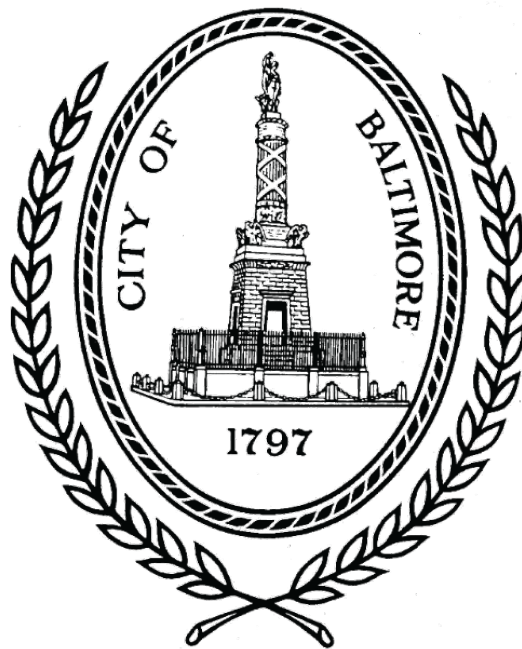


RULES
OF THE
CITY COUNCIL
OF
BALTIMORE



74TH COUNCIL SESSION
2024 – 2028

BALTIMORE CITY DEPARTMENT OF LEGISLATIVE REFERENCE

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Chapter 1.
Definitions; General Provisions

Rule 1-1. Definitions.

(a) *In general.*

In these Rules, the following terms have the meanings indicated.

(b) *Bill.*

(1) “Bill” means any proposed legislative act introduced into the City Council.

(2) “Bill” includes a proposed:

- (i) ordinance of the Mayor and City Council;
- (ii) resolution of the Mayor and City Council; or
- (iii) resolution of the City Council, excluding a ceremonial resolution.

(c) *Bill file.*

“Bill file” means the official record of a bill of the City Council documenting the creation, consideration, and final disposition of a piece of legislation.

(d) *Ceremonial resolution.*

“Ceremonial resolution” means resolution of the City Council that expresses congratulation, condolences, and similar expressions.

(e) *City Council.*

“City Council” or “Council” means the City Council of Baltimore.

(f) *Committee.*

“Committee” means any standing or select committee or subcommittee established under these Rules.

(g) *Council Chamber.*

“Council Chamber” means:

- (1) the Clarence “Du” Burns Council Chamber in City Hall;

(2) any other place where the Council meets from time to time; and

(3) any other place where a Committee meets from time to time.

(h) *Councilmembers.*

“Councilmembers” means, unless otherwise specified, the total number of members provided for by law, including the President, without regard to any vacancies.

(i) *Elective term; Term.*

“Elective term” or “term” means the 4-year period for which the President and members of the City Council have been elected to carry out the duties of their offices.

(j) *Legislative public information portal.*

“Legislative public information portal” means the official Baltimore City Council internet-based searchable database that makes the following publicly available:

(1) the schedule and agenda for each Council and committee meeting;

(2) the bill file for each bill before the Council, including:

(i) a copy of each committee report;

(ii) a copy of all amendments to the bill that have been introduced;

(iii) written public testimony; and

(iv) voting results; and

(3) a record of all votes taken by the Council;

(4) the approved Journal for each meeting of the City Council; and

(5) the Rules of the Baltimore City Council.

(k) *Ordinance.*

“Ordinance” means an official legislative action of the City Council that holds the power of law.

(l) *President.*

“President”, when referring to them as presiding officer at a meeting of the City Council, includes the Vice-President or other Councilmember who presides in the President’s absence.

(m) *Resolution.*

“Resolution” means a resolution of the City Council.

(n) *Regular meeting.*

“Regular meeting” means a meeting of the City Council held in accordance with Rule 2-2.

(o) *Session.*

“Session” means the period between the initial convening of the City Council and adjournment *sine die*.

(p) *Special meeting.*

“Special meeting” means a meeting of the City Council held on a date and at a time different than that which is established by Rule 2-2 and Rule 2-3.

Rule 1-2. Mason’s Manual of Legislative Procedure.

In all matters not provided for in these Council Rules, the applicable rules in the current edition of Mason’s Manual of Legislative Procedure govern.

Rule 1-3. Suspension of Rules.

(a) *Vote required.*

A motion to suspend any rule of the City Council requires the affirmative vote of 2/3 of all Councilmembers (10) for its adoption.

(b) *Separate propositions.*

A separate suspension of the rules is required for each proposition.

Rule 1-4. Amendment to the Rules.

These Rules may not be amended unless the proposed amendment:

- (1) is prepared by the Department of Legislative Reference in the same form and manner as that required for an amendment to a bill;
- (2) is submitted to the Council with all introductory legislation, if any, at least 1 regular meeting before it is considered;
- (3) is adopted by the affirmative vote of 2/3 of all Councilmembers (10); and
- (4) for any proposed amendment to Rule 5-11 {"Vacancy"}, has had a public hearing before it is considered.

Rule 1-5. Legislative Act.

Pursuant to Article III, § 14(a) {"Passage of ordinances and resolutions – In general"} of the Charter, every legislative act of the City shall be by ordinance or resolution.

Chapter 2. Meetings; Quorum

Rule 2-1. Opening Day.

- (a) Roll Call to open.

At the start of each elective term of the Council, the Reading Clerk calls the roll.

- (b) *Election of Vice President.*

The members of the City Council shall elect a Vice President by a majority vote of its members pursuant to Article III, § 10(b) {"Procedures; Council officers – Vice-President — in general"} of the Charter.

- (c) *Appointment of Committee on Legislative Investigations.*

The Council President shall nominate, and the City Council by affirmative vote of a majority of all Councilmembers (8) shall approve or reject, the 5 members, Chair, and Vice-Chair of the Committee on Legislative Investigations as per Baltimore City Code Article 1, § 1-4 (b).

Rule 2-2. Regular meetings – Days held.

- (a) *First meeting of year.*

In each year of a Council term, the City Council first meets on the Thursday after the 1st Monday in December pursuant to Article III, § 8 {"Sessions"} of the Charter.

- (b) *Subsequent meetings.*

(1) Except as provided in paragraph (2), regular meetings are then held on Mondays.

(2) The schedule of regular Council meetings is established by the Council President for the following calendar year and shared with all members and staff no later than November 30.

(2) Regular meetings are not held:

(i) on legal holidays; or

(ii) during any recess scheduled by the President or the Council.

Rule 2-3. Regular meetings – Starting time.

Each regular meeting starts at 5 p.m., unless another time:

- (1) was specified when the previous meeting recessed or adjourned; or
- (2) is set by the President.

Rule 2-4. Regular meetings – Recess and adjournment.

By the affirmative vote of a majority of all Councilmembers (8), the Council may recess or adjourn a regular meeting to a specified time.

Rule 2-5. Special meetings.

(a) *In general.*

As outlined in Article III, § 8 {“Sessions”} of the Charter, special meetings may be convened by:

- (1) the Mayor;
- (2) the President of the City Council; or
- (3) the City Council, on written request of 2/3 of all Councilmembers (10) if:
 - (i) the Councilmembers submit a written petition to the Office of Council Services; and
 - (ii) the written petition is in the form as required by the President.

Rule 2-6. Quorum – Number required.

A majority of all Councilmembers (8) constitutes a quorum.

Rule 2-7. Quorum – When not available.

If a quorum is not present at a regular or special meeting:

- (1) the President may order the absent Councilmembers to report to the Council Chamber;
and
- (2) the Councilmembers shall assemble from day to day until a quorum is present.

Rule 2-8. Required attendance.

If any Councilmember suggests that a quorum is lacking, the President:

- (1) shall cause the roll to be called; and
- (2) if a quorum is lacking, may direct that absent Councilmembers be notified of their required presence in the Council Chamber.

Chapter 3. Daily Business

Rule 3-1. Business of the day.

Before the start of each meeting, the President shall cause all bills, resolutions, and reports to be considered at that meeting to be distributed to all Councilmembers no fewer than 5 hours prior to the start of a scheduled meeting.

Rule 3-2. Call to order; roll call.

(a) *Call to order.*

At the hour to which the Council has recessed or adjourned, the President shall take the chair and call the members to order.

(b) *Roll call.*

The President shall then:

- (1) cause the roll to be called naming each Councilmember individually and stating whether they are present or absent; and
- (2) if a quorum is present, proceed with the business of the day.

Rule 3-3. Preliminary presentations.

(a) *Invocation.*

The meeting may begin with an invocation by an individual designated by the President.

(b) *Informational presentation.*

The invocation may be followed with a brief informational presentation by an individual designated by the President.

Rule 3-4. Reading of Journal.

(a) *In general.*

The first order of business is the reading of the Journal of the previous meeting.

(b) *Waiver.*

With the Council's consent, the reading of the Journal may be omitted.

Rule 3-5. Order of business.*(a) In general.*

After the reading of the Journal, the order of business is as follows:

- (1) Communications from the Mayor.
- (2) Communications from City Agencies and Others.
- (3) Presentation of Petitions, Memorials, and Other Papers.
- (4) Presentation of Orders.
- (5) Introduction (First Reading) of Bills.
- (6) Consent Calendar.
- (7) Unfinished Business.
- (8) Executive Nominations.
- (9) Committee Reports (Second Reading of Bills).
- (10) Special Orders of the Day.
- (11) Final Passage (Third Reading) of Bills.
- (12) Committee Notices.
- (13) Public Interest Announcements.

