

RESOLUTION NO. 30122

A RESOLUTION TO AMEND RESOLUTION NO. 29863  
ADOPTED ON APRIL 2, 2019, ADOPTING NEW RULES OF  
OPERATION FOR THE CHATTANOOGA CITY COUNCIL  
EFFECTIVE DECEMBER 3, 2019.

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA,  
TENNESSEE, that it is hereby amending Resolution No. 29863 adopted on April 2, 2019, adopting  
new rules of operation for the Chattanooga City Council effective December 3, 2019, in  
substantially the form attached.

ADOPTED: November 5, 2019

/mem



**CITY OF CHATTANOOGA**

**CITY COUNCIL  
RULES OF OPERATION**

**EFFECTIVE DECEMBER 3, 2019**

# CHATTANOOGA CITY COUNCIL RULES OF OPERATION

## MISSION STATEMENT

*The mission of the Chattanooga City Council (“Council”) is to promote an ethical and inclusive environment that both enhances and sustains the well-being of all the people. The Council will accomplish this by encouraging citizen input and participation at all levels of City government.*

*It is with this mission in mind that the Council adopts the following Rules of Operation:*

## I. LEADERSHIP

The leadership positions of the Council shall include the Chairperson and Vice-Chairperson, who shall be elected annually at a time deemed appropriate by the Council for the orderly fulfillment of its legislative duties. Additionally, there shall be Chairpersons of the Standing Committees listed below.

Leadership positions and their respective duties are as follows:

### A. Chairperson.

The Chairperson shall:

1. Preside at all meetings of the Council.
2. Have general direction of the Council Chamber and shall preserve order.
3. Have the authorization to set forth the rules and procedures for use of the City Council meeting space.
4. Be the director of the City Council office. As director, the Chairperson’s duties shall include, but not be limited to, addressing all routine personnel matters such as leave, reimbursements, purchases, and general day-to-day operations.
5. Be in charge of and accountable for the City Council budget.
6. Appoint all committee chairs.
7. Fix the order of business for any special meeting of the Council.
8. Have a vote on all matters.
9. Appoint Chairpersons of the Standing Committees on an annual basis.

Any Council member may appeal to the Council from any ruling of the Chairperson, and a majority vote of the Council Members present shall decide the appeal.

B. Vice-Chairperson.

The Vice-Chairperson shall:

1. Serve as Chairperson of the Council in the event that the Chairperson of the Council becomes incapacitated or unavailable.
2. Serve as parliamentarian of the Council.
3. Serve in any other capacity deemed necessary by the Chairperson.

C. Standing Committee Chairperson.

On an annual basis, the Chairperson shall appoint Chairpersons of the Standing Committees listed below. It shall be the responsibility of those appointed Chairpersons to fulfill the purpose of the Standing Committees as provided below:

1. *Planning and Zoning Committee:* To make property decisions that ensure the best use intent for the city and its residents, while maintaining a focus on reasonable outcomes.
2. *Public Safety Committee:* To make Chattanooga a safe community in which to live, work and play.
3. *Economic and Community Development Committee:* To promote economic empowerment and community stability while stimulating a vibrant economy.
4. *Public Works and Transportation Committee:* To provide for sufficient and well-maintained infrastructure.
5. *Youth and Family Development Committee:* To promote educational, recreational, career development, leadership and social service opportunities that in turn create smarter students and stronger families.
6. *Human Resources and Personnel Committee:* To recognize that our City employees are our greatest asset and to promote their fair and equitable treatment.
7. *Budget and Finance Committee:* To ensure an annual budget that reflects administrative and the legislative goals for the City of Chattanooga and its residents.

With respect to these Standing Committees, the Council shall act as a committee of the whole.

## II. PERSONNEL

The Council shall have the responsibility for recruiting, hiring, and managing the personnel necessary to carry out the orderly and effective legislative business of the City.

