

Government Operations Rules & Claims Committee
April 28, 2022

The Government Operations, Rules and Claims Committee will meet to discuss potential amendments to the Rules of the of City Council

Attendee Name	Present	Absent	Late	Arrived
Alanna Mallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis J. Carlone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Patricia Nolan	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
E. Denise Simmons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paul F. Toner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vice Mayor Mallon

Good morning and welcome. Welcome to the April 28th Government Operation Rules and Claims Committee. A quorum being present, I call this meeting of the Government Operations Committee to order. The call of this meeting is to discuss potential amendments to the City Council. Pursuant to chapter 20 of the Acts of 2021 in the Massachusetts General Assembly and approved by the Governor, the City is authorized to use remote participation at the Cambridge City Council. To watch the meeting, please tune into Channel 22 or visit the Open Meeting Portal on the City's website. Today's meeting will be conducted in a hybrid format. If you would like to provide public comment, please go to www.cambridgema.gov/publiccomment to sign up. We will not allow any additional public comment sign up after 10:30 a.m.. Mr. Clerk, can you please take roll for the members present and please confirm if it is audible to you.

Anthony Wilson, City Clerk

Councillor Carlone. Absent.

Councillor Nolan. Present.

Councillor Simmons. Present.

Councillor Toner. Present.

Vice Mayor Mallon. Present.

Vice Mayor Mallon

Welcome to the members of the City staff. It looks like we have Lee Gianetti from the Public Information Office joining us and Solicitor Glowa joining us as well. I want to say for the record that committee member Dennis Carlone cannot join us due to a previous engagement. We will discuss in his absence. Thank you to the committee members for sending your proposed changes in advance. The way that this meeting will be conducted, I will share my screen which will have the provisionally adopted rules. We can move through each section with the proposed amendments by members. Then we will hear from members of the public and go back to further discussion. There was a communication from a community member this morning that the clerk has distributed. We will include it in the public record for this meeting. I am going to try to share my screen. Everyone should be able to see the rules up on the screen. These are rules that were provisionally adopted in 2022 at inauguration. We will be moving through each section to discuss proposed changes by members. The very first rules change this proposed amendment by Councillor Simmons. After the City

Council it shall be public. She is suggesting adding some information about adding rules to make it more clear on what we are doing here. Her amendment is “the rules of the City Council should be reviewed and provisionally adopted towards the beginning of every new City Council term.” Councillor Simmons, do you have anything to add here?

Councillor Simmons

Yes, thank you Madam Chair. I am getting terrible feedback, and I do not know why. The reason why I am adding this is to complete at the top of every meeting in the inaugural meeting of, we moved to provisionally adopt the rules which is very important to do. Because in particular in these years of Covid, there were some changes that needed to be made because of how we operate during Covid. I do not want it to be, I do not want us to have a habit of adopting rules and go on. It is important that we stop and look at the rules. It does two things, one it makes it fresh in everyone's mind at the time of the session. If there is any change that needs to be done, we are behooved and encouraged to make those changes so that the rules are before us. Hopefully, we can do it at the beginning of the year, assuming that a Mayor is chosen at the top of the new session. That is the thought behind it. I hope my colleagues will support it.

Vice Mayor Mallon

Members are there any further discussion on this rule change? I am not seeing any hands.

Anthony Wilson, City Clerk

On adoption of this amendment,

Councillor Carlone. Absent.

Councillor Nolan. Yes.

Councillor Simmons. Yes.

Councillor Toner. Yes.

Vice Mayor Mallon. Yes.

Motion passes. 4 in favor, 1 absent.

Vice Mayor Mallon

Are they any additional call outs on rule one, two, three, four or five on this page? Before we move on? I do not see any hands. We can move on. Are there any additional call outs on rule six, seven, eight, nine, ten or eleven? No. I am not seeing any hands. The next rule to consider. Go ahead, Councillor Nolan.

Councillor Nolan

I have reviewed the rules and I wasn't sure where this would fit in as I previously indicated to you, it will be helpful for the Council to adopt the same rule that the School Committee has for roll call votes. All the calls of the role shall be taken. It should rotate alphabetically from meeting to meeting. I should-- we do not have a rule that the School Committee does for specifically calling out and specifying roll calls. I'm curious as to where that would be added? Whether it would be in the section or not? It would be helpful, thank you Chair. I will send to the clerk the actual rule from the School Committee rules so he understands where it is.

Vice Mayor Mallon

I see Councillor Simmons's hand up and Councillor Toner. Councillor Simmons you have the floor.

Councillor Simmons

One of the things that did not get into my notes, but I do want us to talk about. One of the things members coming from the Council going to the School Committee often struggle with. Let me talk about myself. Is that we on the City Council do not ask for a second, the School Committee does. I do not want them to change their rule. I want us to at least discuss, and I thought this was the appropriate place. Do we want to adopt that same pattern? That for every motion that is made, it has to have a second? I did not write that down. I do not know where it fits. I wanted to put that out there as Councillor Nolan mentioned the rotation of names, I'm an "S" it can stay the same for me. [laughter] I know that is not necessarily egalitarian. If we have a discussion wherever you find Madam Chair to have the appropriate conversation that we at least discuss, approve it, or lay it to rest. That we should have seconds for every motion that hits the floor.

Vice Mayor Mallon

Thank you Councillor Simmons, I think we can talk about the rotating vote, and second at this moment. I do have some items that did not seem to fit anywhere at the end for discussions. We should talk about both of these things and move on. As the clerk is looking for the rotating votes, and where a second may be in, I am going to go to Councillor Toner for his thoughts and discussion on this possible amendment.

Councillor Toner

I have a general question on, what is the purpose and the value of rotating the names? I assume, I think it could slow the meeting down and cause the Clerk a lot of confusion where to start to roll. Without further explanation, I would be against that proposal.

Vice Mayor Mallon

Councillor Nolan, do you want to explain a little bit more?

Councillor Nolan

The rule was put in place for the same reason that the ballots rotate names. It doesn't make sense to always have one person be first. I reached out to several members of the School Committee prior to this. They all like that rule of the School Committee. They feel like it makes it more equitable to have the rotating names in alphabetical order. The way it works is, it is still alphabetical order. It is just that every meeting the first person called changes. So that if right now, Councillor Azeem is the first one called, he would be the first one called. It will go through, and then at the next meeting Councillor Carlone would be the first one called and it would go through. To address Councillor Toner's concern: it takes no more time whatsoever. The School Committee Executive Secretary who records the minutes who I also talked to said it is not a problem at all. It is completely seamless. It takes no extra time. And it allows every member on those instances of roll call votes to be able to sometimes be the first, sometimes be the last. It is just a matter of equity and trying to do all we can to ensure that there is a spreading out in the order. It seems to be a practice that worked well in the School Committee. I reached out to the members who have experienced it and said it works well. They endorse it. I will also make it clear that the Mayor on the School Committee always votes last just like on City Council. That wouldn't necessarily change. It would still be you go through all the members in rotation in alphabetical order so it is always clear from meeting to meeting who is first and you run through and then Mayor is always last.

Vice Mayor Mallon

Councillor Toner?

Councillor Toner

I yield.

Vice Mayor Mallon

Councillor Simmons, you have the floor.

Councillor Simmons

I had done a little scoping around on this. From an egalitarian perspective, I get it. I wanted to know, why do they actually change the rotation? It was under and during the term of Sarah Mae Berman. Before that it was the same way as the City Council. During the time that Kathy Born was on the Council, I know the Councillors had a conversation. It did not, it failed for a lack of vote. As pertaining to, it is easy I would take a different route, having had the opportunity to talk to at least three prior secretaries, it is not as easy as it seems. It is a bit cumbersome. It is more work for the clerk. The clerk has to pay attention to who is on first as opposed to just pulling the sheet. I am not going to ask our clerk to be on the spot to answer because I do not think that is fair. He did not know this was coming. This may need a little bit more discussion. Where I lean toward the egalitarianism, I do have some concerns having heard some other people who served in this position. They did it in 1976 on the School Committee. I think it needs a little bit more tweaking and more conversation. I just want to think it through a little bit more. I understand and even thought about it. We talked to Councillor Azeem about it. It really is problematic for you to always have to be first. I'm an "S" so I have time to change my mind and think about it etc. That is my thoughts on this. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. I see Councillor Zondervan, who is not a member of the community but thank you for being here, do you have some thoughts on this?

Councillor Zondervan

Thank you, Madam Chair for an opportunity to speak. I'm against requiring a second. My understanding of Robert's Rules and best practice is that it is not recommended to require a second. I do not see the purpose for it. To be honest. On rotating names, while I certainly appreciate the last name equity, and I understand the concern that certain Councillors are always voting first, I am always voting last. I think the predictability is good. I think if we rotate the names as long as it is predictable and known ahead of time what the order will be, I am agnostic on that issue. Thank you.

Vice Mayor Mallon

Thank you, Councillor Zondervan. The Clerk has suggested, Councillor Toner, if you would like to send in language it would be a new rule number 12. If you could send some language that we could consider for rotating the vote as a new rule number 12 and we can come back to it. Councillor Nolan, is that amenable to you?

Councillor Nolan

Yes, I sent in language from the School Committee, but I will amend it, I guess.

Vice Mayor Mallon

Would you like us to consider the same language? I see the will of the Committee, we can consider the amendment right now if the Clerk wants to read out the proposed amendment for rule number 12 and then we can vote.

Anthony Wilson, City Clerk

The proposed language would be rule number 12 in the same section titled "Duties and Powers of the Chair." The rule will read, "Roll call: The call of the roll shall be taken on any question whenever a member should so request and the order shall rotate alphabetically from meeting to meeting."

Vice Mayor Mallon

Councillor Simmons, your hand is up?

Councillor Simmons

I wanted to speak on the question of a second, so I will yield and come back.