(b) Change in order.

The order of business may be amended at any time during the course of a Council meeting by a majority vote of the Councilmembers present.

Rule 3-6. Messages.

Messages from the Executive Department may be received at any time except:

- (1) when a question is being put; or
- (2) when the roll is being called.

Rule 3-7. Resolutions of City Council.

A Resolution of the City Council requires two readings, unless a vote to suspend this Rule 3-7 for the purpose of same-day adoption passes as required by Rule 1-3 {"Suspension of Rules"}.

Rule 3-8. Petitions, memorials, etc.*(a) Members may present.*

Petitions, memorials, and other papers addressed to the City Council may be presented by any Councilmember.

(b) Deadline for presentation.

(1) All petitions, memorials, and other papers to be presented at a meeting of the City Council shall be filed with the Chief Clerk before noon of the workday preceding that meeting.

(2) At the President's discretion, ceremonial resolutions may be accepted until noon of the day of the meeting.

(c) Entry on Journal.

The object of all petitions and memorials shall be entered on the Journal.

Rule 3-9. Ceremonial resolutions.*(a) Numbering; format.*

(1) Ceremonial resolutions shall be:

(i) designated "Ceremonial Resolution No. ____"; and

(ii) numbered separately from bills.

(2) The President or the President's designee may determine the format in which ceremonial resolutions are to be printed.

(b) Adoption.

(1) All ceremonial resolutions shall be:

(i) listed on the agenda as the Consent Calendar; and

(ii) except as provided in paragraph (2), voted on as a unit.

- (2) On request of the President or any Councilmember, a ceremonial resolution shall be withdrawn from the Consent Calendar and voted on by roll call vote.

Chapter 4. Presiding Officers

Rule 4-1. President to preside.

The President presides at all Council meetings unless the President is absent or excuses themselves.

Rule 4-2. Vice-President.

(a) *In general.*

Pursuant to Article III, Section 10(b) {"Procedures; Council officers – Vice-President — in general"} of the Charter, the City Council, by a majority vote of its members (8), shall appoint from its members a Vice-President.

(b) *Duties.*

Pursuant to Article III {"City Council"} of the Charter the Vice President shall be responsible for the following:

- (1) in the absence, sickness, or temporary disqualification of the President, preside at all meetings of the City Council;
- (2) be an acting member of the Board of Estimates in the absence, sickness, or temporary disqualification of the President;
- (3) in case of, and during, necessary absence, sickness, or the temporary disqualification of both the Mayor and the President of the City Council, be acting Mayor; and
- (4) carry out all other duties as required by the Charter.

Rule 4-3. Temporary presiding officer.

(a) Vice-President.

In the absence of the President, the Vice-President presides at Council meetings.

(b) *Other.*

(1) Temporary President.

In the absence of the President and the Vice-President, a majority of the Councilmembers present at a meeting may designate a temporary president to preside at that meeting.

(2) Lack of consensus.

If a majority of the Councilmembers present are unable to agree upon a temporary president to preside at that meeting, the meeting is adjourned and all business will be held over until the next meeting called by the Council President.

Rule 4-4. Points of order.

(a) *President decides without debate.*

The President decides all points of order without debate.

(b) *Decision final unless appealed.*

- (1) A Councilmember may appeal by requesting a roll call vote on a motion to sustain the President's decision.
- (2) A majority vote sustains the decision of the President.
- (3) If a majority vote does not sustain the President's decision, the point of order is reversed.

Rule 4-5. Roll-call votes.

(a) *President called last.*

The President shall be called last whenever a roll-call vote is taken.

(b) *Voting by President.*

Unless the President disqualifies himself and is excused from a vote under Rule 5-5 {"Voting options"}, the President shall vote on all questions, including an appeal from a decision of the President on a point of order.

Rule 4-6. Appeal from President's decision.

(a) *When in order.*

- (1) An appeal from the decision of the President shall be made promptly, before consideration of the next order of business.
- (2) An appeal may not be entertained if its passage would violate a provision of the Charter or of these Rules.

(b) *President to relinquish chair.*

During the determination of an appeal on a point of order, the President shall:

- (1) call on the Vice-President or, if the Vice-President is absent or was the one who made the appeal, another Councilmember to preside over the appeal; and
- (2) take a place on the floor of the Council.

(c) *Debate.*

(1) An appeal is not debatable:

- (i) when the ruling relates to indecorum;
- (ii) when the appeal relates to the priority of business;
- (iii) if the appeal is made while the previous question is pending; and
- (iv) while the immediately pending motion is not debatable.

(2) Debate is restricted to the decision of the Chair and may not extend to the main question.

(d) *Member to relinquish floor.*

A Councilmember who had the floor at the time of the ruling from which the appeal is taken shall relinquish the floor pending disposition of the appeal.

(e) *Amendment; reconsideration.*

- (1) The question presented by an appeal cannot be amended.
- (2) The vote taken on an appeal may be reconsidered.

Rule 4-7. Parliamentarian.

(a) *Selection.*

The President shall select a Parliamentarian for the City Council.

(b) *Duties.*

The Parliamentarian advises the President, Councilmembers, and any City employee charged with supporting the work of the City Council on parliamentary procedures and inquiries.

Chapter 5. Councilmembers

Rule 5-1. Seating and offices.

(a) *Assignment.*

Councilmembers shall occupy the seats in the Council Chamber and the offices that the President assigns them.

(b) *Speaking and voting.*

No Councilmember may speak or vote except from that member's assigned seat.

Rule 5-2. Addressing Chair.

(a) *In general.*

If a Councilmember wants to make a motion or to speak on any matter, the Councilmember shall:

- (1) rise from their seat;
- (2) address the chair as "Mr./Madam President" or "Mr./Madam Chair"; and
- (3) proceed no further until recognized.

(b) Recognition sought by 2 or more.

- (1) If 2 or more Councilmembers seek recognition at the same time, the President determines which Councilmember is entitled to the floor.
- (2) With the consent of the President, a Councilmember may yield the floor to another.

Rule 5-3. Debate limitations.

(a) *Opening.*

The maker of a motion is entitled to speak first on the motion.

(b) *Equal time.*

A Councilmember may not speak more than once on any subject until every other Councilmember who wants to speak on the subject has been able to do so.

(c) *Subject matter.*

A Councilmember shall confine their remarks to the subject under debate.

(d) *Closing.*

The maker of the motion is entitled to close the debate on the motion after other Councilmembers wishing to speak have spoken.

Rule 5-4. Roll call.

(a) *Demand for roll call.*

- (1) Any Councilmember may demand a roll call vote on any question pending before the Council.
- (2) The demand shall be made promptly, before consideration of the next order of business.

(b) *How taken.*

- (1) Each roll call is to be taken by district.
- (2) Except as specified in paragraph (3), of this subsection, the roll begins with the district that the President designates and then continues in numerical order.
- (3) In a matter of import to one particular district, the roll call may begin with that district and then continue in numerical order.

Rule 5-5. Voting options.

(a) *In general.*

When a question is put, every Councilmember present shall vote either “yea” or “nay”.

(b) *“Pass”.*

When called to vote a Councilmember may “pass” 1 time to vote later in the roll call.

(c) *Abstentions.*

(1) *In general.*

Before a vote, a Councilmember may rise to abstain or disqualify themselves and request that they be excused from a vote.

(2) *Counting quorum.*

- (i) Councilmembers who are present but abstaining or excused from voting still count towards a quorum when required by the Charter.
- (ii) Except when otherwise mandatory under the Charter, votes requiring a majority or other proportion of votes without specifying whether the vote refers to the entire membership or to the members present, or to the members present and voting, the rule is that the proportion refers to the number present and voting.

(3) *Ethics; Abstention.*

Under Article 8 {"Ethics"}, § 6-6 {"Prohibited participation"} of the City Code a member shall abstain on any question in which the member has an interest that would violate Article 8, § 6-6 of the City Code.

Rule 5-6. Explanation of vote.(a) *Right to explain.*

A Councilmember may rise to explain their vote on any question after all Councilmembers have voted and the vote has been recorded.

(b) *Limitations.*

- (1) No Councilmember may take longer than 5 minutes to explain their vote.
- (2) A Councilmember may not yield or transfer any unused time to another member.

Rule 5-7. Breach of rule.(a) *In general.*

- (1) If a Councilmember violates any rule of the Council, the President shall declare the member out of order.
- (2) If the President fails to do so, any Councilmember may raise a point of order.

(b) *Member to be seated.*

If the President declares a Councilmember out of order, the member shall:

- (1) immediately take a seat; and
- (2) remain seated until it is determined that the member is in order.

(c) Appeal.

If an appeal is taken from the decision of the President, the member involved shall relinquish the floor.

Rule 5-8. Legal opinions.

- (1) In accordance with Article VII, § 24(b) {"Legal proceedings; Opinions and advice; Deeds, contracts, etc."} of the Charter, an opinion from the City Solicitor on a legal question affecting City interests, is obtained by submitting a written request for the opinion to the President or to the chair of any committee who can submit it to the City Solicitor.
- (2) A Councilmember may receive legal advice from the General Counsel to the City Council as provided for in Article III, § 15 {"General Counsel"} of the Charter.

