



City of Portland Rules Committee

Monday, November 21, 2022 at 4:00 PM Via Zoom

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Rules Committee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The Rules Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

To join the meeting, visit <https://portlandmaine-gov.zoom.us/j/81425152603>

1. Call to Order
2. Review Council Rules and Discuss Possible Changes
 - a. Proposed guidelines for issuance of proclamations
 - b. Discussion: Scheduling non-Council-Meeting Mondays as standing workshops
3. Public Comment on Council Rules
4. Adjournment

City of Portland | Executive Department

Danielle West, *Interim City Manager*



To: Rules Committee, Councilor Dion (Chair)

From: Dena Libner, Chief of Staff

Date: November 14, 2022

Re: Proposed Proclamation Guidelines

Staff recommend that the Rules Committee consider adopting rules to guide the issuance of proclamations. Guidelines would help ensure proclamations reflect the Council's values and priorities, as well as provide members of the public clear standards prior to making a request.

Currently, the Council does not have any such standards. Proclamations are requested by members of the public, advocacy groups, and community organizations, among other entities. Requests are made by residents and non-residents, as well as organizations based locally and nationally.

To inform this recommendation, staff reviewed standards adopted by other municipalities. We recommend the following for the Rules Committee's consideration:

Request for proclamations must:

1. Be made or endorsed by a Portland resident;
2. Be related to a community benefit, event, individual, or organization;
3. Be made in writing and accompanied by a written draft of the proclamation;
4. Be submitted at least two weeks prior to the requested date of proclamation.

Proclamations may not be issued for:

1. Commercial businesses;
2. Matters of a religious nature;
3. Campaigns or events contrary to City policies;
4. Organizations that have no locally-based chapters or specific connection to Portland;
5. Any matter with potential political controversy or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council;
6. Any group whose policies or aims advocate violence, hatred, or any other position contrary to the well-being of the residents of Portland.

If the Rules Committee and City Council adopt any guidelines related to the issuance of proclamations, City staff will publish the guidelines in a prominent place on the City website.

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 should to the maximum extent possible be received in the office of the City Manager on or before close of the work day ten (10) days prior to the scheduled Council meeting.

Each item for the Agenda shall be submitted with an electronic agenda request form. The form shall have a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy.

Rule 13. Sponsorship.

Items listed on the Council agenda shall be sponsored as follows:

A. The Mayor shall sponsor any proclamations or resolutions; provided, however, that any Councilor may request the opportunity to sponsor a proclamation that is not deemed "standing" hereunder; and

B. The City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items.

C. For purposes of this Section, "standing" proclamations shall include, but not be limited to mean annual holidays, existing anniversaries of prominent events, or proclamations or resolutions that have come before the Council at least two (2) times in the last five (5) years.

Rule 14. 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 15. 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 16. 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 17. Debate; Rules of