

MICHAEL F. BRENNAN (MAYOR)  
KEVIN J. DONOGHUE (1)  
DAVID A. MARSHALL (2)  
EDWARD J. SUSLOVIC (3)  
CHERYL A. LEEMAN (4)

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

Resolve 4 12/13  
Passage: 9-0 10/3/12  
JOHN R. COYNE (5)  
JOHN M. ANTON (A/L)  
NICHOLAS M. MAVODONES, JR. (A/L)  
JILL C. DUSON (A/L)

**RESOLUTION ADOPTING COUNCIL RULES FOR 2012-2013**

BE IT RESOLVED, that the City Council of the City of Portland, Maine, in the City Council assembled, does hereby adopt the Rules and Orders of the City Council, as amended and attached hereto, as the Rules of Procedure of the City Council.

## **RULES OF PROCEDURE OF THE CITY COUNCIL**

### **Rule 1. Regular Meetings**

The regular meetings of the Council shall be held in the room known as the City Council Chamber or such other room as deemed appropriate in City Hall in one session at 7:00 p.m. on the first and third Mondays of each calendar month. When said Monday is a holiday, an election day, or the first Monday in December, the regular meeting shall be held on the following Wednesday, at the same time and place. The date or the time of any regular meeting may be changed by an order passed at a previous meeting of the Council or by warrant for a special meeting called in lieu of a regular meeting; provided however, that said change in date will still provide for two regular meetings in one month. Unless otherwise changed by an order passed at a preceding meeting or by the calling of a special meeting at a different time or place, for like purposes, the Council shall also regularly meet at 12:00 noon on the first Monday of December of each year for the purpose of the inauguration of Portland City Council, the swearing in of Councilors-elect, filling Council committees, adopting rules and orders, and transacting such other business as it may deem appropriate. The public hearing of any item shall not commence after 12:00 midnight of the day of said regular meeting, except such items as the Mayor determines to be necessary, unless five (5) members consent to such consideration. The Council deliberation and action on any item shall not commence after 10:00 PM of the day of said regular meeting, except such items as the Mayor determines to be necessary, unless five (5) members consent to such consideration.

### **Rule 2. Quorum; Adjourned Meetings**

A majority of the members shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. At least twenty-four (24) hours' notice of the time and place of holding such adjourned meeting shall be given to all members who are not present at the meeting from which adjournment is taken.

### **Rule 3. Enactments**

The Council shall act only by ordinance, order, or resolve. Final passage of any item shall require five (5) affirmative votes except where a greater number is required by Charter or

Ordinance. All ordinances, orders, and resolves, except orders and resolves making an appropriation of money, shall be confined to one subject, which shall be clearly expressed in the title. The appropriation order or resolve shall be confined to the subject of appropriations only.

**Rule 4. Ordinance; Style**

All ordinances passed by the Council shall be termed "amendments to the Portland City Code" and the enacting style shall be: "Be it ordained by the City Council of the City of Portland, Maine, in City Council assembled."

**Rule 5. Order and Resolve; Style**

In all votes of command, the form of expression shall be "ordered"; and of opinions, principles, facts or purposes, the form shall be "resolved".

**Rule 6. Readings**

The reading of any ordinance, order, or resolve shall be by title of the ordinance, order or resolve only, if no member objects.

**Rule 7. Reading on Two Separate Days; Waiver**

No ordinance, no appropriation resolve, and no order authorizing the expenditure of \$500.00 or more shall be passed until it has been read on two separate days, except when the requirement of reading on two separate days has been dispensed with by a vote of seven (7) of the members.

**Rule 8. Yeas and Nays Taken; When**

The yeas and nays shall be taken upon the passage of all ordinances and orders authorizing the expenditure of money in the amount of \$500.00 or more and upon any motion to adjourn and entered upon the record of the proceedings of the Council by the Clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member.

**Rule 9. Ordinances; Effective When**

No ordinance shall take effect until thirty (30) days after its passage by the Council, except in the case of emergency ordinances.

**Rule 10. Order, Resolve; Effective When**

No order or resolve shall take effect until ten (10) days after its passage, except in the case of emergency orders and resolves.

**Rule 11. Emergency Ordinances, Orders and Resolves**

The Council may, by vote of seven (7) of its members, pass emergency ordinances, orders, or resolves to take effect at the time indicated therein, but such emergency ordinances, orders or resolves shall contain a section in which the emergency is set forth and defined, provided, however, that the declaration of such emergency by the Council shall be conclusive.