Vice Mayor Mallon

I suggest we take a roll call on the proposed new rule amendment number 12.

Anthony Wilson, City Clerk
Councillor Carlone. Absent.

Councillor Nolan. Yes.

Councillor Toner. No.

Councillor Simmons. Present.

Vice Mayor Mallon. No.

Motion fails. One absent, one in favor, one present, two against.

Vice Mayor Mallon

Councillor Simmons, to go back to your second question, the Clerk suggested it will fall under rule number five which is now or should be on the screen.

Councillor Simmons

My reason for this is, first of all it is in Robert's Rules that each motion has a second, although it is not required for boards that are less than 12. I understand that, but by giving a second, it says 14% of the body has another opportunity to weigh in. We are very polite. I think it goes by way of a motion passed discussion. It requires, in my opinion, more thoughtfulness as opposed to moving a Charter Right with which we often do. Laying it on the table, if a motion does not get the second then the question is put to an end. It is consistent with our other body of the School Committee. I do think it is something that we should start -- certainly for continuity, it is Robert's Rules. It makes it easier when you are moving from one body to another so there's some symmetry with the rules. That is my suggestion.

Vice Mayor Mallon

Mr. Clerk do you need some time to propose some language? Councillor Toner?

Councillor Toner

When we have policy orders and resolutions where we have multiple members listed, do we automatically... would that be assumed already being seconded, is this only for individual motions that only one councillor would bring forward?

Councillor Simmons

Yes, the fact that something has multiple members cosigning on will be no different than it would be with the School Committee again. It still needs a second to carry. It is no more or less cumbersome. In fact, it may be easier. If you are cosponsoring my order, Councillor Toner, you would be inclined to move it to be the second on it. It doesn't preclude you because you are a cosponsor of the motion. Is that helpful, Councillor Toner?

Councillor Toner

Yes.

Councillor Simmons

And again, most bodies, even our boards and commissions have seconds. If you go to the Historical Commission that is one that I have been to most recently. You will see it is the standard rule. I believe the commission has less than 12 members. It is just, I think it is procedurally a better system. It is consistent and congruent with our other elected body. So I hope that my colleagues would support it.

Vice Mayor Mallon

Thank you, Councillor Simmons. Is there further discussion on this potential amendment? Councillor Nolan?

Councillor Nolan

I appreciate the suggestion. I do not believe we need it in Council. And that does have the potential slightly for slowing things up if we need to second. Most of our discussion as Councillor Toner has pointed out is to another person, so I do not think it is necessary to add to our rules. I appreciate the suggestion and something we could choose to do or not in best practice.

Vice Mayor Mallon

Thank you, Councillor Nolan. Councillor Simmons I see your hand is up, is that from before?

Councillor Simmons

I mute myself when I am not talking. Sorry, it takes me a minute to adjust. While I certainly I respect my colleagues' perspective, I do not think it takes more time. There's some motion by Councillor Toner to raise the shades. Is there a second? Simmons says second. It's not — I don't feel that is valid in terms of time. It does not slow down the meeting at all in my opinion. And again, it is congruent with other bodies within our midst in terms of boards and commissions. It is consistent with the School Committee and so for the sake of continuity, and even if it says, it brings representation in my opinion saying the support for this policy order, resolution to go forward. It strengthens that.

Vice Mayor Mallon

I will turn to the clerk for some potential language.

Anthony Wilson, City Clerk

Councillor Simmons, correct me if I am wrong, the motion will be to insert into the end of rule five? A motion that says "all motions made by any members of the Council should require a second prior to debate."

Vice Mayor Mallon

Councillor Simmons, does that sound amenable to you?

Councillor Simmons

Yes it does. I just want to add the purpose of requiring a second is to prevent time being wasted by a body to have to dispose of a motion that only one person seeks to bring to the floor. Not for this council because we are very amenable and most of the time we are. Should there become a more contemptuous body to follow us, it will prevent mean-spirited motions coming to the floor. I yield. Yes, that language is fine.

Vice Mayor Mallon

Thank you, Councillor Simmons. I suggest we move to vote.

Anthony Wilson, City Clerk

On the vote, and this is to insert the language around seconds into rule five.

Councillor Carlone. Absent.

Councillor Nolan. No.

Councillor Simmons. Yes.

Councillor Toner. Yes.

Vice Mayor Mallon. Yes.

Motion passes three in favor, in favor, one against, one absent.

Vice Mayor Mallon

The next rule that has been proposed an amendment to is rule 12. Which is an amendment by Councillor Carlone which is adding at the end of rule 12 “during debate the council will efficiently state their comments and opinions clearly and concisely with the understanding that other councilmembers are waiting to present their comments.” Is there any discussion on this proposed change? Councillor Toner?

Councillor Toner

Councillor Carlone’s not here to answer, I just question how do you begin determining and judging whether people are living within that rule? I would hope we are all doing that now. Again, he is not here to judge. This is something the chair would have to call out during discussion. I guess I have a little bit of concern about enforcing or policing it during the meeting. I yield.

Vice Mayor Mallon

Any other discussion? Councillor Simmons?

Councillor Simmons

I think this is an important rule. I am sorry that Councillor Carlone is not here. And a lot of our meetings, and I will use myself as an example in the Finance Committee meetings. I have said in other committees I have run. Each person can ask one question, and only speak for x number of times. What I think it does without making it look like you are bullying or being oppressive to any member, it keeps the meetings concise and consistent. Because you are not running the floor, if you will. There are members that are very astute at speaking on the floor. There are others that do not. It brings a balance to the discussion by saying you have the floor. Each member is allowed five minutes per topic before you can come back to them. There are a couple of things that are missing here. That could be added to not only, we could put a time limit and could say that could be by the discretion of the Mayor or the chair, not who only hosts the City Council meetings, but also the committee meetings. It does allow for efficiency. A couple of things that could be happening here is when each member the first time on a topic has five minutes, on the second time it’s three minutes. And then the chair has the flexibility to say, everyone has been heard. And then a vote can be taken. What will happen and not to use another councillor, we had members that really were extraordinary speakers. And they would speak for a very long time on a topic. It would keep coming back and going over and over. This way, you give everyone equal time. If you do not want to speak about a motion, or you do not want to take your turn you could always yield. In terms of we want to be as efficient as we ask people to do in public comment. We put a time limit on public comment. And saying we want to hear from our colleagues, but we want to make sure that a colleague that is very familiar with the topic or very comfortable with talking does not hold the floor to the detriment of another member that does not feel as comfortable. I think this is an important adjustment. I certainly support Councillor Carlone in his absence on this. This is a living document. If you find that it does not work it can always be amended. That is the wonderful thing about rules and order and rights and duties. I think this is a very good suggestion. I would solidly support it.

Vice Mayor Mallon

Councillor Nolan?

Councillor Nolan

I have a different perspective on this. I echo what Councillor Toner raised. How would we effectively monitor this? How anyone including the chair would decide that a Councillor is efficiently stating a comment? I think what Councillor Simmons said did resonate with me. To me, that means that we should ensure that we do not actually try to coerce them into being more efficient because we need to understand for many councillors if they are not familiar, maybe they will take a little bit more time to understand and

articulate and express how it is they are feeling about the topic. Our main job is to deliberate, to debate and hear from each other. I will be extremely worried if during debate on issues which we do not have on every policy order, so many of them we decide, we deliberate by just voting on it. They are not controversial. For those that include debate in my mind it would be anti-democratic to limit debate. It would be something that would not be good for the democracy, for deliberation, for discussion. For debate in a democratic system where there will be many different views as all of us here we probably at every time have worked and supported and advocated with each other. And also felt differently about things and voted differently. I always learn from those discussions. I believe we can, in the first sentence of this is “speaking respectfully and confining” under debate. That does seem to be something that would be appropriate. That you really should only be talking about the question on debate. If it takes you more than one question about an issue or more than a minute or two to say about an issue it is critically important that I hear from my colleagues on what their thoughts are so that I can then include that in the formation of my decisions on how it is that I will be making policy on voting on issues. I appreciate the spirit on which this is offered. None of us will want to sit and listen to comments and opinions that are not meant to advance the debate and yet, I do not see it is a problem that could be solved by putting this in. What is efficient to one may be viewed as necessary to another. Adjudicating that will be an impossible task. And really risk cutting off debate on an issue that would be to the detriment of the decisions before us. I would not vote to include this.

Vice Mayor Mallon

Thank you, Councillor Nolan. Councillor Simmons I see your hand is back up and then I see Councillor Zondervan would like to weigh in here.

Councillor Simmons

Again. Just looking at Robert's Rules. Rules of debate on the Robert's Rules limits discussions around 10 minutes per person. It is not – let me take a step back. I understand and concur with the intent of Councillor Nolan's comment. The reason I district -- disagree it is not cutting off debate. It is making and defining debate in a very transparent and recognizable way. I believe some can certainly make their case in five or 10 minutes. We probably do 20 or 30 minutes now. Just because one talks a long time about an issue does not mean that they are more or less effective. For me, as someone who likes Robert's Rules, it does not cut off debate if you watch other cities and towns and parliament, usually an item is debated for about 40 minutes, that is close to an hour. I respect the intent or what I believe is the intent of Councillor Carlone's order just to put a bit of order. It is called Robert's Rules of Order to put order and expectation into a meeting. Once it caught off debate, this is where I think the committee becomes crucially important. In a lot of structures as one will see as they view other cities and towns and some of them are better and some of them are not so good issues are often debated and vetted in the public and the committee. If we have already fully teased out an issue in the public's eye and the committee and bring it to the floor it almost leans into excess to have the full discussion again on the floor when it has been fully debated in a committee. I think we can find common ground. I would never want to cut off Councillor Nolan or any of my other colleagues who are experts on a particular field or level on a particular topic. I do want us to function very well. Oftentimes when meetings go long into the night, the longer they go the less effective that we are. I would certainly support this even as it is written. I would even go further to put time limits. I will want to hear more discussion from my colleagues. Thank you. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. I will go to Councillor Zondervan and then the Clerk has some information for us from Robert's Rules. Go ahead Councillor Zondervan, you have the floor.