- A. Clerk of the Council: The Clerk of the Council (“Clerk”) shall report to the Chairperson. S[he] shall supervise the City Council office staff. Such supervision shall include, but not be limited to, scheduling work assignments, assuming the responsibility of office routine, assisting with the employment and dismissal process of Council staff, and all other duties required by law.
- B. Council Staff: Under the supervision of the Clerk, the staff shall perform all supportive administrative duties as defined by the Clerk.

Members of the Council shall not request administrative work of staff members not strictly related to Council business. Council business shall include Council district related assignments.

## III. COUNCIL MEETINGS

- A. Meetings: The Council shall have regular meetings every Tuesday, unless otherwise determined by five (5) votes of the Council. Regular meetings, which are announced and open to the public, shall include the following:
  - 1. *Strategic Planning Meeting*: The Council shall meet in strategic planning session at 1:30 p.m. each Tuesday in the City Council Conference Room, in which agenda items for the official session will be discussed openly.
  - 2. *Agenda Session*: The Council shall meet at 3:00 p.m. each Tuesday in the City Council Chambers in which agenda items will be discussed openly.
  - 3. *Business Meeting*: The Council shall meet in official session at 6:00 p.m. each Tuesday in the Council Chamber.
  - 4. *Standing Committee / Additional Meetings*: From time to time, the Standing Committees of the Council will meet to discuss those items falling within the scope of the committee. Additionally, the Council may meet for information, education, and attorney-client purposes.

Special meetings can be called by a majority vote of the Council and shall meet all public notice requirements as provided by law and common practice.

- B. Organization of Council Business Meeting Agenda:
  - 1. The agenda for official sessions of the Council shall be prepared by the Office of the City Attorney in consultation with the Clerk.

- a. All proposed ordinances and resolutions must be submitted to the Office of the City Attorney no later than 11:30 a.m. on the Tuesday a full two (2) weeks prior to the City Council meeting. It will then appear on the two-week agenda.
  - b. Legislation will be added to the two-week agenda so long as it has appeared on the calendar for upcoming legislation.
  - c. Under certain circumstances, the Chairperson can waive these requirements and can add items to the agenda. Additionally, two members of the Council can waive these requirements under certain circumstances (*e.g. emergency, unavailability of Chairperson or Vice-Chairperson, etc*).
2. Members of the Council seeking to have legislation added to the Council meeting agenda for a Council vote shall either submit or recommend the proposed legislation to the Council Chair for the appropriate committee assignment. The committee may hold public hearings thereon. In such hearings, those who speak in support of the proposal and those who are in opposition shall both be limited to five (5) minutes.
  3. Any matter which has appeared on the agenda and has been acted upon by either a majority vote for approval or rejection may be brought before the Council for reconsideration upon proper motion of a Council Member and seconding motion by another Council Member. Such reconsiderations shall not apply to any previous approval upon which the City has financially or contractually relied upon.
  4. In the case of public hearings not subject paragraph 2 of this section, the Chairperson shall set time limitations in advance of the hearings; provided, however, that equal time shall be afforded for those who support the proposal and the opposition. The Chairperson may limit the number of spokespersons.

C. Organization of Council Business Meetings:

1. *Seating:* Council Members, except the Chairperson, shall have a regularly assigned seat, alphabetically, from left to right.
2. *Governance:* All meetings shall be governed by *Robert's Rules of Order*, which are hereby adopted, except as to matters otherwise governed by Charter, state law, or ordinance.
3. *Voting:* It shall take five (5) "yes" or five (5) "no" votes to adopt or defeat any action. A roll call vote shall be taken by the Chairperson on all ordinances and on all resolutions involving the annual budget, the issuance of bonds, or upon demand of any Councilperson, even immediately after the vote. All ordinances shall be passed on two (2) readings held on at least two (2) different days. On final reading, an ordinance may be postponed by a vote of the Council to be heard on a day or week certain. Resolutions may be passed on one (1) reading.