Rule 5-9. Journalizing approvals or protests.

(a) *Right.*

Any Councilmember who approves of or protests against a bill passed by the Council is entitled to have that approval or protest, together with the reasons for it, entered on the Journal.

(b) *Procedure.*

For this purpose, an approval or protest shall be:

- (1) in writing;
- (2) couched in respectful language; and
- (3) presented to the Council no later than the next regular meeting after the bill's passage.

Rule 5-10. Personal privilege.

(a) *Scope of privilege.*

The right of a Councilmember to address the Council on a point of personal privilege is limited to cases in which the member's integrity, character, or motives have been assailed, questioned, or impugned.

(b) *Scope of discussion.*

While addressing the Council on a point of personal privilege, the Councilmember may not discuss any pending question or issue.

Rule 5-11. Council Member Vacancy.

(a) *Scope.*

This rule applies whenever a vacancy of an individual member occurs in the Council.

(b) Nominating Committee.

(1) Within 7 days after a vacancy occurs, the President shall appoint a Nominating Committee of at least 13 members, but no more than 25, as provided in this Rule.

(2) At least a majority of the members of the Committee shall be residents of and registered voters in the district in which the vacancy occurred. Of these:

(i) at least a majority of the members shall be selected from the Presidents, or the Presidents' designees, of community, neighborhood, or improvement associations listed with the Department of Planning for areas within the vacant district;

(ii) at least one member shall be an individual between 18 and 24 years of age;

(iii) at least one member shall be 65 or older;

(iv) no association may have more than one representative on the Committee;
and

(v) 3 shall be representatives of businesses or business organizations located within the vacant district.

(3) 2 members of the Committee shall be members of the City Council, each from a district that abuts the vacant district.

(4) The President shall appoint the Chair of the Nominating Committee from among the Committee's members.

(5) Members serving on the Nominating Committee may not be appointed to fill a vacancy.

(c) *All actions to be in public.*

(1) All interviews, meetings, deliberations, votes, decisions, and other actions of the Nominating Committee shall be conducted in sessions open to the public, with

reasonable advance public notice of those sessions, as provided in the State Open Meetings Act.

(2) The President shall publish on the City Council's website the:

- (i) names and affiliations for all Nominating Committee members;
- (ii) application rules and procedures for prospective Councilmembers; and.
- (iii) contact information for the Committee.

(d) *Public hearing.*

(1) The Nominating Committee shall hold a public hearing in connection with the filling of the vacancy which:

- (i) all applicants shall introduce themselves; and
- (ii) the public has the opportunity to testify.

(2) The hearing shall be held within 30 days after the vacancy occurs.

(3) Public notice of the hearing shall be given at least 7 days before it is held; and the Office of Council Services shall ensure that the hearing has been advertised by the Council President's Office and certify to the Council that the hearing has been advertised.

(e) *Applicants.*

Applicants shall:

- (1) possess the qualifications specified in Article III, § 1 {"Legislative Department; Qualification and salary of members"} of the Charter; and
- (2) submit an application to the Nominating Committee in the form prescribed by the President or the President's designee, at least 14 days before the day of the public hearing.

(f) *Interviews.*

After the public hearing required by subsection (d) of this Rule, the Nominating Committee may conduct additional hearings with any applicant who appeared at the subsection (d) hearing.

(g) *Report to Council.*

Within 30 days of the public hearing, the Nominating Committee shall report to the Council the name of the individual it recommends to fill the vacancy. This recommendation shall be made by a majority roll call vote of the entire Nominating Committee membership. This vote shall be taken at a meeting, publicly advertised on the City Council's website, at which a majority of all Committee members are present.

(h) *Action by Council.*

(1) The vote of the Council on the Committee's nomination shall be taken by roll call.

(2) If the Council rejects the Committee's nomination, the Committee shall:

(i) promptly reconvene for further deliberations; and

(ii) return with a further recommendation by the next meeting of the Council.

Rule 5-12. Council President Vacancy.

(a) *Scope.*

This rule applies whenever a vacancy of the presidency occurs in the Council.

(b) *The Council may elect an existing member.*

As per Article III, § 4 {"Vacancy in presidency"} of the Charter, the City Council of Baltimore may elect, by a majority vote of its members, a new president for the unexpired term from its existing members.

(c) *The Council need not elect an existing member.*

Under Article III, § 4 {"Vacancy in presidency"} of the Charter, if the City Council of Baltimore elects, by a majority vote of its members, to not elect an existing member to the presidency, filling of the vacancy follows the process below.

(b) *Nominating Committee.*

(1) Within 7 days after a vacancy occurs, the Vice President shall appoint a Nominating Committee of at least 13 members, but no more than 25, as provided in this Rule.

(2) At least a majority of the members of the Committee shall be residents of and registered voters in the City. Of these:

- (i) at least a majority of the members shall be selected from the Presidents, or the Presidents' designees, of community, neighborhood, or improvement associations listed with the Department of Planning for areas within the City;
 - (ii) at least one member shall be an individual between 18 and 24 years of age;
 - (iii) at least one member shall be 65 or older;
 - (iii) no association may have more than one representative on the Committee; and
 - (iv) 3 shall be representatives of businesses or business organizations located within the City.
- (3) 2 members of the Committee shall be members of the City Council.
- (4) The Vice President shall appoint the Chair of the Nominating Committee from among the Committee's members.
- (c) *All actions to be in public.*
- (1) All interviews, meetings, deliberations, votes, decisions, and other actions of the Nominating Committee shall be conducted in sessions open to the public, with reasonable advance public notice of those sessions, as provided in the State Open Meetings Act.
 - (2) The Vice President shall publish on the City Council's website the:
 - (i) names and affiliations for all Nominating Committee members;
 - (ii) application rules and procedures for prospective Councilmembers; and.
 - (iii) contact information for the Committee.
- (d) *Public hearing.*
- (1) The Nominating Committee shall hold a public hearing in connection with the filling of the vacancy.
 - (2) The hearing shall be held within 30 days after the vacancy occurs.
 - (3) Public notice of the hearing shall be given at least 7 days before it is held; and the Office of Council Services shall ensure that the hearing has been advertised by the Council Vice President's Office and certify to the Council that the hearing has been advertised.

(e) *Applicants.*

Applicants shall:

- (1) possess the qualifications specified in Article III, § 3 {"President"} of the Charter;
and
- (2) submit their resumes to the Nominating Committee before the day of the public hearing required by subsection (d) of this Rule.

(f) *Additional hearings.*

After the public hearing required by subsection (d) of this Rule, the Nominating Committee may conduct additional hearings with any applicant who appeared at the subsection (d) hearing.

(g) *Report to Council.*

Within 30 days of the public hearing, the Nominating Committee shall report to the Council the name of the individual it recommends to fill the vacancy. This recommendation shall be made by a majority roll call vote of the entire Nominating Committee membership. This vote shall be taken at a meeting.

(h) *Action by Council.*

- (1) The vote of the Council on the Committee's nomination shall be taken by roll call.
- (2) If the Council rejects the Committee's nomination, the Committee shall:
 - (i) promptly reconvene for further deliberations; and
 - (ii) return with a further recommendation by the next meeting of the Council.

Chapter 6. Committees

Rule 6-1. Scope.

This Chapter applies to all committees of the Council, except as otherwise:

- (1) specified by law or these Rules, or
- (2) specifically directed by the Council.

Rule 6-2. Establishment and appointment.

(a) *Establishment – Standing committees.*

- (1) At the start of each elective term of the Council, the President shall establish the various standing committees that the President finds necessary or appropriate to assist the Council in its operations.
- (2) Each standing committee shall comprise at least 3 members, as determined by the President.
- (3) The President, with approval of the City Council, shall appoint the five members of the Committee on Legislative Investigations at the start of the term and select a Chair and Vice-Chair, as prescribed by City Code Article 1, Section 1-4 {“Committee on Legislative Investigations”}, even if the Committee does not intend to regularly meet.

(b) *Establishment – Select committees.*

- (1) From time to time, the President may establish 1 or more select committees that the President finds necessary or appropriate.
- (2) Each select committee shall comprise at least 3 members, as determined by the President.

(c) *Appointment.*

(1) *In general.*

The chair, vice-chair, and members of all committees are appointed by the President.

(2) *Change of committee composition – Committee on Legislative Investigations.*

The president may change the composition of the Committee on Legislative Investigations or change the members designated as Chair and Vice-Chair at any time if approved by a majority vote of the City Council as per Article 1, § 1-4(b) of the Baltimore City Code.

(3) *Change of committee composition – all other committees*

For all other committees, The President may add, remove, or replace a committee chair, vice-chair, or member at any time.

(d) *Entry on Journal.*

All actions taken and appointments made under this Rule shall be entered on the Journal.

Rule 6-3. Powers of committees.(a) *In general.*

The actions of a committee are purely advisory and are subject to review by the Council for approval or rejection.

(b) *Reports.*

A committee may make a report concerning any bill in its possession.

(c) *Amendments.*(1) *In general.*

A committee may only propose amendments to a bill as bills are amended only by the full Council at a meeting.