Councillor Zondervan

Thank you, Madam Chair, and not to steal the Clerk's thunder, my reading of the rules is that we have 10 minutes twice on any particular question on any given day. To me that is plenty of time and I would not be in favor of this rule. I do not think it is enforceable. I don't think it is objective enough to be practical, and I would certainly hope that we are all speaking as efficiently as possible. For some people it may take longer

than others. The important part is to get our thoughts across. I certainly appreciate the intent. We are sufficiently protected by Robert's Rules and do not require this rule change.

Vice Mayor Mallon

Thank you, Councillor Zondervan. I think you did steal the thunder, but I'm going to give him the floor now.

Anthony Wilson, City Clerk

I am just going to read a few pertinent sections on debate. I am going to read a couple of quick excerpts. "Without the permission of the assembly no one can speak longer than permitted by the rules of the body or in a non-legislative assembly with no rule of its own related to the length of the speech longer than 10 minutes." It also says "debate must be confined to the merit of the pending question; speakers must address their remarks to the chair maintaining a courteous tone." In subsection 4.32 "the presiding officer cannot close debate so long as any member has not exhausted his right to debate desires the floor except by order of the assembly which requires a two thirds vote." It also says, as Councillor Zondervan has stated, "a member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day."

Vice Mayor Mallon

Thank you. Not to cut off debate here, but we do have 28 more rules to go through. I think it is slightly ironic that we are spending so much time on this one. Just some remarks from me, I think this is a fairly innocuous addition. It reminds us to speak concisely and clearly knowing there are other members that are waiting to speak. I think it also gives the chair and the Mayor some tools to go back to our rules. We are supposed to be clear and concise and move quickly through thoughts so that people are not taking more than their time. I would certainly be in favor of voting for this today. I think at this point I have heard from everyone that I think Councillor Toner and Councillor Nolan have their hands up. Councillor Nolan, you have the floor.

Councillor Nolan

Just very quickly I wanted to respond to the idea that if issues are fully debated in the public domain and committees, the public will be fully informed. That means that the Council itself will not need to debate. And yet if it turns out we had to do some of the debate, how many people show up at committee meetings and know about committee meetings or know about committee meetings? Typically for today there are two members of the public even watching this whereas for the full Council meeting it is incumbent on us to ensure that the discussions are in the public domain and they often should be discussed at committee like this. It should be discussed thoroughly at the full Council meeting. It is critically important for a democratic understanding that they be at least discussed in some fashion. Thank you, I yield.

Vice Mayor Mallon

Thank you Councillor Nolan. Councillor Toner?

Councillor Toner

I can vote for this with the understanding and intentions. I would be happier to vote for it if we made some reference to Robert's Rules now knowing there is very specific language of Robert's Rules that would assure 10 minutes times two would spell out clear guidelines of what this means. I yield.

Vice Mayor Mallon

Mr. Clerk?

Anthony Wilson, City Clerk

I do not know why, I don't have the rule in front of me. There is a section rule that says that any part of the rules that is not particularly covered, it is covered by Robert's Rules and the City Council rules. I do not have the number in front of me. I want to clarify the 10 minute part. I will read this again. "...or in non-legislative assembly has no rule of its own longer than 10 minutes." The 10 minute rule required applies to non-

legislative bodies. The City Council and its committees are legislative bodies, so that 10 minute rule does not apply to the City Council. Where it does not otherwise have a rule about the time limit of debate.

Vice Mayor Mallon

Councillor Simmons.

Councillor Simmons

I concur with Councillor Toner. If Robert's Rules is silent as it pertains to our body, maybe we can pass over this. We do have a lot more to go through. I will concur with my colleagues Councillor Mallon and Councillor Toner. If we can add if it is not in Robert's Rules, I do not know how we strengthen this. Or I could propose that we come back to this as it is and come back and add additional language. Madam Chair, I look for your guidance on this.

Vice Mayor Mallon

We do have a Robert's Rules meeting at the end of May which this can be covered under. My suggestion would be to vote this as it is right now and have a later discussion if we do decide we want to provide time constraints or some reference to other limitations. That would be my preference.

Councillor Simmons

I concur.

Vice Mayor Mallon

Councillor Simmons has called the question.

Anthony Wilson, City Clerk

On that motion, and again that is to insert at rule 12 the following language "during debate each counselor will state their comments clearly and concisely with the understanding that other members are waiting to present their comments."

On that motion:

Councillor Carlone, absent.

Councillor Nolan. No.

Councillor Simmons. Yes.

Councillor Toner. Yes.

Vice Mayor Mallon. Yes.

Motion passes. Three in favor, one against, and one absent.

Vice Mayor Mallon

Rule 14 which Councillor Carlone has suggested adding some language which is from our draft Code of Conduct for all employees from 2011. It is suggesting adding into the language "members will make decisions every day that will be analyzed and interpreted by others. Not every ethical dilemma can be outlined in the written code. Members should consider the public's confidence in the Council at risk. Would members of the public see the proposed action or decision practice as fair, honest and appropriate and would the proposed action comply with the relevant legislation, policy, and practice?" Discussion on this by members? I see Councillor Toner in the chamber and then Councillor Simmons.

Councillor Toner

I appreciate the intentions of Councillor Carlone. I am sorry, he is not here to respond. I am a little concerned about the elements that he has here. We should definitely want to support the public confidence and be definitely considering appearances etc. as we make decisions. At the same time, for instance would members of the public sees proposed actions, decisions as fair, honest and appropriate? I will use one example. I know people who think if you ride a bike, you shouldn't be voting on the bike lanes. People bring to decisions all sorts of parts of their lives. People in the public may not understand conflict of interests and ethics rules. I would rather leave all of this in the realm of the State conflict of interest and ethics laws so that if any one of us feels that we need to get a legal opinion just to follow up the process with the State conflict of interest and ethics laws. I will be voting against this just because I appreciate the intent and I hope we are already doing that. I do not see the need to have it written into the rules. Thank you. I yield.

Vice Mayor Mallon

Thank you, Councillor Toner. Councillor Simmons you have the floor.

Councillor Simmons

I concur. I think I understand the intent. I do not think this is something that we will codify into our rules in the absence of Councillor Carlone to sort of talk us through it. I don't know if I can support it not being able to grasp it other than what is written on the page. I would be reluctant to support this. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. Councillor Nolan, do you have anything to add?

Councillor Nolan

No, I concur. Just like the one before that others did not agree with me on. I believe we are doing it anyway. Thank you.

Councillor Nolan

Thank you, Councillor Nolan. Councillor Zondervan?

Councillor Zondervan

Thank you Madam Chair. I do not support this change as well. I agree with my colleagues. I wanted to point out that in the previous rule number 12, it currently says "the question on the debate and 'void' personalities and it should say 'avoid' personalities."

Vice Mayor Mallon

We will take care of that in the final draft.

Councillor Zondervan

Thank you, Madam Chair. I wanted to note, I am looking at the printed out rules. The typo is not in the draft that I printed out from the website. So it may have been an inadvertent error. Since that is a clerical error, I thought about whether I should raise my hand and amend it. I do not think it is necessary. It is a matter of clerical errors. Thank you.

Vice Mayor Mallon

It looks like the Clerk does agree with you. It does not need to be voted on. So thank you. I think we can move forward with this rule amendment vote on rule 14. Mr. Clerk?

Anthony Wilson, City Clerk

On that motion:

Councillor Carlone. Absent.

Councillor Nolan. No.

Councillor Simmons. No.

Councillor Toner. No.

Councillor Mallon. No.

Motion fails. 0 in favor, 1 absent, 4 against.

Vice Mayor Mallon

The next rule under discussion is rule 15. There's not an amendment here, however a member of the public pointed out this morning there is this rule which says "a vote of 'present' shall be accepted by the chair and so recorded. Application to be excused from voting must be made aware before the vote of the City Council have been decided. Said application should be accompanied by a brief statement of the reasons and shall be decided without debate." This is not something that we practice. It has not been on my time on the Council, I have not noticed this is something that we have done. The Clerk has raised his hand?

Anthony Wilson, City Clerk

Talking about the roll call vote and skipping to the bottom of subsection 45 – 48. Talking about when a member votes, "if he does not wish to vote, he answers present or abstains if he is not ready to vote but wishes to be called again and will answer 'pass.'" There can be a different, I am trying to think about the best way to explain this: to abstain, maybe a member for an ethical reason. Perhaps the Council is voting on something that may potentially financially impact that member. The member may abstain from voting and leave the chamber. I do not know if we had one of those situations in the near term. A statement of present is participating. The member is still in the chamber and participating and present at the time of the roll call. It is technically a different circumstance than abstaining from debate and vote.

Vice Mayor Mallon

Thank you, Mr. Clerk. Is it a nomenclature that a vote of present in our rules does not reflect the correct practice?

Anthony Wilson, City Clerk

I would defer in some sense to this. I believe that when a member is abstaining they are saying they are not participating in this matter. That is where the part of the rule is meant to be invoked. If the voter is "present," it is not the same, it doesn't mean that this person is excusing themselves from the entire topic.

Vice Mayor Mallon

Madam Solicitor?

Nancy Glowa, City Solicitor

I wanted to add that this brings into focus a point I wanted to add which is that the Council is entitled to make its own rules. Robert's Rules has only served as a default if the Council does not choose to have its own rules. It seems like this conversation is focused more on what the "present" vote means than looking at the additional language that has been proposed. I would ask the Council to consider what works best for the body to make sure that everyone as the chair noted is using the same nomenclature and understanding with the intent of any particular rule is.