4. *Order of Business:* The Council shall follow the order of the agenda, except when the order of business is amended by a majority vote of the Council members present.
5. *Conduct:* In case of any disturbance or disorderly conduct in the Council Chamber, the Chairperson shall have the power to order the same to be cleared, adjourn the meeting to maintain order and to have persons removed. No person shall be allowed to Disrupt any City Council meeting by physical action or verbal utterance as prohibited under Tennessee law.
6. *Zoning Ordinances:* In the case of initial readings, the following procedures shall be followed:
  - (a) The case shall be presented by a member of the staff of the Office of Planning and Development.
  - (b) The applicant shall be granted a seven (7) minutes for oral presentation, plus two (2) minutes for rebuttal, for a total of nine (9) minutes.
  - (c) Spokespersons for the opposition shall be granted equal time of nine (9) minutes.
  - (d) Discussion between Council Members shall not be interrupted by either the applicants or the opponents, or by any other member of the public present in the Council Chamber.
  - (e) The Chairperson shall strictly enforce these rules.
7. *Public Comment:* At the end of each Council business meeting the Chairperson will recognize members of the public who wish to address the Council. The following procedural rules will apply:
  - (a) Each speaker wishing to address the Council shall be recognized only at the microphone provided for that purpose. The speaker shall provide name, address, and council district of residence before addressing the Council.
  - (b) No person shall have more than three (3) minutes to speak.
  - (c) The speaker may address the Council only upon matters within the legislative and quasi-judicial authority of the Council. The speaker may not address the Council on matters which are not under the authority of the Council and which are regulated by other governmental bodies or agencies.

- (d) The speaker shall not be permitted to use any vulgar or obscene language, nor use the floor to personally attack or personally denigrate others. The speaker should address the Council as a whole and not make comments directed towards individual Council members.
- (e) Persons wishing to address the Council may do so only once during a Council day, either at the Agenda session, at a Committee meeting, or at the Council business meeting.
- (f) The Chairperson shall not permit Disorderly Conduct or Disrupting a Public Meeting which is prohibited by Tennessee law after warning is given to the disrupter. A person commits an offense if the person substantially obstructs or interferes with the meeting by physical action or verbal utterance with the intent to prevent or disrupt a lawful meeting or gathering.

#### **IV. COUNCILPERSON BEHAVIOR**

- A. Conduct Rule: Members of the Council are expected to be prompt in their attendance of official meetings, including those held in joint session with the Hamilton County Commission. Such meetings shall be conducted in an orderly manner and according to the Rules of Procedure as adopted by this Council.

Conduct of individual Members during meetings of the Council is expected to reflect a total sense of respect for the office held by those assembled to conduct business. Members shall be courteous to one another, to any member of the administrative staff, as well as persons who may address the Council.

- B. Limit Rule: A Member may not speak until recognized by the Chairperson and shall not be recognized the second time on the same subject until all Members who wish to speak have had an opportunity to do so. Any disorderly conduct shall be noted by the Chair, and the offending Member shall forfeit the privilege of the floor for the remainder of the meeting, except for the purpose of casting his vote.

#### **V. COUNCIL EXPENSE REIMBURSEMENT OR ADVANCE PAYMENT**

Members of Council may request reimbursement for advance payment of travel, room, and board expenses for travel up to \$6,000.00 per Council Member per year for their reasonable, necessary, and actual expenses incurred in the performance of their official duties, in accordance with the City of Chattanooga's travel regulations attached with this Rules of Operation.



Members shall request approval of advanced payment or reimbursement from the Chairperson of the Council who will approve or disapprove said request after expeditious review. In the event the Chairperson disapproves a Member's request, said Member may appeal the Chairperson's decision to the Council's Budget and Finance Committee which may, by majority vote, recommend to the full Council to uphold the Chairperson's decision or approve the expense reimbursement requested.

## **VI. CHANGES TO THE RULES**

These rules may be amended at any time by a majority vote of the Council.