**Rule 12. Item for Meetings; Filed When**

No ordinance, order, resolve, or other document shall be in order for action at any regular meeting of the Council unless such ordinance, order, resolve, or other document shall appear on the Council Agenda. Items for the Agenda shall be received in the office of the City Manager on or before close of the work day on the immediately preceding Tuesday.

**Rule 13. Presiding Officer to Chair Meetings**

The Presiding Officer shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and, a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

**Rule 14. Preserve Order Decide All Questions of Order**

The Presiding Officer shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

**Rule 15. Declare Votes; Cause Return of Votes**

The Presiding Officer shall declare all votes, but if any member doubts a vote, the Presiding Officer shall cause a return of the members voting in the affirmative and in the negative; without debate.

**Rule 16. Debate; Rules of**

When a question is under debate, the Presiding Officer shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a day certain or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely; which several motions shall have precedence in the order in which they stand arranged.

**Rule 17. Motion to Adjourn; Lay on Table**

The Presiding Officer shall consider a motion to adjourn as always in order except on immediate repetition; and that motion and the motion to lay on the table, or to take from the table, shall be decided without debate.

**Rule 18. Reconsideration**

When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote to move a reconsideration thereof, at the time, or the next stated meeting, but not afterwards, and when a motion of reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote passed at a previous meeting shall be in order for consideration at the next stated meeting unless an item to that effect is contained in the agenda for such next stated meeting or unless seven of the members consent to such reconsideration. A citizen petition, or zone change petition, once presented to and finally acted upon by the Council shall not again be received by the Council in the same or substantially the same form for a period of one year next succeeding the Council's final action on the original petition. A member voting with the majority on the original petition, shall be privileged to reintroduce such a petition.

A liquor license or special entertainment permit, or an amendment proposed by the licensee to an existing license or permit that has been denied by the Council shall not be received by the Council in the same or substantially the same form for one year from the date of such action unless a shorter period is required by state law.

**Rule 19. Failure to Pass for Lack of Required Votes**

When an item fails to finally pass for lack of the required five (5), or seven (7) affirmative votes, as applicable, and is not otherwise disposed of, the item shall appear on the Agenda as unfinished business at the next succeeding meeting.

**Rule 20. Motion for Previous Question**

Upon the motion for the previous question being made and seconded, the Presiding Officer shall put the question in the following form: "Shall the main question be now put?". And all debate upon the main question shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments and then upon the main question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Presiding Officer or not.

**Rule 21. Manner of Speaking**

When a member is about to speak, he or she shall rise in his or her place and respectfully address the Presiding Officer, confine himself or herself to the question under debate, and avoid personalities.

**Rule 22. Length of Statements by Members**

During the deliberation on any item, each member shall limit his or her remarks and/or questions, to a total of ten (10) minutes.

**Rule 23. Not to Interrupt**

No member speaking shall be interrupted by another, but by a call to order or to correct a mistake.

**Rule 24. Breach of Rules and Orders**

When any member shall be guilty of a breach of any of the rules or orders of the Council, that members may, on motion, be required to make satisfaction therefor, and shall not be allowed to vote, or speak, except by way of excuse, until he or she has done so.

**Rule 25. Member Excused From Voting; When**

Every member present when a question is put shall vote unless the member is precluded from participation therein because of interest or the appearance of interest or unless she or he is otherwise prohibited by law from participation.

(a) Any member abstaining on grounds of interest or the appearance of interest must do so at the commencement of deliberations on the item under discussion and shall not participate in said deliberations or vote on such item.

(b) Any member abstaining as permitted hereunder shall clearly state such intent, the reason for such abstention and the legal or factual basis therefor prior to the commencement of deliberation on such item.

**Rule 26. Motion to be Reduced to Writing; When**

Any motion shall be reduced to writing if the Presiding Officer shall so direct.

**Rule 27. Division of Question**

Any member may require the division of a question when the sense will admit it.

**Rule 28. Motion for Referral**

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

**Rule 29. Priority of Business**

All questions relating to priority of business to be acted upon shall be decided without debate.

**Rule 30. Suspension of Rules; Amendment or Repeal**

The rules shall not be dispensed with or suspended unless two-thirds as of those present and voting consent thereto; provided, however, that when these rules expressly require a vote larger than said two-thirds such rules shall not be suspended except by an equal or greater vote. No rule of procedure shall be amended or repealed without notice, in writing, being given at the preceding meeting.

**Rule 31. Procedure for Addressing Council**

Any person wishing to address the Council will be given an opportunity to do so in accordance with the following procedure:

1. No public comment shall be permitted on the following agenda items: informational reports or communications from boards and commissions, staff or other organizations or entities; and administrative action implementing prior action of the Council where that prior action had permitted public comment.