(2) *Effectiveness of amendments.*

An amendment recommended by a committee becomes effective when adopted by the Council.

Rule 6-4. Committee of the Whole.(a) *Convening Committee.*

The City Council may resolve itself into a Committee of the Whole if:

- (1) the Council adopts a motion specifying the subject matter for consideration; or

- (2) the President calls for the Council to meet as a Committee of the Whole and specifies the subject matter for consideration.

(b) *Chair.*

(1) *In general.*

Unless these Rules direct otherwise, when the Committee of the Whole is formed, the President may act as chair or appoint another member to act as chair.

(2) *Report recommendations.*

The chair of the Committee of the Whole shall select a designee other than the President to report the recommendations of the Committee of the Whole.

Rule 6-5. Duties of committee chair.

(a) *In general.*

The chair of a committee:

- (1) presides at and conducts the hearings and other meetings of the committee; and
- (2) is responsible for reporting the recommendations of the committee to the Council.

(b) *Vice-chair.*

The vice-chair acts in the chair's place whenever the chair is absent.

Rule 6-6. Committee quorum.

A majority of the full membership of a committee constitutes a quorum of that committee.

Rule 6-7. Meeting times.

(a) *In general.*

- (1) The chair of each committee sets the time and place for meeting.
- (2) A meeting of the committee may be called by a petition of the majority of the committee's membership. The petition shall be submitted to the chair of the committee and the Office of Council Services and suggest a time and date for the meeting.

(b) *On Council meeting days.*

No committee may conduct or continue a meeting after 3 p.m. on a regular Council meeting day without the President's consent.

Rule 6-8. Open meetings.

(a) *Committee as "public body".*

Each committee established under these Rules, under any other law, rule, or resolution, or otherwise is a "public body", as that term is defined and used in the State Open Meetings Act.

(b) *Actions to be public.*

All meetings, deliberations, votes, decisions, and other actions of a committee shall be conducted in sessions open to the public, with reasonable advance public notice of those sessions, as provided in the State Open Meetings Act.

Rule 6-9. Order and decorum.

(a) *Chair to maintain.*

A committee chair shall preserve order and decorum during all meetings of a committee.

(b) *Disturbances, etc.*

(1) In the event of any disturbance or disorderly conduct during a meeting, the chair shall ask the person responsible to stop.

(2) If the person persists, the chair may:

(i) order the person to be removed;

(ii) request police assistance to restore order; and

(iii) until order is restored:

(A) recess any meeting then in session; and

(B) order the meeting place cleared.

Rule 6-10. Committee Votes.*(a) Location.*

All votes of a committee must be conducted in person in the Council Chambers.

(b) Recommendations: passage of bill, resolution, or amendment.

A bill, resolution, or amendment is recommended by a committee for passage by the Council with an affirmative vote of a majority of Councilmembers present at the committee hearing.

(c) Inclusion in bill file.

A record of all committee votes shall be included in the corresponding bill file.

Rule 6-11. Oaths and witnesses.

As per Article III, § 14(d) {"Oaths and witnesses"} of the Charter, the City Council, by resolution adopted by a majority of the members of the Council (8), may authorize any standing or special committee to administer oaths and to summon witnesses as to any matters relevant to its investigation of any municipal agency.

Rule 6-12. Committee on Legislative Investigations.*(a) In general.*

As per § 1-4(c) of the Baltimore City Code, on its own motion or at the request of any member of the Committee on Legislative Investigations, the Committee may:

- (1) study the continuing operations, efficiency, and functions of the several departments, bureaus, commissions, boards, and agencies of the Mayor and City Council of Baltimore; and
- (2) investigate complaints or allegations of faulty operations, inefficiency, or malfunctioning in any of these departments, bureaus, commissions, boards, and agencies.

(b) *Committee rules.*

(1) *In general.*

Section 1-4(g) of the City Code authorizes the Committee to adopt rules to govern its procedures under this section, including the conduct of hearings under this section, provided that the rules are not inconsistent with the provisions of this section or of any other applicable law.

(2) *Posting requirements.*

Any rules adopted by the Committee under this subsection (b) shall be posted to the Legislative Public Information Portal within 24 hours from the date of adoption.

(c) *Reports and recommendations.*

As per § 1-4(h) of the Baltimore City Code, on completion of a study or investigation under this section, the Committee shall report to the members of the City Council, the Mayor, and the Board of Estimates:

- (1) the results of that study or investigation; and
- (2) any recommendations it may have for:
 - (i) the more effective operation of any of these departments, bureaus, commissions, boards, and agencies;
 - (ii) legislative, administrative, and budgetary improvements; and
 - (iii) if the Committee has reasonable grounds to believe that a criminal offense has been committed, referral to the appropriate prosecuting authority.

Chapter 7.
Order and Decorum

Rule 7-1. Order, etc., at meetings.

The President shall preserve order and decorum during all Council meetings.

Rule 7-2. Supervision of Chambers and adjacent areas.

(a) *President to supervise.*

The President has general supervision over:

- (1) the Council Chamber; and
- (2) the adjacent rooms, corridors, and lobbies.

(b) *Disturbances, etc.*

- (1) In case of any disturbance or disorderly conduct in any of these places, the President shall ask the person responsible to stop.
- (2) If the person persists, the President may:
 - (i) order the person to be removed;
 - (ii) request police assistance to restore order; and
 - (iii) until order is restored:
 - (A) recess any meeting then in session; and
 - (B) order the meeting place cleared.

Rule 7-3. Floor privileges.

(a) *In general.*

No person other than a Councilmember may be given the floor except:

- (1) by unanimous consent of the Councilmembers present; or
- (2) as otherwise provided by law or these Rules.

(b) *Agency representatives.*

At the President's request, representatives of City agencies may present reports and opinions to the City Council or answer questions put to them by the Council.

Rule 7-4. Recording, broadcasting, etc.

(a) *In general.*

A member of the public, including a representative of the news media, may record, photograph, videotape, broadcast, or televise the proceedings of an open meeting of the Council (including a meeting of any of its committees) if the device used for this purpose:

- (1) does not create an excessive noise that disturbs Councilmembers or other individuals attending the meeting;
- (2) is operated without any excessively bright light that disturbs Councilmembers or other individuals attending the meeting; and
- (3) does not otherwise:
 - (i) disrupt the meeting; or
 - (ii) interfere with the right of the public to attend and observe the meeting.

(b) *Presiding officer may restrict movement.*

- (1) Whenever necessary to maintain the orderly conduct of the meeting, the presiding officer may restrict the movement of the person who is using any recording device, camera, broadcasting equipment, or televising equipment.
- (2) If the person refuses to comply or otherwise persists in conduct prohibited by this or any other rule, the presiding officer may take the action described in Rule 7-2 of this chapter for dealing with a disturbance or public disorder.

Rule 7-5. Personal communication devices, etc., prohibited.

During a Council meeting, no person in the Council Chamber may use any sound-producing personal communication device or other electronic device.

Rule 7-6. Order during debate.

During a Council meeting, no Councilmember may:

- (1) walk across the Council Chamber or converse privately while the President is addressing the City Council or putting any question; or
- (2) hold a private conversation in a manner that disturbs debate.

Rule 7-7. Personal references.

During debate, each Councilmember shall:

- (1) avoid personal references to any other member; and
- (2) refer to another member by some designation other than that member's proper name.

Chapter 8. Bill Format and Preparation

Rule 8-1. Sponsor; title.

The following information shall appear at the top of the 1st page of each bill, below the bill's heading:

- (1) the name or names of the lead sponsor(s) introducing the bill;
- (2) The name or names of co-sponsors, if any;
- (2) if introduced "by request" of the Administration, the name of the requesting agency, department, or individual;
- (3) if introduced "by request" of any other person, the name, address, and contact information of that person; and
- (4) the bill's title.

Rule 8-2. Symbology.

- (a) *Upper-and-lower case.*

Existing law to remain unchanged is printed in normal upper-and-lower case letters.

- (b) *Small Caps.*

New matter to be added to existing law is printed in "SMALL CAPS".

- (c) *Brackets.*

[Matter to be stricken from existing law is enclosed in brackets.]

- (d) *Underlining.*

New text added to the bill by amendment is underlined. If the new text would add to existing law, it is both underlined and printed in "SMALL CAPS".

- (e) *Strike out.*

Matter stricken from the bill by amendment or deleted from existing law by amendment, whether in normal upper and lower case or in "SMALL CAPS", is indicated by ~~strike out~~.

(f) *Underlined italics.*

Matter added by amendment after the bill is printed for third reading is printed in *underlined italics.*

Rule 8-3. Line numbering.

In the first reading copy and every subsequent copy of a bill, the lines on each page of the bill are to be numbered in the left margin.

Rule 8-4. Effective date.

(a) *In general.*

Except as otherwise provided in this rule, all bills shall be drafted to become effective on the 30th day after it is enacted.

(b) *Exception.*

This rule does not apply if the subject matter of a bill requires a different effective date and that date is specified in the bill.

Rule 8-5. Preparation and endorsement.

Before a bill may be accepted for introduction:

- (1) the bill shall be submitted to the Department of Legislative Reference for preparation in accordance with these Rules; and
- (2) the introductory copy of the bill shall be endorsed by the Department of Legislative Reference:
 - (i) as having been approved by the Department for form, style, and codification; or
 - (ii) if not so approved, as having been formatted by the Department.