Vice Mayor Mallon

Just to clarify, Madam Solicitor, this is not in addition, this is our current rule number 15. A member of the public just called out in this nomenclature, a vote of present, this is not the practice of how we handle "present" votes. I think that what the Clerk was saying as an abstention is different from a present vote. My

question was, if that is what we are saying and the intent of this rule is, do we need to change the wording of rule 15 to better reflect our practices? Madam Solicitor, do you have anything to add?

Nancy Glowa, City Solicitor

Much better expressed than what I said. I agree. Yes, I guess it is for the Council to decide if that abstention should be added. I stand corrected, thank you.

Vice Mayor Mallon

Thank you, Madam Solicitor. Councillor Nolan, you had your hand up?

Councillor Nolan

I was going to make the same point that you made. It is current language.

Vice Mayor Mallon

Thank you Councillor Nolan. Mr. Clerk, do you have anything you would like to add? Councillor Simmons.

Councillor Simmons

I want to talk, we are talking about something that was brought to us by the public. It has not been introduced to us by the proper forum. If we are to allow to discuss and debate and vote on something that did not come to the Council through an order or motion, or to your query to us as colleagues. I want to be sure that we are following the proper forum. If we are going to do that, we do also open ourselves up to someone saying something on the floor. If that is the way we want to see it at the time. Something that we have to be cognizant of. I am just curious if we are discussing this under the proper forum because it does not come from a City Councillor. It came from a member of the community. Generally with my experience it has been when something comes from the committee is introduced by a colleague on the floor for discussion. It is something I want us to pay attention to. I am not going to take any vote on this. The second thing is is this proper forum for us to be debating something that did not come from the Council? That is my question. Maybe it is the Clerk's question.

Vice Mayor Mallon

Thank you, Councillor Simmons. I want to quickly say this is a public comment that came through during this meeting, we would open it up for discussion after the public comment was over. I understand your point. I now turn it over to the Clerk.

Anthony Wilson, City Clerk

What was the specific question?

Vice Mayor Mallon

Councillor Simmons asked is it appropriate for us to be discussing rule changes or questions from members of the public versus the City Council members or committee members at this time?

Anthony Wilson, City Clerk

As I understand the structure of the meeting I believe that the Chair was going through each rule and opening up to the floor to allow members to raise amendments that they pre submitted or could submit on the floor. For this particular question I believe the Chair opened it up but sort of seated the discussion with this question having been raised by a member of the public. Based on the structure of the meeting I don't think that would be inappropriate as the Councillor is going through each particular rule to determine if it wants to make a change.

Vice Mayor Mallon

To go back to – sorry I see Councillor Zondervan, your hand is up?

Councillor Zondervan

I think we may be dealing with a slight misunderstanding here. My reading of this rule and the explanation by the Solicitor seems to be two separate issues. The first sentence dealing with the present vote and the second sentence dealing with abstaining from voting entirely. I think it could potentially use some clarification. It is actually correctly stated, but it is confusing because on a quick read they assume the second sentence is talking about voting present but it's not.

Vice Mayor Mallon

Thank you, Councillor Zondervan. I see what you are saying. "A vote of present should be accepted by the chair and recorded. Application to be excused," which is the abstention that we were discussing earlier "must be made before the vote of the City Council has been decided some application should be accompanied by a brief statement of the reasons and shall be decided without debate." There are two different issues dealt with in the same rule. It made it a little confusing. Councillor Zondervan, are you yielding back?

Councillor Zondervan

Yes.

Councillor Toner

I want to make the same point. I think we could fix it by saying "when abstaining from a vote a member must blah blah blah."

Vice Mayor Mallon

Thank you, Councillor Toner. Councillor Nolan?

Councillor Nolan

Thank you, I should know this. Do we define present? If present is meant to be an abstention, it should be defined to clarify this. So that if the application to be excused from voting means there is not any vote recorded. I am not sure it is allowed. Is the assumption here that the vote of present as actually the equivalent of an abstention which in this case we would have to say if they were excused from voting. Voting present is an abstention. I am more wondering if in fact this is clear enough?

Vice Mayor Mallon

Councillor Nolan, are you yielding back?

Councillor Nolan

Yes.

Councillor Toner

Maybe we want to put this in the parking lot and come back to it when we have information from the Clerk and the Solicitor to make sure we are clear and correct in this language and take it up in another meeting. I yield.

Vice Mayor Mallon

Thank you, Councillor Toner. I was going to suggest a slight change in removing "application to be excused" and replacing it with "in the case of abstention from voting." Or something like that to make it very clear. Councillor Simmons, I see your hand is up.

Councillor Simmons

Thank you, Madam Chair. I think I will yield for right now. Thank you.

Vice Mayor Mallon

Thank you, Councillor Simmons. Mr. Clerk, can we do an amendment in removing the application to be excused from voting to be “in the case of an abstention from voting, an application must be made before the vote of the City Council has been decided.” While the Clerk is typing it up I see Councillor Simmons and then Councillor Nolan.

Councillor Simmons

I am taking my hand down.

Vice Mayor Mallon

Councillor Nolan?

Councillor Nolan

What does the vote of present mean?

Vice Mayor Mallon

Mr. Clerk.

Anthony Wilson, City Clerk

Robert's Rules doesn't have a definition. It comes up in the section of roll call voting. Section 45-48, I will read this paragraph. “The role is called in alphabetical order except with the presiding officer's name is called last only when his vote will affect the result. It is too late after one person have answered to renew the roll call. As a member responds in affirmative or negative as shown above, if he does not wish to vote he answers present or absent. If he is not ready to vote but he wishes to be called again after the role has been completed, he answers pass.”

Vice Mayor Mallon

Councillor Nolan.

Councillor Nolan

When I heard you read that it sounds like abstaining and present was equivalent. In which case by these rules a vote of present would mean to be excused from voting. Or is that not the interpretation of what you just read?

Anthony Wilson, City Clerk

I want to pull up the section.

Vice Mayor Mallon

It looks like the Solicitor has her hand up. Madam Solicitor, you have the floor.

Nancy Glowa, City Solicitor

Thank you, Madam Chair. I agree these two sentences together create a little bit of confusion. Robert's Rules says present or abstain. It appears that the intent of the Council in these rules as they are now is to differentiate between present and abstain. I agree it is not clear that there is a need for the difference. The council needs to decide if they want to differentiate or not. The clerk wants to add something else after looking at the definition of abstention.

Vice Mayor Mallon

Thank you, Madam Solicitor. Councillor Simmons, you have the floor.

Councillor Simmons

If this is to stay and it looks like two different pieces it looks like be rule 15 a and b. From my experience this goes back to the School Committee. If a member had a conflict to vote present because, we are voting on a

community schools program that is offered by the School Department and funded by the School Department, a family member worked in a program, they would vote present but not voting. I do not know if that is a distinction that needs to be put here. That was part of the reason because of the, they did not want to see this conflict of interest. I have also seen situations on this committee when the member would literally leave the floor. So that they would not be present at all. Maybe the way to answer this is make it if you want to keep it make it rule 15 a and 15 b. Maybe that is the way to mitigate or balance out what seems to be a conflict the way it is put together at this time. I look back as I yield the floor.

Vice Mayor Mallon

Thank you, Councillor Simmons. Mr. Clerk.

Anthony Wilson, City Clerk

There's a definition for abstain. Abstaining means not to vote at all. A member who makes no response if abstentions are called for abstains just as much as one who responds to calls for that effect. There's another section, that was section 4.35. There's another section 45.3 *The Right of Abstention*. "Although it is the duty of every member that has an opinion on the question to express it by vote, he cannot -- can abstain since he cannot be compelled by the same token when in office" -- it also talks about abstaining from questions in which you have a financial interest in or -- I defer to the solicitor. Robert's Rules does not require Councillors to not participate in the discussion and things of that nature. However, it is the recommendation or advice of counsel to the body that members who are abstaining because they have some sort of conflict of interest, they should remove themselves from the debate entirely. There's the interplay between the law and Robert's Rules.

Vice Mayor Mallon

Thank you, Mr. Clerk. Councillor Nolan?

Councillor Nolan

What does vote present mean? Is this abstention a separate fourth category of the vote. It should be defined in the rules. I think it is very important that we define it. It is yes, no, present, or an abstention which could be an absence of the room. I think it is important. It is confusing. I haven't heard if there is any distinction that we have made. The solicitor indicated that we would be allowed to make that distinction. I can find that as I cannot find in rules, I think we need to define it.

Vice Mayor Mallon

Thank you Councillor Nolan. I want to go back to something that Councillor Simmons said. Making rule 15 into two sections 15.a which deals with present and 15.b for the abstention of voting. It is you do not cast a vote. When you vote present, you cast a vote. I myself have voted present when I worked for a nonprofit. And when the city has put forth funds to that nonprofit, I have voted present. But it seems to me at this point, I should have abstained from the vote as per Robert's Rules which are not written into our rules specifically. I think at this point, we will probably want to move forward with Councillor Simmons' suggestion to make 15.a and 15.b. We all understand present, you voted present, you haven't voted yes or no. I think this is what this body has done. I have done it myself. We have not provided an explanation to the body of why we are voting, present. It is not the intention of the rules as they are written. However, when I have voted present, in error now I understand it, I should have provided an explanation to the body as to why I am not voting and maybe I do actually need to remove myself from the room although I feel like that is covered under Robert's Rules. We may not have to explicitly call it out in our rules. That would be my suggestion as to move forward with 15.a and 15.b. Take those two distinct categories of voting separating them to make them very clear. And make sure and 15.b, it says in the case of an abstention from voting -- as voting and whatever the wording is. The Clerk is writing up right now. In the meantime, Councillor Toner, I see his hand up. Then I want to go to nonmember, Councillor Zondervan.