2. On items other than those set forth in 1. above, public comment shall be permitted only once prior to final Council action. Except as specifically decided by the Council, such public comment shall occur at the advertised public hearing or at the second reading of such item by the Council, where the item requires a second reading on a separate date.

3. Persons wishing to address the Council on an item which appears on the agenda, and upon which public comment is permitted under 1. and 2. above, shall wait until the Clerk announces the consideration of such item, at which time they may address the Council on that particular item. However, once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item, and any person desiring to further address the Council on such item must wait to do so until all items on the agenda have been completed if, and only if, such agenda has been completed before 11:00 p.m.

4. Persons wishing to address the Council on an item not appearing on the agenda shall only do so only after disposition of all items appearing on the agenda and only if said agenda is completed prior to 11:00 p.m. No person wishing to address Council after completion of agenda shall commence such comments after 11:00 P.m.

5. Any person wishing to address the Council shall signify such desire by raising his or her hand and, when recognized by the Presiding Officer, such person shall thereupon request permission to address the Council, giving his or her name and address and designating the subject matter on which he or she desires to address the Council.

6. Persons present at Council meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

7. Persons addressing the Council on an item prior to start of deliberation on such item by the Council shall be permitted to speak only once on an item, and shall limit their remarks on each item to three (3) minutes. Such persons shall confine their remarks to the merits of the pending item. No members of the public shall comment on more than three (3) items at any Council meeting unless the Rules of the Council are suspended to allow for comment on each such additional item. After disposition of all items appearing on the agenda, persons addressing the Council shall limit their total remarks to three (3) minutes.

8. The Presiding Officer may limit or cut off any commentary that is not germane or that is scurrilous, abusive, or not in accord with good order and decorum.

9. Any person who shall continue to violate these rules, after warning by the Presiding Officer, shall be ejected for the remainder of the meeting then in progress.

**Rule 32. Parliamentary Proceedings**

In all cases where the parliamentary proceedings are not determined by the foregoing rules, "Robert's Rules" shall be taken as authority to decide the course of the proceedings.

**Rule 33. Council Committees**

At the commencement of the municipal year, or as soon thereafter as possible, members shall be appointed to the following standing committees, each committee to consist of four members of the Council except for the Legislative Committee which shall have five (5) members:

1. Finance Committee
2. Public Safety, Health and Human Services Committee
3. Nomination Committee
4. Housing and Community Development Committee
5. Legislative Committee
6. Transportation, Sustainability and Energy Committee

**Rule 34. Council Committees; How Chosen**

The members of the Council to serve on the above committees shall be appointed by the Mayor. They Council may override one or more of such appointments by a vote of at least six (6) members.

**Rule 35. Council Committees; Public Comment**

The public will be given an opportunity to comment on any item under consideration by the below-named standing committees prior to a final committee action on that item. Rules governing the procedure for such public comment shall be determined by each committee. This requirement for public comment shall apply to the following:

1. Finance Committee;
2. Public Safety, Health and Human Services Committee;
3. Nomination Committee;
4. Housing and Community Development Committee;
5. Legislative Committee;
6. Transportation, Sustainability and Energy Committee

Nothing herein shall prevent or prohibit any other committee from accepting public comment if said committee determines that it wishes to do so.

Notwithstanding the foregoing, no public comment shall be required on the following items: informational reports or communications from boards and commissions, staff or other organizations or entities; and administrative action implementing prior Committee action where that prior action had permitted public comment.

**Rule 36. Smoking at Meetings**

No person shall smoke in the Council Chamber or at any public meeting in the Portland City Hall. Any person continuing

to smoke after warning by the Presiding Officer shall be ejected for the remainder of the meeting then in progress.

**Rule 37. Confidentiality**

No Councilor shall intentionally disclose or discuss information known to be confidential to or with any person not otherwise authorized or privileged to receive that information, including representatives of the media. For the purpose of this rule, "information known to be confidential" includes information in any form that has been designated, to the knowledge of the Councilor, as confidential by an employee or agent of the City of Portland, and that is within one or more of the exceptions to the definition of "public record" in the State's Freedom of Access law.

Confidential information includes statements made by individuals participating in executive sessions and includes any documents prepared specifically for an executive session, unless otherwise designated by the City Council in cases where the Council has the exclusive right to waive confidentiality.

Any Councilor who, following a due process hearing, is found to have violated this rule may be disciplined by reprimand.

O:/Office/Gary/City Council Rules 11.29.11