Rule 8-6. Endorsement by cosponsors.

(a) *In general.*

A councilmember may add their name to legislation as a cosponsor prior to or during introduction of the legislation. The first reader copy of all bills shall list all cosponsors.

(b) Solicitation of cosponsors prior to Council meeting.

When the President distributes all bills and reports to Councilmembers in accordance with Rule 3-1 {"Business of the Day"}, the President shall invite Councilmembers who wish to co-sponsor a bill to sign the introductory copy provided.

Rule 8-7. Refusal of non-complying bill.

The President may not accept for introduction any bill that fails to conform with the requirements of this chapter.

Chapter 9.
Bill Introduction

Rule 9-1. "Hopper Rule".

(a) *In general.*

For a Councilmember to introduce a bill at a Council meeting, the member shall:

- (1) verbally or in writing authorize the Department of Legislative Reference to submit the bill to the President's Office for introduction; and
- (2) give approval to the Department of Legislative Reference to file the necessary documents with the President or the President's designee before noon of the 3rd workday preceding the meeting at which the bill is to be introduced.

(b) *Lack of approval.*

Until the Department of Legislative Reference has received verbal or written approval by the Councilmember, the bill will not be considered as having been filed.

(c) *Late filing.*

A bill filed after the deadline for a meeting may not be introduced at that meeting unless a majority of all Councilmembers (8) consent to its introduction.

Rule 9-2. Introduction.

A bill is introduced when its title is read for the first time.

Rule 9-3. Numbering.

(a) *In general.*

All bills are to be numbered in the order of their introduction.

(b) *Numbering scheme.*

(1) Bill numbers comprise:

- (i) a 2-digit prefix, indicating the year of introduction;
- (ii) a 3- or 4-digit number, indicating the sequence of introduction.

- (2) Resolution numbers comprise:
 - (i) a 2-digit prefix, indicating the year of introduction;
 - (ii) a 3- or 4-digit number, indicating the sequence of introduction; and
 - (iii) the letter “R”.
- (3) The numbers for bills proposing Ordinances or Resolutions of the Mayor and City Council begin in each elective term of the Council with xx-001 and continue in an unbroken numerical sequence through the end of that term.
- (4) The numbers for bills proposing Resolutions of the City Council begin in each elective term of the Council with xx-001R and continue in an unbroken numerical sequence through the end of that term.

Rule 9-4. Distribution.**(a) *Introductory copies.***

On introduction of a bill, the introductory copy and all supplemental documents to be included with a bill are distributed to the following:

- (1) the President or the President’s designee for retention;
- (2) the Department of Legislative Reference for permanent filing;
- (3) the Office of Council Services; and
- (4) upon request, City agencies and the public.

(b) *Copies posted.*

The introductory copy of a bill and any supplemental documents to be included with the bill shall be posted by the Office of Council Services or the Department of Legislative Reference on the legislative public information portal no later than 48 hours after the meeting of the Council at which the bill was introduced.

Rule 9-5. Corrected copies.**(a) *Directive to correct.***

Whenever the President discovers that a bill has not been published or prepared in accordance with these Rules, the President may direct the Department of Legislative Reference to publish a corrected version.

(b) *Substitution of corrected copy.*

When a bill is corrected under this rule:

- (1) the 1st page of each bill shall be labeled to indicate that the document is a corrected version; and
- (2) the bill then is restored to the place it held when the directive was given.

Rule 9-6. Committee and agency referrals.

(a) *In general.*

On introduction of a bill, unless a majority of the Councilmembers present directs otherwise, the President shall refer the bill to:

- (1) the committee the President considers appropriate;
- (2) all City agencies required by law to review and report on the bill; and
- (3) any other City agencies that the President selects to review and report on the bill.

(b) *No impact.*

If a City agency is referred a bill that does not apply to or will have no impact on the agency, the agency shall submit a report stating that there is no impact on the agency.

Rule 9-7. Erroneous committee referral.

(a) *Scope.*

This rule applies to a bill that has been referred to the wrong committee.

(b) *Action by President.*

Within 2 meeting days of the referral, the President may direct the committee chair to return a bill to the Council for re-referral.

(c) *Action by committee.*

If, at any time, a committee determines by a majority vote of its members that a bill referred to it should properly be heard by another committee, the committee shall return the bill to the Council with its recommendation for re-referral.

Rule 9-8. Bill File.

- (a) The Office of Council Services shall keep and make available to the Council and the public a bill file for each bill introduced to the Council.
- (b) The bill file for each bill shall be created and posted on the legislative public information portal within 24 hours of the bill's introduction and shall be updated as the bill progresses through the legislative process.
- (c) The bill file must include the following:
 - (1) the bill number;
 - (2) the lead sponsor(s) who introduced the bill or the person(s) who requested the President introduce the bill;
 - (3) the co-sponsors of the bill, who shall be listed separately from the lead sponsor(s) or person(s) who requested the bill;
 - (4) the date of introduction;
 - (5) the short and long titles of the bill;
 - (6) the committee to which the bill was assigned;
 - (7) the agencies to which the bill was referred;
 - (8) copies of any written testimony submitted in regards to the bill;
 - (9) any relevant supporting documents that accompany the bill;
 - (10) all amendments considered by a committee and the Council;
 - (11) a voting record for each amendment considered by the Council;
 - (12) a copy of each agency report submitted regarding a bill;
 - (13) documentation of all actions taken by the committee and the City Council; and
 - (14) the results of each roll call vote taken on the bill.

Chapter 10. Hearings on Bills

Rule 10-1. Hearing required on all bills.

(a) *In general.*

A committee hearing shall be scheduled for each bill introduced to the Council.

(b) *Exceptions.*

A committee hearing may not be scheduled for a Resolution that receives a vote for immediate adoption.

Rule 10-2. Required agency reports.

(a) *President to keep record.*

(1) The President or the President's designee shall keep a record of all communications from City agencies on bills that have been referred to them.

(2) Each communication shall be included with the bill file for the applicable bill.

Rule 10-3. Scheduling hearing – In general.

(a) *When reports in.*

A bill is considered ready for public hearing when all agencies to which the bill was referred have replied.

(b) *Failure of agency to report.*

If an agency fails to reply on a bill within 30 days of the referral (or any longer period set by law), the committee may hold a hearing on the bill without further delay.

Rule 10-4. Notice – In general.

(a) *Floor announcement.*

(1) Unless specifically waived by the President, a hearing may not be held unless it has been announced at a Council meeting at least 5 days in advance of the hearing.

(2) The President's waiver shall be in writing and distributed to all Councilmembers in advance of the meeting.

(b) *Posting and distribution.*

The President or the President’s designee shall cause a notice of public hearings to be:

- (1) distributed to members of the City Council; and
- (2) posted and made available for distribution to others, as provided in subsection (c) of this rule.

(c) *Places required.*

The notice shall be:

- (1) retained by and provided upon request by the Office of Council Services;
- (2) retained by and provided upon request by the Department of Legislative Reference;
- (3) published on the legislative public information portal; and
- (4) posted or distributed anywhere else that the President directs.

Rule 10-5. Notice – Advertising.

(a) *Scope; definition.*

- (1) This rule applies whenever the hearing on a bill is required by law to be advertised.
- (2) In this rule, “applicant” means the person at whose request or on whose behalf a bill is introduced.

(b) *Chair to set dates.*

When the committee chair sets the hearing date for a bill, the chair shall also set the date by which the advertising shall be completed.

(c) *Notice to applicant.*

The chair or the chair’s designee shall provide the applicant with written notice of:

- (1) the date of the hearing;
- (2) the applicant’s obligation to arrange for the advertising; and
- (3) the date by which the advertising shall be completed.

(d) *Failure to comply.*

If the applicant fails to comply with the advertising requirements:

- (1) the public hearing shall be canceled; and
- (2) the President may order the bill withdrawn from the committee and from the files of the City Council.

Rule 10-6. Legislative synopsis.

(a) *Council Services to prepare.*

Before a committee hearing on any bill, the Office of Council Services shall:

- (1) prepare a legislative synopsis of the bill; and
- (2) distribute a copy to each member of the committee.

(b) *Fiscal note.*

At the request of the President or the chair of the committee to which a bill has been referred, the legislative synopsis shall include a fiscal note on the effect that the bill, if enacted, can be expected to have on the revenues, expenditures, liabilities, or assets of the City.

(c) *Agencies to cooperate.*

All City departments, agencies, boards, and commissions shall cooperate with the Office of Council Services by supplying whatever information the Office needs for a legislative synopsis.

Rule 10-7. Committee reports – Hearing required.

A committee may not report on a bill unless it has had a public hearing on the bill.

Rule 10-8. Committee reports – Report required.

(a) *In general.*

Each committee shall report to the Council on all bills on which it has taken a vote that has adopted one of the possible reports in subsection (b) of this Rule.

(b) *Options.*

The report on each bill shall be either:

- (1) favorable;
- (2) favorable with amendments;
- (3) unfavorable; or
- (4) without recommendation.

(c) *Adoption.*

- (1) A committee may adopt a report only on the affirmative vote of a majority of all committee members present.
- (2) A committee member may vote on a report or other measure only if the member is physically present when the vote is called.

