

November 11, 2020

**WHEREAS**, City Council amended its Rules of Procedure on October 8, 2019 to require that the Mayor refer to a City Council committee any item requested by five councilmembers on an approved five-signature memorandum form which includes, if applicable, a draft resolution or ordinance; and

**WHEREAS**, City Council desires to amend its rules of procedure to return to the rule in place before October 8, 2019, that requires the Mayor to place a five-signature councilmember item directly on a City Council agenda.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That Section 6.2 of the City Council Rules of Procedure is amended to read as follows:

**“6.2. Presentations by Members of Council.**

(a) The mayor shall include on an agenda ~~[refer to a council committee]~~ any item requested by:

(1) five city councilmembers if the item is presented on an approved five-signature memorandum form, which includes, for a voting agenda [if applicable], a draft resolution or ordinance; or

(2) a majority of a city council committee to be brought before the city council.

(b) The five-signature memorandum form must include:

(1) an accurate description of the voting item or briefing request;

(2) the background information for the agenda posting; and

(3) the printed names and district numbers of the five councilmembers signing the five-signature memorandum form.

(c) The five-signature memorandum form must identify the lead city councilmember who must ~~[shall]~~ work with the City Attorney’s Office on the substance and wording of the subject matter, and any resolution or ordinance before the five-signature memorandum form is signed.

**SECTION 1.** (continued)

(d) For a voting item ~~[If applicable]~~, the lead city councilmember must ~~[shall]~~ attach the draft resolution or ordinance to the five-signature memorandum form and all five city councilmembers signing the five-signature memorandum form must also date, initial, and print their district numbers on the draft resolution or ordinance.

(e) The completed five-signature memorandum form with any necessary attachments must be date-stamped by the city secretary and the date-stamped five-signature memorandum form must be submitted to the mayor with copies provided to the city council, city manager, and city attorney.

(f) Unless the request is withdrawn by any of the five city councilmembers or by a majority of the city council committee, whichever applies,[:

~~(4)]~~ the mayor shall place the item on:

(1) the first briefing agenda scheduled at least 30 calendar days after receipt of the request by the mayor on an approved five-signature memorandum form that is date stamped by the city secretary, if the item is requested to be placed on a briefing agenda; or ~~[refer a complete five-signature memorandum to a city council committee within 15 calendar days after receipt of the date-stamped five-signature memorandum.]~~

(2) the first voting agenda scheduled at least 30 calendar days after receipt of the request by the mayor on an approved five-signature memorandum form that is date stamped by the city secretary, if the item is requested to be placed on a voting agenda. ~~[The council committee chair shall place the item on the city council committee agenda not later than the second city council committee meeting after receiving the five-signature memorandum from the mayor. The city council committee shall be briefed on the item, make a recommendation on the item to the city council not later than the next meeting after the city council committee is briefed, and forward its recommendation by memorandum to the mayor for placement of the item on a city council agenda.]~~

~~(3) The mayor shall place the item on a city council briefing or voting agenda not later than the second regular meeting after receipt of the city council committee's written recommendation.]~~

(g) Any change to a five-signature memorandum form or its attached resolution or ordinance made after it is submitted to the mayor will require a new five-signature memorandum form, restarting the calendaring of the item.

**SECTION 1.** (continued)

(h) The resolution or ordinance being considered must be posted with the agenda item.

(i) The mayor shall not place on the agenda ~~[refer to a council committee]~~ any five-signature memorandum that is not on a complete five-signature memorandum form, including any necessary resolution or ordinance.

(j) The mayor shall not place on an agenda any item that has been voted on by the city council within the one-year period preceding the date requested for placement of the item on the agenda.”

**SECTION 2.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.