



# Allegheny County Council

County of Allegheny  
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## Legislation Text

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**File #:** 12264-22, **Version:** 1

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Motion of the Council of Allegheny County amending and supplementing the Rules of Council, Article III, in order to improve the efficiency and transparency with which items are placed on agendas for regular meetings of Council.

**Whereas**, Allegheny County Council does, from time to time, amend the Rules of Council by which it operates; and

**Whereas**, as currently drafted, Article III of the Rules of Council govern the processes of placing items on the agendas for regular meetings of Council and publication of those agendas; and

**Whereas**, it is the desire of Council to amend Article III in order to render this process more efficient and transparent; and

**Whereas**, Council's Executive Committee met on March 30, 2022 and recommended the Rule changes contained herein;

***The Council of the County of Allegheny therefore hereby moves as follows:***

For the reasons delineated herein, the Rules of Council, Article III, Rules C., D., and E. are hereby amended as follows:

### **ARTICLE III. COUNCIL AGENDAS.**

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#### **C. Procedure for Placing Items on the Agenda**

1. All items to be included on the agenda, except those submitted by Council Members, must be submitted in written and electronic form to the Clerk no later than 11:00 a.m. the Thursday prior to a regular meeting of Council in the format prescribed by these rules. Each item shall be accompanied by a cover letter from the requesting sponsor and a summary of the legislation being presented.
2. All items which fall under the jurisdiction of the Chief Executive shall be submitted to the Clerk through the County Manager.
3. All items to be included on the agenda sponsored by Council Members, must be fully approved

as to form and content by the primary sponsor(s) no later than 4:30 p.m. on the Thursday prior to a regular meeting, and submitted in final written and electronic form to the Clerk no later than 11:00 9:00 a.m. on the Friday prior to a regular meeting of Council in the format prescribed by these rules.

- 4 All pieces of legislation shall include a title that clearly indicates the purpose of the legislation. Legislation amending existing law shall also be noted as such in the title. All pieces of legislation shall include severability and repealer language and an appropriate page for enactment information, signatures and attestation as provided by the Clerk.
5. Legislation amending existing law shall be presented to indicate language that is being omitted and inserted. Amendment may also be reflected by providing the language within the existing law, followed immediately by noting the language that would replace it.
6. Each piece of legislation shall state the sponsor of the legislation. If a council member is the sponsor of legislation and wishes to list another member as co-sponsor, the co-sponsor must communicate this to the Clerk. If a member wishes to co-sponsor another member's legislation, the sponsor has the option of accepting or rejecting co-sponsorship and must communicate this to the Clerk.

#### **D. Non-Agenda Items**

The Council may take action on ordinances, resolutions and motions not appearing on the posted agenda under any of the following conditions:

1. Legislation resulting from an emergency situation as defined in Section 307.01(D) of the Administrative Code;
2. Upon determination by the President or the Presiding Officer that there is a need to take immediate action and that the need to take action came to the attention of the Council subsequent to the agenda being posted;
3. Council members may introduce items not on the agenda by motion. The motion may be acted upon by the Council, referred to committee, or by majority vote of Council, postponed to another meeting.

#### **E. Posting of Agendas**

The agenda for all regular meetings of Council shall be made available the Friday before the scheduled meeting. For rescheduled or special meetings shall be made available to the public no later than twenty-four (24) hours prior to the stated rescheduled or special meeting. In addition, the agenda for all meetings shall be posted in a conspicuous place outside Council's chambers in the Courthouse, at the entrance to the Gold Room or other venue at which the meeting will be taking place, and on the Allegheny County website.