Rule 10-9. Committee reports – When reported.

(a) *In general.*

The chair of a committee shall offer the committee's report on a bill on the floor of the City Council at the next regular meeting after the committee's action on the bill.

(b) *Exception.*

Subsection (a) of this rule does not apply if:

- (1) the committee otherwise directs by majority vote of the committee's members; or
- (2) the committee's action on the bill was taken too late to meet the next meeting's deadline for submitting reports.

(c) *Committee amendments.*

(1) *Order of motions.*

When presenting a committee report on a bill to the Council, the chair of a committee shall move any amendments recommended by the committee for approval. After the amendments have been adopted or not adopted by the Council as a whole, the chair of the committee shall move for approval of the bill, as amended by any approved amendments.

(2) *Summary of amendments.*

When delivering a committee report, the chair of a committee shall summarize any amendments that the committee recommended.

(3) *Distribution.*

Amendments recommended by a committee shall be distributed to all Councilmembers no less than 24 hours before the start of the Council meeting at which they will be considered, unless the committee hearing takes place within 24 hours of the Council meeting in which case the amendments shall be distributed as soon as possible after the end of the committee hearing.

Rule 10-10. Committee reports – “Hopper Rule”.

(a) *In general.*

To report a bill at a Council meeting, the committee chair shall:

- (1) sign the bill; and
- (2) file the bill, together with all related documents, with the President or the President’s designee before noon on the workday preceding the meeting at which it is to be reported.

(b) *Late filing.*

- (1) If a report is filed after the deadline, the President may hold the report over until the next regular meeting.
- (2) By the affirmative vote of a majority of all Councilmembers (8), the Council may waive the reporting deadline for a specific report.

Rule 10-12. Petitioning bill from committee.

(a) *In general.*

A bill may be petitioned from a committee to the floor of the Council at any time.

(b) *Number of petitioners.*

A petition under this rule may be made as follows:

- (1) by motion made on the floor of the Council and adopted by the affirmative vote of a majority of the Councilmembers present; or

(2) at any other time, on the written petition of 8 Councilmembers.

(c) *When made or presented.*

- (1) The motion shall be made or the written petition presented during the order of business designated as “Committee Reports (Second Reading of Bills)”.
- (2) A copy of any written petition presented under this rule shall be entered on the Journal and shall be submitted to the Journal Clerk at least 48 hours before being presented as required in subsection (c)(1) of this Rule.

(d) *Return of bill.*

On adoption of the motion or presentation of the written petition the committee chair shall return the bill to the Council, together with all related documents:

- (1) immediately, before the Council proceeds to another order of business, as if it had been reported by the committee “without recommendation”; or
- (2) if the Council so directs, at a later meeting, with or without a recommendation.

Rule 10-13. Public Testimony Required at all Hearings on Bills.

(a) *In General.*

All committee hearings on bills shall have an opportunity to hear testimony from members of the general public.

(b) *Testimony given when attending virtually –Discretion of Chair.*

- (1) The chair of each committee shall establish at the first meeting of their service whether they will permit members of the public attending virtually to testify.
- (2) The chair’s decision shall be binding for the length of their service as chair.
- (3) The chair’s decision shall be posted to the legislative public information portal.

(c) *Time Limit on Public Testimony.*

Each member of the general public that wishes to testify shall give testimony no more than three minutes in length.

(d) *Discretion of Committee Chair.*

The committee chair may:

- (1) set a time limit on public testimony of less than three minutes at their discretion; and
- (2) invite individuals to testify for more than three minutes, whose names shall be shared with the Councilmembers present and the Office of Council Services prior to the start of the meeting.

(e) *Voting sessions.*

Subsection (a) of this Rule does not apply for a hearing on a bill where testimony from members of the general public was taken at a previous committee hearing on the same bill.

Rule 10-14. Recordings of committee hearings.

(a) *In General.*

The links to video recordings of all hearings on a bill shall be included in the bill file on the legislative public information portal.

(b) *Timestamps.*

If the recording of a hearing includes the hearing of multiple bills, each link shall include the timestamp to the start of the relevant section of the hearing.

Chapter 11. Amendments

Rule 11-1. When authorized.

Any bill may be amended on its second or third reading.

Rule 11-2. Single subject.

In conformity with Article III, § 14(b) {"Single-subject, title, and content requirements"} of the Charter that restricts each bill to 1 subject:

- (1) amendments on a subject different from that contained in the bill under consideration may not be offered; and
- (2) amendments to a bill may not be combined with amendments to any other bill.

Rule 11-3. Change of purpose.

A bill may not be amended during its passage in the Council by a direction to "strike out everything after the words 'An Ordinance concerning'" or by any other amendment or series of amendments that would have the effect of changing the original bill's basic purpose.

Rule 11-4. Removal of sponsor's name.

(a) *Removal authorized.*

A Councilmember who is listed as a sponsor of a bill may offer an amendment to remove their name from the bill.

(b) *Substitution of sole sponsor.*

If the Councilmember requesting that their name be removed from the bill is the bill's only sponsor, the reporting committee becomes the sponsor.

Rule 11-5. Form and preparation.

(a) *Form.*

Amendments proposed to a bill, whether as part of a committee report or by a motion from the floor, shall be in the following format:

**Amendments to Council Bill XX-XXXX/XX-XXXXR
(First Reader/Third Reader/Enrolled Copy)**

By: Committee/Councilmember _____
{To be offered to the / on the Council floor}

Amendment No. 1

[Text of Amendment]

Amendment No. 2

[Text of Amendment]

Amendment No. 3

[Text of Amendment]

(b) *Preparation.*

Before proposed amendments may be submitted to the Council or a committee for consideration:

- (1) they shall be submitted to the Department of Legislative Reference for preparation in accordance with these rules; and
- (2) the original copy of the amendments shall be endorsed by the Department of Legislative Reference:
 - (i) as having been approved by the Department for form, style, and codification; or
 - (ii) if not so approved, as having been formatted by the Department.

Rule 11-6. Distribution of copies.

(a) *Submission of amendments.*

The committee reporting a bill with amendments or a Councilmember offering amendments from the floor shall submit the amendment to the Office of Council Services for distribution in compliance with Rule 11-7 {"Availability to members"}.

(b) *Distribution of amendments.*

- (1) The amendment shall be given to the President, who shall cause the amendments to be read.

- (2) The amendment shall then be added to the bill file on the legislative public information portal, together with a notation of the Council's action, if any, on the amendments.

(c) Other copies.

Copies of the amendment shall be distributed as follows:

- (1) a copy shall be distributed to each Councilmember;
- (2) a copy shall be retained by the Department of Legislative Reference;
- (3) a copy shall be distributed to the Office of Council Services;
- (4) a copy shall be distributed to the Office of the Mayor; and
- (5) additional copies shall be made available to the public upon request.

Rule 11-7. Availability to members.

(a) *In general.*

Before a proposed amendment may be considered by the Council or by a committee, a copy of that amendment shall be distributed to each Councilmember.

(b) *Distribution time requirements.*

(1) *Council meetings.*

A proposed amendment shall be distributed according to the requirements of Rule 11-6 and this Rule no fewer than 5 hours prior to the scheduled start of a Council meeting.

(2) *Committee meetings.*

(i) *In general.*

A proposed amendment shall be distributed according to the requirements of Rule 11-6 and this Rule before the scheduled start of a committee meeting.

(ii) *Uncodified language.*

A committee member may move an amendment that exclusively contains uncodified language during a committee meeting without distributing the amendment as required by subparagraph (i) of this paragraph (2).

Chapter 12. Second and Third Readings

Rule 12-1. Advancement on same day – Second to third reading.

A bill may not be advanced from second reading to third reading on the same day except as authorized by Article III, §14(c) {“Readings and printing requirements”} of the Charter that requires a separate affirmative vote, taken by roll-call, of 3/4 of all Councilmembers (12).

Rule 12-2. Printing for third reading.

(a) *Printing required.*

When a bill has passed second reading, the Department of Legislative Reference shall prepare and print the bill for third reading.

(b) *Format.*

When printed for third reading, the bill shall contain appropriate forms for endorsements and signatures.

(c) *Availability*

The Department of Legislative Reference and the Office of Council Services shall make a third reading copy available to the public on the legislative public information portal.

(d) *Emergency engrossment.*

In an emergency, a bill that has passed second reading may be engrossed for third reading by pen.

Rule 12-4. Final passage; Yeas and nays.

No bill nor resolution may be finally passed except as authorized by Article III, §14(a) {“Passage of ordinances and resolutions – In general”} of the Charter that requires on the affirmative vote, taken by roll-call, of a majority of all Councilmembers (8).

Rule 12-5. Recommitment to committee.

If a bill on third reading is recommitted to any committee and, later, reported back to the Council, the bill is then considered to be on second reading.

Chapter 13. Presentment; Vetoes

Rule 13-1. Scope.

This chapter applies to all bills other than a Resolution of the City Council.

Rule 13-2. Presentment to Mayor.

On the final passage of a bill, the President shall:

- (1) sign the bill, certifying the date of its final passage;
- (2) as per Article 1 § 1-3 (a)(1) of the Baltimore City Code, the bill shall have indicated on it the date of each reading;
- (3) sign the attached plats or plans, if any, certifying their authenticity; and
- (4) cause the bill and attached plats or plans, together with all agency reports, committee reports, and other necessary information, to be delivered to the Mayor.