Councillor Toner

I agree with the point you just made. I agree with 15 a and 15 b. To get to Councillor Nolan's question,

maybe in the 15 b we make it clear if someone is abstaining because they have an interest or conflict of interest. The clerk spelled out in Robert's Rules it is for a number of things. For us in our rules, we may want to clearly state when we use the word abstain from meetings, it is when you have a conflict of interest.

Vice Mayor Mallon

Thank you, Councillor Toner. We can provide wording that says abstention defined by Robert's Rules in the section. So we do not have to put it in twice. Councillor Zondervan?

Councillor Zondervan

Thank you, Madam Chair. I agree with the approach you are proposing as well. My suggestion would be to send this to the solicitor and the Clerk to propose specific language based on this. Of what we are proposing. I do worry that we might be dangling ourselves trying to grasp this language on the spot. It may be useful not so much defined but explain what a present vote means in the language means that the member is still participating in the vote but not expressing an opinion for or against. Whereas, when you are not present participating in the vote at all. Thank you, Madam Chair.

Vice Mayor Mallon

Thank you, Councillor Zondervan. I think it is probably prudent to refer this to the city Clerk at this time. They can present us back with some language for that particular rule change that we can agree on. Then it can move to the Clerk and Solicitor for further review.

Councillor Simmons

Madam Chair I move that this be forwarded to the Clerk and the City Solicitor for further review.

Anthony Wilson, City Clerk

On that motion. ORDERED: That the City Manager direct the City Solicitor and City Clerk to determine appropriate wording for City Council rule 15 to reflect the conversation regarding “present” vs. “abstain”, and whether it is appropriate to bifurcate into rules 15a and 15b as discussed, for the next Government Operations, Rules and Claims committee on this topic.

Councillor Carlone, absent.

Councillor Nolan. Yes.

Councillor Simmons: Yes

Councillor Toner. Yes.

Vice Mayor Mallon: Yes.

Motion passes. 4 in favor, 1 absent.

Vice Mayor Mallon

Thank you, Mr. Clerk. Does anybody have any proposal changes to rule 16 which is the final rule on the section? Has to do with reconsideration. I do not see any hands up. Moving on to special events and regular meetings we have rule 17, 18 does anybody have any proposed rules changes that I did not get ahead of time? I am not seeing any hands up. We can move on. Special meetings rule 19. Not seeing any hands up. I did not get any proposals ahead of time there. And the calendar rule 20, 21, 22, and rule 23. I did not get any proposals ahead of time. Does anybody have any rule proposed changes for the calendar? I am not seeing any hands up. Our next rule proposed change was something that Councillor Nolan has proposed which is an amendment to the order of business. Which is adding in a home rule petition status report. My apologies, I

put that in as 12. It should be 14. The next two would be 15 and 16 should this proposed rule change be adopted by this body. Councillor Nolan, you have the floor.

Councillor Nolan

Thank you. This is an idea as we seek to ensure to stay up with the various status of all of the work that we do, we have the awaiting reports which allows us to understand where it is that the various reports are. It allows the City Manager to know what has been referred to. The clerk has also given us a status report on policy orders and requests that the Council has made in committees. It makes sense that there are home rule petitions that have passed the body and can be challenging sometimes to understand their status. It involves back and forth in the state delegation and the City Manager's office and the Clerk's office. I do not know if we need a separate calendar item, or if we could ask if this can be included in the Communications From other City Officers that the Clerk now provides to tell us the status of which of the policy orders have been referred to committees for hearings to make sure that the committee chairs and Council is aware of when this may happen. So anyone interested if they're on the committee or not would know that. There's not often it is a few times a year we set home rules, I think it will be helpful for all of us to understand. It gives us the state delegation a sense that if they would like us to do any advocacy for this. It would be on public record and how this will move forward. It could be a separate agenda item or ask the clerk to keep apprised of it and include it in his report.

Vice Mayor Mallon

Thank you Councillor Nolan. Any members of the body who have any questions on this? Councillor Simmons, go ahead.

Councillor Simmons

I support the idea, I do not support putting it on the agenda. I have not done this before. I want to acknowledge our Clerk has given us updates. So I think it would be in Communications From Other City Officers on the agenda packet as opposed to on the agenda itself. Because there are petitions, pending legislation that is important. Let it all be in this one envelope on the reports from the Clerk. Thank you Mr. Clerk for doing that. I do want to have a debate or discussion on how we handle late policy orders or late resolutions. To my colleagues' suggestion, I do not support it but I do support it going to communications. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. Councillor Zondervan, you have the floor.

Councillor Zondervan

Thank you, Madam Chair. I agree with my colleague. It would go best in Communications From Other Officers. I have also wondered if it could be added to awaiting reports. So that it is on the agenda every week that it still has not been resolved and that agenda item does not allow the public to speak to it. Adding it there would be innocuous in that sense. I do not know if that is possible or not.

Vice Mayor Mallon

Thank you, Councillor Zondervan. Councillor Nolan, you have the floor.

Councillor Nolan

I am happy to have this included in the Communications and Reports From Other Officers. As long as the Clerk understands, I am not sure if we had as Councillor Simmons suggested if we had to include a definition of that another part of the rules. As I said, I do think it is important for all of us to understand the status of this. It does not have to be a separate agenda item. Awaiting Reports – I am not sure if this is the only way for us to know the status from the City Manager, I think it is important for us to know the status. If it can happen on the public agenda it is important for us for accountability. Thank you, I yield.

Vice Mayor Mallon

Mr. Clerk.

Anthony Wilson, City Clerk

I wanted to add to the discussion. If the council – it sounds like you may not be voting on this to the order of business. But I think it would behoove the body to have the Clerk's office communicate before adopting something like this to have the Clerk's office communicate with the City Manager's office about the status of pending petitions and whether it becomes a communication report from other city officers. Or as an awaiting report. Either could work. There needs to be some correlation between our two departments before it makes sense to say it will exactly be one or the other. I can have the conversation and report back to the council in the regular meetings to say which one would be more convenient for both departments.

Vice Mayor Mallon

Thank you, Mr. Clerk. Councillor Nolan.

Councillor Nolan

It seems like it makes sense to make a motion on how this could appear on the agenda to ensure the timeliness and accountability. I am happy to have that happen. It sounds like that would be good for the whole Council if members agree?

Vice Mayor Mallon

I certainly agree with you, Councillor Nolan. On Councillor Nolan's motion to refer this to the City Clerk's office for discussion and report back to the City Council.

Anthony Wilson, City Clerk

ORDERED: That the City Clerk provide guidance on how to add outstanding Home Rule petitions to the regular City Council agenda for the next Government Operations, Rules and Claims committee on this topic.

On that motion:

Councillor Carlone. Absent.

Councillor Nolan. Yes.

Councillor Simmons. Yes.

Councillor Toner. Yes.

Vice Mayor Mallon. Yes.

Motion passes. Four in favor, one absent.

Vice Mayor Mallon

Go ahead, Councillor Simmons.

Councillor Simmons

I want to put on the floor for discussion if not today for late policy orders and resolutions. It is something that we often do. I do not believe it is in our agenda. It's something that we should talk about and formally say we are going to take up late policy orders and resolutions. But most importantly, in addition to that, I am trying to police myself here. That we bring in late policy resolutions that are not time sensitive. I think there needs to be some language to say a policy order should only be a late policy order should only be introduced when it is

of a timely manner. Case in point one year Councillor Kelly who was the Chair of the Veterans and Human Services forgot to put a policy order in for Veteran's Day. It was going to happen that Sunday. It made sense. But putting the late policy order for the same thing that's three weeks away isn't a good use of policy orders. I know our time is fastly evaporating yet I think it is important, do we add it to the calendar? Whether we add it to the calendar or not, there needs to be some provision to say when you should or should not bring in a late policy order. Resolutions, not so much. Policy orders because you have to suspend the rules to actually do it. I think it is more important. The reason why I said this is I think it robs the public of the opportunity to weigh in on it. Because it comes to the floor and it is voted that same day. I offer that up for discussion and debate. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. Mr. Clerk?

Anthony Wilson, City Clerk

Rule 36 a if you look at in the middle of the paragraph a roll call for suspension of the rules for late policy orders to require consideration of policy orders at the end of the regular business meeting after the regular order of business have been concluded. Late policy orders should only be considered in an emergency or if action is required before the next regular meeting. If you go near the top of the rules, it talks about the deadline for submission of items for the agenda. The Clerk's office – all matters of whatever description, I am looking at rule 21. “All matters of whatever description which require action by the City Council by its meeting shall be presented to the City Clerk by 3:00 p.m. on the Thursday preceding the regular meeting.” Those are the two rules that will be affected by any change of late orders and rule 36 a does have a section describing late orders are supposed to be for emergencies and critical actions that have to happen in the interim or between two regular meetings.

Councillor Simmons

Thank you Mr. Clerk. Let's pick up the holding fast to that rule and the Robert's Rule training. But it does say in that roll at the item that we will do this at this time. Do we want to reflect in the agenda?

Vice Mayor Mallon

Thank you Councillor Simmons. To your earlier point around time it is almost 11:30 a.m. In the past we had these meetings we have recessed them and come back to discuss items that we have not gone to. There are so many rules to discuss each and every term. I will be happy to recess this meeting and make sure we pick this up especially after we have our Robert's Rules conversation around the late policy orders because I agree it is difficult when members of the public have not seen policy orders and have not had a chance to weigh in. Sometimes they feel surprised especially if they are not an emergency as the Clerk has just said that is, it is outlined in our rules. It needs to be taken care of before the next business meeting. I would be happy to recess this meeting to ensure that we have a full conversation about late policy orders. Because it is something that is comes up over and over again. I want to make sure that we as a body fully discuss it. Thank you, Councillor Simmons. I think at this point, let's go to public comment. We have two speakers in public comment. Let's hear from them and we can turn back to our agenda. The first person signed up to speak is Alan Think although it does look like you are signed up to speak about the proposed marijuana dispensary at 19/21 Belmont Street which is not the subject of this meeting.

