrisburg City Council shall include the Pledge of Allegiance to the flag of the United States of America as the first order of business after the Invocation/Moment of Silence.

Seconded by:



Passed by City Council April 11, 2017

Wanda R. D. Williams

President of City Council

Attest [Signature]
City Clerk

- Approved
- Returned to City Council with objections

YEAS		NAYS
<input checked="" type="checkbox"/>	MR. ALLATT	<i>Excused</i>
<input checked="" type="checkbox"/>	MR. BALTIMORE	
<input checked="" type="checkbox"/>	MS. DANIELS	<i>Excused</i>
<input checked="" type="checkbox"/>	MS. HODGES	
<input checked="" type="checkbox"/>	MR. JOHNSON	
<input checked="" type="checkbox"/>	MR. MAJORS	
	MS. WILLIAMS	
Yeas	<u>5</u>	
Nays	<u>0</u>	