Rule 13-3. Request for return.

(a) *Motion to reconsider passage.*

- (1) The Council may request the Mayor return a bill for further consideration by making a motion to reconsider the vote by which a bill passed third reading. The motion for further consideration must pass by the affirmative vote of a majority of all Councilmembers (8).
- (2) Notwithstanding the time limitations of Rule 15-10, a motion to reconsider may be made under this rule at any time before the bill has been enacted or vetoed.

(b) *Placement on third reading.*

On return of the bill, the bill is considered to be back on third reading.

Rule 13-4. Veto override.

Pursuant to Article IV, § 5 {"Approval or veto of legislation"} of the Charter, when a bill is vetoed by the Mayor and returned to the City Council:

- (1) the Mayor's objections shall be read to the Council and entered on the Journal;
- (2) within the period specified in the Charter, the Council may proceed to reconsider and vote on the bill;

- (3) when the Council is ready to reconsider the bill, the President (or, on their failure to do so, any Councilmember) shall put to the Council the question of whether the Council should override the Mayor's veto;
- (4) the vote of the Council shall be taken by roll call vote; and
- (5) the affirmative vote of at least $\frac{2}{3}$ of all Councilmembers (10) is needed to pass the bill over the Mayor's veto.

Chapter 14. Executive Appointments

Rule 14-1. Initial information.

(a) *President may request.*

From time to time, the President may submit to the Mayor a letter specifying the background and related documentation and other information requested to accompany nominations made to the City Council.

(b) *Entry on Journal.*

At the next meeting of the Council following submission of the letter, the President shall cause the letter to be announced across the President's desk and entered into the Journal.

Rule 14-2. Rejection for lack of initial information.

If a nomination is made to the City Council without the accompanying information requested under Rule 14-1, the President shall submit the nomination to the next meeting of the Council with a motion to:

- (1) reject the nomination outright; or
- (2) in accordance with Rule 14-6, reject the nomination "without prejudice".

Rule 14-3. Committee referral.

(a) *In general.*

A nomination shall be referred to the appropriate committee if:

- (1) the nomination is accompanied by the information requested under Rule 14-1; or
- (2) a motion made under Rule 14-2 to reject the nomination fails to receive the affirmative vote of a majority of all Councilmembers (8).

(b) *Report.*

Unless otherwise ordered by a majority vote of the Councilmembers present, the committee may not report on the nomination until the next meeting of the Council.

Rule 14-4. Confirmation.*(a) Question.*

When the City Council is ready to consider a nomination, the President shall put to the Council the question of whether the Council should confirm the nomination.

(b) Required vote.

A confirmation shall be by the affirmative vote of a majority of all Councilmembers (8), as specified in Article IV § 6(a) {"Appointment subject to confirmation"} of the Charter.

(c) Failure to act.

As specified in Article IV § 6(a) {"Appointment subject to confirmation"} of the Charter, if the Council fails to act on a nomination within the three regular meetings after the nomination is sent to the Council by the Mayor, the nomination is confirmed.

Rule 14-5. Notifying Mayor.

The President or the President's designee shall immediately notify the Mayor whenever the Council has confirmed or rejected a nomination.

Rule 14-6. Rejection without prejudice.*(a) In general.*

If, for any reason unrelated to the merit of the nomination in question, the City Council is unwilling or unable to timely confirm a nomination, the Council may, by the affirmative vote of a majority of all Councilmembers (8), reject the nomination "without prejudice".

(b) Notice to Mayor.

(1) The President or the President's designee shall immediately notify the Mayor in writing of the Council's action under this rule.

(2) The notice shall:

(i) state the circumstances that prevented a timely confirmation; and

(ii) invite the Mayor to submit another name for consideration.

Chapter 15. Motions

Rule 15-1. Majority vote.

Except as otherwise specifically provided by these Rules, each question is determined by a majority vote of the members who voted yea or nay.

Rule 15-2. Division of question.

If a motion contains more than one substantive proposition, the President or any Councilmember may call for a division of the question into separate propositions.

Rule 15-3. Withdrawal of motion.

After a motion is stated by the President or read by the Clerk, the motion is in the possession of the City Council. With the consent of the Council, however, the maker of the motion may withdraw it at any time before the President calls for the question on the motion.

Rule 15-4. No motion during voting.

When the President has called for the question on a particular motion, no other motion may be received until the question is determined.

Rule 15-5. Precedence of motions.

(a) In general.

When a motion is pending before the City Council, no other motion may be received unless the other motion:

- (1) is 1 of those listed in subsection (b) of this rule; and
- (2) has a higher precedence than the pending motion.

(b) Order of precedence.

The following motions have precedence in the order listed:

- (1) Privileged motions:
 - (i) call of the roll when there is not a quorum present;
 - (ii) to make, or give notice of, a motion to reconsider;
 - (iii) to adjourn;

(iv) to recess;

(v) questions of privilege of the house:

- A. Organization of the house;
- B. Expelling or censuring a member or the member's capacity to serve;
- C. Call of the house when a quorum is present;
- D. Comfort of the members;
- E. Freedom from disturbance;
- F. Disorderly conduct of members;
- G. Conduct of officers or employees or the removal or censure of officers or employees;
- H. Conduct of reporters or the press or the accuracy of published reports; and
- I. Accuracy of the journal and records of the house; and

(vi) questions of personal privilege:

- A. questions relating to the reputation of members in their representative capacity; and
- B. Questions relating to the conduct of members in their representative capacity.

(2) Incidental motions:

- (i) Points of order;
- (ii) Appeals;
- (iii) Parliamentary inquiry and like requests for information;
- (iv) Orders of the day;
- (v) Requests or motions for leave to withdraw a motion that is under consideration;

- (vi) Suspension of rules for some immediate purpose;
 - (vii) Objection to consideration of a proposal;
 - (viii) Manner or order of consideration of motions;
 - (ix) Motions relating to voting;
 - (x) Motions relating to nominations and elections; and
 - (xi) Motions relating to division of a proposal; and
- (3) Subsidiary motions:
- (i) to lay on the table (postpone temporarily);
 - (ii) the previous question (vote immediately);
 - (iii) close, limit, or extend limits of debate;
 - (iv) postpone definitely or to a certain time;
 - (v) to refer or commit;
 - (vi) to amend; and
 - (vii) to postpone indefinitely.

Rule 15-6. Non-debatable motions.

(a) *In general.*

Except as specified in subsection (b) of this rule, the following motions are not debatable:

- (1) Adjourn.
- (2) Recess.
- (3) Parliamentary inquiry.
- (4) Suspension of the rules.
- (5) Lay on the Table.
- (6) Previous Question.

- (7) Motions to close, limit or extend the limits of debate.
 - (8) Divide a proposal.
 - (9) Lay aside.
 - (10) Take from the table.
 - (11) A ruling of the presiding officer, unless an appeal is taken from the ruling.
- (b) *Adjourn.*

On a motion to adjourn to a time certain, the time is debatable.

Rule 15-7. Motion to adjourn.

A motion to adjourn is always in order except:

- (1) as provided in Rule 15-4; and
- (2) when a Councilmember is speaking.

Rule 15-8. Refusing motion for previous question.

The President may refuse to entertain a motion for the previous question whenever, in the President’s judgment, sufficient debate has not been held.

Rule 15-9. Postponing amendment.

A motion to postpone indefinitely a proposed amendment does not carry with it the original matter sought to be amended.

Rule 15-10. Motion to reconsider.

- (a) *When in order.*

After a question has been decided, a motion to reconsider is in order if:

- (1) the bill, resolution, motion, or other matter on which the vote was taken is still in the possession of the City Council; and
- (2) the motion is made:
 - (i) on the same day on which the original vote was taken; or

(ii) at the next succeeding regular meeting of the City Council.

(b) *Who may make.*

- (1) Except as otherwise provided in this rule, a motion to reconsider may be made only by a Councilmember who voted with the prevailing side on the original vote.
- (2) If a bill on final passage receives 8 votes but fails because a higher number of votes was needed, a motion to reconsider may be made by any Councilmember.

(c) *Re-reconsideration.*

The vote on a motion to reconsider may not itself be reconsidered.

Chapter 16. Journal

Rule 16-1. Contents generally.

The following shall be entered on the Journal whenever being presented or considered:

- (1) all reports and actions taken on any bill; and
- (2) every question, motion, or amendment presented to the City Council for decision.

Rule 16-2. Bill titles.

(a) *First entry.*

When a bill is entered on the Journal for the first time, the entry shall contain the bill's number and its full title.

(b) *Subsequent entries.*

Subsequent entries for the bill may be by number and an abbreviated title.

Rule 16-3. Members' names.

The name of every Councilmember introducing a bill, presenting an order, or making a motion shall be entered on the Journal.

Rule 16-4. Amendments.

(a) *When proposed.*

Every amendment shall be printed in the Journal when proposed.

(b) *When later considered.*

If a proposed amendment lies over, it shall again be printed in the Journal when considered.

Rule 16-5. Votes.

(a) *Roll call votes.*

Every vote taken by roll call shall be entered on the Journal, specifying how each Councilmember voted.