Anthony Wilson, City Clerk

Alan Think is not in the Zoom.

Vice Mayor Mallon

The next speaker is John Hawkinson.

John Hawkinson

What is the time limit?

Anthony Wilson, City Clerk

Three minutes.

Vice Mayor Mallon

You can have five minutes.

John Hawkinson

Thank you, Madam Chair. I apologize to the Council for being so late in getting you my communication. It was primarily in response after the summary of Council options was posted. I really do want to focus on public comment ironically. About the issue of public comment at committee hearings. I am less here to advocate for a particular time. Five minutes is better time than three minutes. I am trying to advocate for clarity of the rule. The current rule was drafted over several amendments over several years and it has become ungrammatical and confusing to read. Basically, I suggest putting it up in three separate sentences to make it clear there's an ordinary time limit, and the chair has the discretion to reduce the time limit, and what those numbers are. I suggest five and three but of course it is up to you. It is important that it be clear. The rule as drafted, is not clear. On a larger issue about public comment. I want to note that Cambridge is super restrictive in its view of public comment. More so than other cities and towns, more so than committees of the General Court of the Massachusetts Legislature, it's even more restrictive than the United States Congress when it has people before it. I do not want to say a bit of every public comment has to be an interaction. But if you attend a hearing on Beacon Hill, about half the people get asked a question by a legislator. Our insular message of providing public comment is out of the norm and it really hinders the value of public comment. It makes it a recitation of things people already say by email. We could do better. Similarly, the idea that closing public comment in committee meetings is not helpful is harmful. It seems to be a funny habit the Council has that came out of nowhere. There is no good reason to prevent people from being able to raise their hand and be recognized for the Chair if appropriate later or not. This is really helpful at committee meetings where they're often free-flowing and often deviates from what someone may have reasonably expected. Often members of the public may have useful things to offer. If not, it is up to the chair to decide not to bother listening to them. And enforced close public comment doesn't help anything. I also want to address the rule of personalities. The rule is unclear. People read it and do not know what it means. It causes a problem. The rule against personalities has been interpreted to prevent a member of the public from mentioning the name of the Councillor. That is not what the rule is intended to mean. It is not consistent with our City's values with transparency or first amendment, it is ridiculous when someone tries to say, look last year councillor x, y, z proposed policy order. The ones we are talking about tonight is better because, you can read my letter. Robert's Rules are very clear. Avoiding the use of members names is a separate rule than rule against personalities which is a rule about attacking a member's motives about rules of the body itself and out to the public. The public is already so constrained and has so little time. Furthermore, Robert's Rules is designed where you talk about the delegate from Mason County. We can't really say the Councillor from East Cambridge. We sort of can, but we can't. It is not a mechanism that makes sense. It is not what the rule is designed to do. This is really a practice issue. I am not suggesting the rule needs to change. It certainly could be changed to use better words than personalities. No one knows what that means. A couple of years ago the Council submitted an item requiring the manager to furnish the materials for committee meetings a couple days prior to the meeting. The manager never responded to the item. I think it would be worth thinking about that again. Because we often see cases where the Council and the public are both not prepared for meetings when late breaking materials arrive. No one can really read a letter or think carefully about an issue that shows up five minutes before the hearing. Especially if it is dense and it covers legal issues. I regret the amount of discussion spent on "present" votes. I will send you further communication on that. There is a lot of confusion and ambiguity. The last item, the 60 second thing is a real problem. We need to look at ways to address it. I don't know what it should be. Maybe it's special meetings, maybe it's giving individuals more time when they're not speaking on a super contentious issue before the Council. The current mechanism is not working. I think everybody knows it. Good luck. Thank you very much.

Vice Mayor Mallon

Thank you very much. Thank you, and that concludes public comment. Moving along...I need to share my screen again. Three years in the pandemic I am trying to still figure this out. Councillor Nolan, you have your hand up?

Councillor Nolan

It is in response to the public comment. The question was raised about what is properly before the body. I just wanted to say that I did receive his letter as all of us did. I appreciated that he delineated some of the questions that he had. I'm not sure we can resolve some of the issues you raise today. Some of them are very pertinent to our discussions to do what we can to be role modeling best practice. If there has been a question in public comment the legislators may ask for clarification. That is the kind of thing that is good for the body of politics and policymaking and clarity. I am not sure how we can resolve it during this meeting. I want to acknowledge that I thought it was his letter and comments just now. Thank you for allowing him the five minutes and was pertinent to what we are talking about. All with the goal towards having a more robust involvement of the public in our deliberations. I appreciate it. I am trying to see if there's any changes that we can make now. I think that I am certainly reading them and taking them into account. If there's any other members of the Council who think there may be some ways that we can further improve our rules and discussions, I am open to that. Thank you Madam Chair, I yield.

Vice Mayor Mallon

Councillor Carlone – sorry I keep doing that today. I don't think I've had enough coffee. [laughter]
Councillor Nolan, thank you for your comments.

Councillor Nolan

I will bring you some coffee. [laughter]

Vice Mayor Mallon

Rule 20 4b has to deal with the School Committee around roundtable working meetings and others. I did not get any proposals for that rule and any changes. If I do not, Madam Solicitor, you have a hand up?

Nancy Glowa, City Solicitor

Thank you. I was jumping the gun. I was putting it up because I have a comment about rule 24c whenever it is appropriate.

Vice Mayor Mallon

I think this is going to be a big action item. Rule 24c has to do with public comment. There's a couple of questions by Councillor Simmons. One has to do with the rule around if 20 or more speakers are signed up. We have instituted this rule in the last term. It has been passed and practiced and a couple of the recent meetings where there have been over 100 people that have signed up that the chair has moved and entertained a motion to limit public comment to one minute in order for us to have time to deliberate the issues at hand. Councillor Simmons has suggested a change. One asking around adding language for the number of people to be signed up for public comment when they have more than 20 should we codify this in our rules like we did in our last term around 20 speakers. And then there were some questions around allowance for remote participation in item b. It is what the Solicitor has her hand up on. I am going to the Solicitor for item b before we go to item a. Councillor Simmons, do you have anything to add on item a or item b before the Solicitor brings forward her information?

Councillor Simmons

No, I will have to – because I am not there and I need to go to a meeting. I will be leaving at 11:45 am.

Vice Mayor Mallon

Thank you. I will have the Solicitor speak to your question around allowance for remote participation and whether or not we should be codifying into our rules information about when and where we should be potentially limiting to one minute. Madam solicitor?

Nancy Glowa, City Solicitor

The rules were amended by the Council on June 14 of 2021. At that time a sentence was added. I cannot see it on your screen right now. It is not there at the end of b. The sentence says, “individuals will be heard in the order that they signed up whether they are participating in person or remotely.” I wanted to note that that change has already been made. I wasn't sure what other changes you wanted to discuss about remote meeting versus in person meeting. Assuming all emergency orders have been lifted, and changes have been made to the state law. The state law when we revert to that would require a quorum of Councillors to be present in the chambers with the regular allowance for some members to be remote and when the Council is meeting in person and chambers you must allow members of the public to attend and participate in person, but you may also allow members of the public to participate remotely. I do not know whether that needs to be addressed in section b or not. That is what the law provides. That is what I have for now. I am happy to answer any other questions that may arise.

Vice Mayor Mallon

Thank you, Madam Solicitor. I am looking to the Clerk right now. This is the document I received when I was planning this meeting. I want to verify that it is 24c-b.

Anthony Wilson, City Clerk

I am not aware of the sentence. I will do some research on that vote. Right now what I have as b appears is what the Council voted. I will double check.

Vice Mayor Mallon

Councillor Simmons?

Councillor Simmons

We could vote to make sure it is there. If the Solicitor said it was voted, because my copy did not show that. I still would say given what we are looking at, it says how people – do we want to modify in any way how people sign up to have it reflected in b? It says the times, is there any modifications that we want to make to this section that supports whether you are here or not? I want to make sure just keeping with the intent of how we now run our meetings and if the Solicitor is saying that it doesn't have to change given what the governor may do in terms of lifting the executive order. Is there some language that we want to put in here making that clear that a person in our rules?

Vice Mayor Mallon

Thank you, Councillor Simmons. Mr. Clerk, he has advised me that we could vote on any language that the solicitor presented as previously in there that would make this mute. We would not have to refer this to the Clerk for clarification. We could just codify it here today with a quick vote.

Councillor Simmons

Let's have a discussion, but if there's no discussion I would move that we would do that.

Vice Mayor Mallon

It looks like Councillor Nolan and Councillor Zondervan have their hands up.

Councillor Nolan

I am wanting to clarify if we were to adopt language, is that what is on the screen? I do not see the proposed language from the solicitor on the screen. Have I missed something?

Vice Mayor Mallon

The solicitor presented it verbally. What is on the screen is what I received from the Clerk and what you all received as the language for 24c – b. It does not include the language that the Solicitor has advised that we have already included in our rules. Madam Solicitor, go ahead.

Nancy Glowa, City Solicitor

Thank you, Madam Chair. I just forwarded back to the Clerk the email that was sent to the Council, the Manager and others on June 16, 2021 attaching the amendment that was adopted on June 14. My guess is that this was inadvertently not put on the Council and the City's website. But the rule was adopted at that time. I forwarded it back to the Clerk.

Vice Mayor Mallon

Thank you, Madam Solicitor. Mr. Clerk, do you have that email?

Anthony Wilson, City Clerk

I do have the email. I will share the screen. So it does include that language. In that case the Council would not have to vote on making an amendment for that particular issue. I will double check to make sure what is on the website is correct or not correct. Individuals will be heard in order that they signed up whether they participate in person or remotely.

Vice Mayor Mallon

It seems like we do not need to move any language on that it has already been voted on as the solicitor stated. If there are additional changes to this rule for clarity, we can have a discussion on that and potentially amend this section even further. Councillor Nolan, does that answer your question?

Councillor Nolan

Answers part of my question. If I was a member of the public or if I was reading this, it would be unclear to me whether I would have to be physically present between 5:30 and 6:00 p.m. on Monday because it indicates a computer portal will be available in City Hall for the public for online sign-up. I think we need to make it clear in my view that online sign up is available on the City website starting at 9:00 a.m. on the Friday before the meeting up until 6:00 p.m. on the Monday of the meeting. If we are allowing people to sign up online up until the deadline of 6:00 p.m., I think we should make that clear. It looks to me like maybe on Mondays between 5:00 – 6:00 p.m. the only way I can sign up is to be physically present. I don't think that is the intent. I believe that we should make it very clear where you can still sign up remotely up until 6:00 p.m. on Monday.

Vice Mayor Mallon

Thank you Councillor Nolan. Councillor Simmons I know you have to leave shortly. We will pick this meeting up at another time so you will not miss too much. Councillor Simmons?

Councillor Simmons

Thank you. I do have to leave, I apologize. I hope that if you get to the suggested changes to the committees, I hope you have them in writing. The only other thing that I might add is that when we get to be more in person, that somewhere there is posted for meetings where everyone can see what the rules are for public comment. I think it is helpful. Some people just show up and it is their first time and they do not know what the rules are. They do not know the page breaks if you will. I do not think we will be able to talk about it today. Thank you Madam Chair. I yield.

Vice Mayor Mallon

Thank you, Councillor Simmons. I see Councillor Zondervan, your hand is up?

Councillor Zondervan

Thank you, Madam Chair. I do remember voting on that rule change. But I think there is one additional issue regarding remote participation that we could consider. I believe currently when someone signs up for public comment, they can indicate whether they plan to be in person or remote. That is not reflected in the rules. The reason that might be a concern, I would imagine if somebody said, I am going to be in person, but then they end up being online. Or the reverse, we would still hear from them either way. It might be useful to clarify when they indicate that we are not going to refuse them if they change their mind along the way. Separately, I want to discuss the sign up for public comments from committee meetings. While it is clearly spelled out for City Council regular meetings here, unfortunately when a timeline is translated to committee meetings it means that people have to sign up the day before. Because they do not get the benefit of the weekend that they do for regular City Council meetings. That creates challenges because people now have to remember until the day before the committee meeting that they have to go sign up for public comments. I was hoping that we could devise a more flexible way for people to sign up for public comment for committee meetings. Thank you, Madam Chair.

Vice Mayor Mallon

I will refer that last question to Mr. Clerk. You can indicate if you are going to be in person or remote. I do not believe you can change it. You would have to go back and add yourself in as the opposite. I think there are some technical issues around being able to sign up prior to the day before the committee hearings. I will defer to him to explain that.

Anthony Wilson, City Clerk

Two things for the body. On the first point about signing up to be remote and then actually speaking in person versus the reverse. I do not believe anyone has been denied public comment because they signed up one way versus another. The primary and practical application for us is that it allows us as we are going to public comment to know to look for a person in a particular place. I do not think there is an issue with specifically spelling out the person will not be denied the right to speak. I do not think, I could be wrong. I do not believe anyone has been denied the right to speak in that case. On the second question, pardon me, I lost the train of thought.

Vice Mayor Mallon

Committee meetings you can only sign up the day before.

Anthony Wilson, City Clerk

The public comments that have been set up were defaulted to 48 hour prior to the start of the meeting. Public comment sign-up, I do not think there is a major issue extending the time period for certain meetings when we extended the time to sign up for public comment the most recent one was about the City Manager search. There are situations where members of the public see a list of options and choose the wrong meetings. I don't know if that is a major issue. We can extend the timeline for that beyond 48 hours. I don't believe there is a rule that requires public comment to be open 48 hours before the committee meetings. That has just been the practice of the office.

Vice Mayor Mallon

Councillor Zondervan?

Councillor Zondervan

Thank you, Madam Chair. I agree with the Clerk on both points. I didn't mean to suggest anyone had been denied the opportunity to speak, but rather that we may want to make it clear to people when they make the choice that we are not going to hold them to it. Which hopefully means that they will not have any trepidation about signing up for public comment. On the committee meetings, I agreed with the Clerk. There's a trade-off there between the number of meetings that are scheduled and the confusion that can create when people are signing up. Versus giving people a little bit more time. We may not need to put this in the rules, but perhaps there can be some practice whereby if there are a lot of meetings coming up then the time period is shorter. If

there are that many that we could have a little bit more time for members of the public to sign up. Thank you Madam Chair.

Vice Mayor Mallon

Thank you Councillor Zondervan. I would entertain a motion to refer rule 24 – c – b to the City Clerk and the City Solicitor to provide language that properly reflects current public comment procedure for hybrid meetings. So moved by Councillor Toner.

Anthony Wilson, City Clerk.

ORDERED: That the City Manager direct the City Solicitor and City Clerk to provide language that properly reflects current public comment procedure for hybrid meetings in Rule 24 b for the next Government Operations, Rules and Claims committee on this topic.

Councillor Carlone, absent.

Councillor Nolan. Yes.

Councillor Simmons. Yes.

Councillor Toner. Yes.

Madam Chair. Yes.

Three in favor, two absent. Motion passed.

Vice Mayor Mallon

We have about 10 minutes left. I think having a discussion on rule 20 4c, around the number of speakers whether or not we should clarify specific number in our rules where we go to one minute or leave it up to the discretion of the Chair. I am looking at my current City Council committee members here for any discussion on this. Councillor Nolan?

Councillor Nolan

As you can imagine, I am torn on this. I believe in his understanding that the one time of the week in our meetings when we have explicit welcoming to members of the public to weigh in. And yet, as someone who reads emails and knows that can be an expansive discussion and laying out of issues created when we have meetings that go for hours, public comment can be challenging for us to be in a fresh enough mind to debate. There are two or three instances in my 10 years, we make sure we go through every person signed up for public comment. We owe the respect of people to take the time to do that. And then we have to recess the meeting in order to after midnight, I might add. I do believe we should limit after 20 speakers, I want to -- I think the full Council should weigh in. If it's 20 speakers, two minutes and 80 and beyond, one minute. I think it is something to discuss. The remote participation is that people who have childcare issues who may not be able to come to city hall to sit for a long time. It is something that is democratic and good for the public and it could also mean that we could sometimes be overwhelming. It is to say I reluctantly agree that we should have a way to limit the actual communication. I am not in favor of not limiting it to 30 seconds. For those asked that are not experienced in speaking and public speaking settings.

Vice Mayor Mallon

Councillor Toner?

Councillor Toner

I have only been here for 3 and a half months and the experience so far I have been comfortable with the notion of reducing it to two minutes. If need be reducing it to one minute for instance we have 150 people

sign up. I will be comfortable if there are 30 or more speakers making it two minutes. And leaving it to the body once we know the total number of speakers if someone makes a motion to reduce it to one minute. It may also be the topic especially for something we have heard lots of speakers about over the course of several meetings. I would like to have the discretion as the body to determine if we should reduce it. I don't know if I am being helpful or not. I yield.

Vice Mayor Mallon

Thank you, Councillor Toner. I think you are right. There is a distinction between some topics that are consistently come up and we hear on the same folks on the same topic versus a new topic that we may want to provide for that more nuance and the discretion of the chair to say, we may want to hear three minutes from 150 people because it is a new topic and recessed the meeting and come to it another time. I do appreciate your comments. You are contributing, thank you. Councillor Zondervan, I see your hand up.

Councillor Zondervan

Thank you, Madam Chair. This is a very complex issue. I will be comfortable with increasing the number from 20 before we reduce it to two minutes. We could add something about if there's more than 100 people signed up then the chair can ask for a motion to reduce it to one minute. Just so that there is some understanding of when we would proceed to that reduction. The more complicated challenge here is that when there is an issue that causes us to reduce the length of time that people speak, it applies across the board. And therefore it disenfranchises people who came to speak on a different issue. And we may have wanted to hear more than one minute from them. I think Mr. Hawkinson in his letter on how we can resolve that. For example, we could say if the person has signed up for comment about a different topic that generates a large number of speakers the chair could say, without objection allow this person to speak for the full three minutes. And then unless one of the members rejects, there would be allowed to do that. There are potential remedies there. Even within our existing rules that we could utilize in that situation. I do think it is worth considering not perhaps at this moment but in general more creative ways to hear from and engage with the public on important issues. Other bodies for example allow prerecorded public comment by video. We would not want to force people to access through all of that. As we allow people to send this email, we can imagine a system that allowed to prerecord their comments. And have an opportunity to watch the prerecorded videos and as discretion with the emails. And certainly at the public discretion whether they wanted to take advantage of that versus speaking during the actual meeting. And perhaps a trade-off could be if they prerecord, they could have a longer time to speak. But they would not have a guarantee that we would watch it. It is very similar to sending us an email. There might be other ways that we could consider resolving this. I do not think we will get through that today.

Thank you, Madam Chair.

Vice Mayor Mallon

We have two minutes left in this meeting. We also have two members of the government operations meeting, one left and one is not here. I would not feel comfortable moving on with this topic. It is one that needs some thought behind it. With this point, I think we do two things. We can refer to the already accepted changes to the full City Council for possible discussion and adoption. I will entertain a motion by Councillor Toner for possible discussion and adoption.

Anthony Wilson, City Clerk

On that motion,

Councillor Carlone. Absent.

Councillor Nolan. Yes.

Councillor Simmons. Absent

Councillor Toner. Yes.

Vice Mayor Mallon. Yes.

Motion passed. Three in favor, two absent.

Vice Mayor Mallon

We can put this meeting to a later date and have the answers back to some of the items to the City Clerk and Solicitor so we can discuss them and recess the meeting.

Anthony Wilson, City Clerk

On the motion to recess.