(b) *Others.*

For any other question, only the result of the vote need be entered on the Journal.

Rule 16-6. Remarks, etc.

A majority of the Councilmembers present may request that the Journal include remarks, prayers, messages, or other relevant matters appropriate to the Council's business.

Rule 16-7. Rules.

The Rules adopted by the City Council at the start of a new 4-year term, and any subsequent amendments to those Rules, shall be printed in full in the Journal when adopted.

Chapter 17.
Officers and Employees; Records

Rule 17-1. Selection.

(a) *By President.*

(1) *In general.*

The President appoints all employees of the Office of the President.

(2) *Functions of the Office that may be assigned.*

The President shall assign the functions listed below to an employee of their Office, as provided for in paragraph (1) of this subsection, or the Office of Council Services.

- (i) keeps the files of the City Council and all official papers and other materials belonging to the Council;
- (ii) places appropriate endorsements on all bills and other papers presented to the Council;
- (iii) keeps a proper record of the progress of all matters in the Council;
- (iv) keeps indexed records of all bills and other matters introduced or present to the Council;
- (v) maintains all bill files; and
- (vi) maintains the legislative public information portal.

(3) *Roles that may be assigned.*

The President may assign the roles and related functions described in:

- (i) Rule 17-4 {"Journal Clerk"};
- (ii) Rule 17-5 {"Reading Clerk"};
- (iii) Rule 17-6 {"Sergeant-at-Arms"};
- (iv) Rule 17-7 {"Committee clerks"}; and
- (v) Rule 17-8 {"Secretary of Council"}.

(b) *By members.*

Members appoint employees as staff of their offices.

Rule 17-2. Supervision.

All employees of the City Council are under the control and direction of the President or the President's designee.

Rule 17-4. Journal Clerk.

The Journal Clerk:

- (1) prepares and compiles the minutes of the Council's proceedings; and
- (2) performs all other duties that these Rules or the President directs.

Rule 17-5. Reading Clerk.

The Reading Clerk:

- (1) calls the roll when the President directs;
- (2) reads to the Council those bills and other papers the President specifies;
- (3) performs similar duties when the Council is sitting as a Committee of the Whole; and
- (4) performs all other duties that these Rules or the President directs.

Rule 17-6. Sergeant-at-Arms.

(a) *In general.*

The Sergeant-at-Arms:

- (1) attends the City Council while it is in session;
- (2) under the direction of the President, aids in the enforcement of order;
- (3) executes the commands of the City Council;
- (4) enforces all process issued under the authority of the City Council; and
- (5) performs all other duties that these Rules or the President directs.

(b) *Protecting seats.*

The Sergeant-at-Arms may not permit anyone but Councilmembers to occupy the members' seats while the Council is meeting.

(c) *Mace.*

When executing their duties, the Sergeant-at-arms may bear the symbol of the office, the mace.

Rule 17-7. Committee clerks.

Committee clerks:

- (1) attend meetings of the various committees; and
- (2) perform all other duties the committee chair or the President directs.

Rule 17-8. Secretary of Council.

The Secretary of the City Council:

- (1) maintains files of all bills, together with all correspondence, plats, and other documents relating to them; and
- (2) performs all other duties that these Rules or the President directs.

Rule 17-9. General duties of personnel.

(a) *Presidential assignments.*

The President may assign or reassign all clerks, officers, and employees of the City Council from one position to another as the need requires.

(b) *Diligence required.*

All clerks, officers, and employees shall:

- (1) be prompt in their attendance of City Council meetings; and
- (2) unless specifically excused, remain at their assigned posts throughout a meeting.

Rule 17-10. Records.*(a) Public inspection.*

Except only as specifically provided by law, all files kept by the City Council are open to public inspection.

(b) Copies.

(1) The Secretary of the Council or the Department of Legislative Reference shall provide copies of all public records to those who request them.

(2) A reasonable charge, as set by the President, may be imposed for this service.

(c) Removal prohibited.

No person, including a Councilmember, may take from the Council's files any bill or other document that belongs to the Council without the express consent of the President or the President's designee.

Chapter 18.
Special Authorization Requirements

Rule 18-1. "Legislative approval" defined.

In this chapter, "legislative approval" means any ordinance that approves, authorizes, or amends a prior approval or authorization for:

- (1) a change in the zoning classification of any property;
- (2) a conditional use;
- (3) an open off-street parking area in a Parking Lot District; or
- (4) a hospital or other health facility.

Rule 18-2. Required plat and statement.

(a) *In general.*

Each bill proposing a legislative approval shall, when introduced, be accompanied by:

- (1) the plat required by this chapter; and
- (2) for approval of a change in zoning classification or approval of a conditional use, a copy of the written statement of intent in the form provided by the Department of Legislative Reference.

(b) *Inclusion in bill file.*

The original copies of the plat and the statement shall be added to the bill file.

Rule 18-3. Plat requirements – In general.

(a) *Size and scale.*

Each plat shall be:

- (1) at least 8½" x 11" if printed or 300 dots per inch (dpi) if in a digital image file;
and
- (2) prepared on a scale of 1":200'.

(b) *Contents.*

The plat shall contain:

- (1) a graphic bar scale;
- (2) a north point indicator;
- (3) the date when the plat was prepared;
- (4) the name of the person who prepared the plat;
- (5) the name of the applicant;
- (6) the existing classifications of all affected zoning districts;
- (7) the sheet number(s) of the official zoning map(s) to be amended; and
- (8) spaces or blocks for the signatures of the City Council President and the Mayor.

Rule 18-4. Plat requirements – Open off-street parking generally.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of an open off-street parking area.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3, the plat shall:

- (1) contain a statement of whether the parking will be:
 - (i) private parking for tenants, guests, or employees; or
 - (ii) public parking for customers or “for hire”; and
- (2) show the location of all:
 - (i) parking areas, delineating individual parking spaces;
 - (ii) aisles;
 - (iii) bumper guards;
 - (iv) landscaping, fencing, and screening;

- (v) lighting;
- (vi) signs; and
- (vii) attendants' booths.

Rule 18-5. Plat requirements – Open off-street parking in Parking Lot District.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of an open off-street parking area in a Parking Lot District.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat shall contain:

- (1) the information specified in Rule 18-4 of this chapter;
- (2) the height, location, and direction of all lighting;
- (3) a description all signs, including their illumination and size; and
- (4) front and side elevations, at an appropriate scale and with all lines properly dimensioned, for:
 - (i) landscaped areas;
 - (ii) screening walls (brick or block); and
 - (iii) attendants' booths.

Rule 18-6. Plat requirements – Parking garages.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a parking garage.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat shall contain:

- (1) the location, size, and number of stories of all buildings;
- (2) all parking areas, delineating individual parking spaces;

- (3) all landscaping, fencing, and screening;
- (4) the height, location, and direction of all lighting;
- (5) a description of all signs, including their illumination and size;
- (6) attendants' booths;
- (7) all driveway openings; and
- (8) if the garage will contain a vehicle repair facility:
 - (i) the type and location of refuse collection;
 - (ii) the hours of operation; and
 - (iii) all vehicle storage spaces.

Rule 18-7. Plat requirements –Drive-in restaurants.

(a) *Scope of rule.*

This rule applies to a proposed legislative approval of a drive-in restaurant.

(b) *Additional contents.*

In addition to the information specified in Rule 18-3 of this chapter, the plat shall contain:

- (1) the location, size, and height of all buildings;
- (2) the type and location of refuse facilities;
- (3) the height, location, and direction of all lighting;
- (4) a description of all signs, including their illumination and size;
- (5) the hours of operation;
- (6) all landscaping, fencing, and screening; and
- (7) all driveway openings.

Rule 18-8. Planned Unit Developments.*(a) In general.*

Each bill proposing the approval or amendment of a Planned Unit Development shall, when introduced, be accompanied by:

- (1) the development plan required by Article 32, § 13-304 {"PUD master plan"} of the City Code; and
- (2) the written statement of intent required by Article 32, § 13-304(b)(4) {"PUD master plan – Plan components"} of the City Code in the form provided by the Department of Legislative Reference.

(b) Inclusion in bill file.

The original copies of the plan and the statement shall be added to the bill file.

(c) Contents.

In addition to the information required by the Zoning Code, the development plan shall include:

- (1) a location or key map that shows the relationship of the project area to main traffic arteries, existing community facilities, schools, parks, and other areas;
- (2) the ward, section, block, and lot of all property in the project area;
- (3) the names of all persons, as shown on the tax assessment records, who own property abutting the project area;
- (4) the type and location of refuse collection facilities external to a structure;
- (5) truck loading and unloading platforms;
- (6) the height, location, and direction of all lighting;
- (7) a description of all signs, including their illumination and size;
- (8) the hours of operation; and
- (9) all parking areas, delineating individual parking spaces.

Rule 18-10. Amendments to plat or plan.*(a) Designation.*

When a plat or a development plan is amended, the amended plat or plan shall be:

- (1) entitled “Amended Plat No. ___” or “Amended Development Plan No. ___”;
- (2) numbered consecutively as received; and
- (3) dated with the date on which the amended plat or plan is presented to the City Council or its committee.

(b) Text amendment required.

The amended plat or development plan shall be accompanied by an amendment to the bill’s text, indicating that the original plat or development plan has been amended.