Councillor Nolan

How is it different from adjourning?

Anthony Wilson, City Clerk

In this case, it wouldn't be a big difference. The council did not vote to close public comment. Therefore, it can still have public comment whether recessed or adjourned.

Councillor Nolan

Thank you for the application -- clarification.

Anthony Wilson, City Clerk

Councillor Carlone, absent.

Councillor Nolan. Yes.

Councillor Toner. Yes.

Councillor Simmons: Absent

Vice Mayor Mallon. Yes.

Motion passed.

Vice Mayor Mallon

Thank you for being here in the real-time information that we needed to have this conversation.
Thank you, we are adjourned.

City of Cambridge

PROVISIONALLY ADOPTED ON JANUARY 3, 2022

RULES OF THE CITY COUNCIL

2022-2023

The rules of the City Council should be reviewed and provisionally adopted towards the beginning of every new City Council term. These rules, after adoption by the City Council, shall be published and made available to the public.

Rule 1. At all meetings of the City Council five (5) Councillors shall constitute a quorum for the transaction of business.

DUTIES AND POWERS OF THE CHAIR.

Rule 2. On the first Monday of January, following the regular municipal election, the City Council shall by a majority vote of all the members elected, elect a mayor from its own members who shall preside at all meetings of the City Council and perform such other duties as are prescribed in section one hundred (100) of Chapter 43 of the General Laws, and any acts in amendment thereof or supplementary thereto. The City Council shall, in like manner, elect a Vice-Chair who shall also be called Vice-Mayor.

Rule 3. The Mayor shall take the chair at the hour to which the City Council has adjourned and call the members to order. In the absence of the Mayor, the Vice-Chair of the City Council shall preside and, in the absence of both, the most senior member in length of service or if more than one have so served then the member senior in both age and length of service who is present shall serve as chair during the absence of both the Mayor and Vice-chair.

Rule 4. The Mayor shall preserve decorum and order, and may speak to points of order, in preference to other members. The Mayor shall decide all questions of order, subject to an appeal to the City Council. If the ruling of the chair is questioned, no other business shall be in order until the question on the appeal shall have been decided; the question shall be put as follows: "Shall the decision of the chair stand as the judgment of the City Council?" The vote shall be by roll call, and it shall be decided in the affirmative unless a majority of the votes are to the contrary.

Rule 5. The Mayor shall declare all votes. If any member doubts the vote, the chair without further debate upon the question, shall require the members voting in the affirmative and negative, respectively, to be counted; the Mayor shall declare the results, but no such declaration shall be made unless a quorum of the City Council has voted. **All motions made by any members of the Council should require a second prior to debate.**

Rule 6. All final votes of the City Council on questions involving the expenditure of fifty dollars or more, or upon the request of any member, any vote of the City Council shall be by yeas and nays and shall be entered on the records.

Rule 7. All petitions, memorials, communications or any matter before the City Council may be referred as follows:

1. To a standing committee of the City Council.
2. To a consent agenda.
3. To a special committee of the City Council.
4. To the City Manager.
5. To any department or department head or any person, group or organization to whom referral is permitted, authorized or allowed under the provisions of the Plan E Charter and under applicable provisions of the Massachusetts General Laws.

Any member offering a motion, order or resolution which is referred to a committee shall be given a hearing on the same by the committee before a report is made thereon, provided he or she so requests at the time of the communication, or before final action by the committee.

Rule 8. The chair shall put all questions in the order in which they are moved, unless the subsequent motion be previous in its nature, except that in naming sums and fixing times, the largest sum and the longest time shall be first put. After a motion has been put by the chair, it shall not be withdrawn except by unanimous consent.

Rule 9. When a question is under debate the chair shall receive no motion, but

- To Adjourn.
- To Lay on the Table.
- To Postpone to a certain day.
- For the Previous Question.
- To Refer.
- To Amend.
- To Postpone indefinitely.

These motions shall have precedence in the above order. A motion to adjourn shall be in order at any time except upon immediate repetition. A motion to adjourn, to lay on the table, to take from the table, or for the previous question shall be decided without debate.

Rule 10. The previous question shall be put in the following form: "Shall the main question be put?" and all further amendments or debates of the main question shall be suspended until the previous question is decided.

Rule 11. When two or more members ask to be recognized at once, the chair shall name the member who is entitled to the floor.

RIGHTS AND DUTIES OF MEMBERS

Rule 12. Every member, when about to speak shall respectfully address the chair, and wait to be recognized. The member shall confine his or her remarks to the question under debate and avoid personalities. **During debate each Councillor will state their comments clearly and concisely with the understanding that other members are waiting to present their comments.**

Rule 13. No member speaking shall be interrupted by another except to make a point of order, request an explanation, or request a point of personal privilege.

Rule 14. No member shall vote on any question, or serve on any committee, where his or her private interest is immediately concerned distinct from that of the public. The City Council shall by ordinance establish and implement a code of ethics for its members and for all city employees.

Rule 15. When a question is put, every member present shall vote unless the City Council for special reasons excuses him or her. A vote of "Present" shall be accepted by the chair and so recorded. Application to be excused from voting must be made before the vote of the City Council has been decided. Such application shall be accompanied by a brief statement of the reasons and shall be decided without debate.

Rule 16. A question having been taken, it shall not be in order for any member to move a reconsideration thereof at the same meeting. A motion to reconsider may be made at the next meeting, provided written notice of such motion has been filed with the City Clerk within thirty-six hours of the day of the vote, Saturdays, Sundays and legal holidays to be excluded in the computation of the thirty-six hours. No more than one motion for reconsideration of any vote shall be entertained. Any councillor among those whose votes prevailed may move reconsideration; if reconsideration is not moved prior to the adjournment of the next regular or special meeting called for that particular purpose, the action taken by the City Council stands.

SPECIAL EVENTS PRESENTATIONS AND REGULAR MEETINGS

Rule 17. Special Events Presentations.

Before any regular meetings there may be a *SPECIAL EVENTS PRESENTATION*. At this time special events will be presented and may be broadcast on cable television. Special Events Presentations will be scheduled through the Mayor's Office. The Special Events Presentations will conclude at 5:30 p.m. No quorum of the City Council is required.

Rule 18. Regular Meetings.

All regular meetings of the City Council shall be held in the Sullivan Chamber, City Hall, or, if agreed to by a majority of the City Council, at any other suitable public building within the City of Cambridge, at 5:30 p.m. on Monday of each week, from the first Monday in January to and including the last Monday in June, and from the second Monday in September to and including the last Monday in December.

When a meeting day falls on a holiday, the succeeding Monday shall be the meeting. The City Council may at any meeting, by a majority vote, decide to discontinue any future meeting previously scheduled. All City Council meetings shall end no later than 12: 00 midnight.

SPECIAL MEETINGS

Rule 19. The Mayor, or the Vice-Chair of the City Council, or any four members thereof, may at any time call a special meeting by causing written notices, stating the time of holding such meeting and signed by the person calling the same, to be delivered in hand to each member of the City Council, or left at his or her usual dwelling place, or delivered electronically with at least forty-eight hours' notice (excluding Saturdays, Sundays and legal holidays) to all members and with notice provided to the public by posting same at least forty-eight hours (excluding Saturdays, Sundays and legal holidays) prior to each meeting. If necessary, the mayor may call one or more special meetings during July and August to conduct the council's business.

CALENDAR

Rule 20. Any ordinance, order or resolution may be passed through all its stages of legislation at one session, provided that no member of the City Council objects thereto; but if any member of the City Council objects, the measure shall be postponed for that meeting (the "Charter Right".) (Chapter 43, Section 22 of the General Laws.)

Any member may move the item, which has been subject to the Charter Right. If no action is taken at the next regular meeting by any member, then the item will be removed from the City Council Calendar.

Upon the objection of one Councillor, no action may be taken on any item not on the Calendar of the day and shall not be acted upon until the next regular meeting.

Rule 21. All matters of whatever description which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Thursday preceding the regular meeting. During a week in which a legal holiday falls on a Friday, said matters shall be presented to the City Clerk by 3:00 p. m. on the Wednesday preceding the regular meeting. In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadline accordingly for when matters must be presented to the City Clerk for inclusion on the agenda. Communications submitted later will be held over for the next regular meeting, except that where the City Manager believes that emergency or exigent circumstances require him or her to present to the City Council a matter which was not presented to the City Clerk by the 3:00 p.m. deadline, the City Manager may present such matters to the City Council at its meeting in writing as part of a Supplemental Agenda of the City Manager. The City Clerk shall include with the minutes of the meeting any Communications from the public that were received at the meeting during Public Comment.

Rule 22. The City Clerk shall prepare the minutes of the previous regular and/or special meetings and a calendar of all matters to come before the City Council at each meeting in

accordance with the established order of business and shall deliver electronically or to the residence of each City Councillor a copy of the same not later than twenty-four hours prior to said meeting. On all matters on which there has been a roll-call vote, the minutes shall reflect the votes of the individual members.

Rule 23. The City Clerk is authorized by these rules to order and publish notice of hearings on petitions presented to him or her regarding public hearings before the Council.

ORDER OF BUSINESS

- Rule 24A.** At every regular meeting of this City Council, except for roundtable/working meetings, the order of business shall be as follows:
1. Public Comment.
 2. Reading of the record, if requested by the City Council.
 3. Motions for Reconsideration.
 4. Manager's Consent Agenda.
 5. Communications from the City Manager (Manager's non-Consent Agenda)
 6. Unfinished business from preceding meetings.
 - a. Charter Rights
 - b. On the Table
 - c. Unfinished Business
 7. Consent Applications for permits or petitions which require City Council approval or referral.
 - a. Non-Consent applications and petitions.
 8. Consent communications (petitions, memorials and other communications from individuals, employees and others, which do not require action by the City Council).
 - a. Non-Consent communications.
 9. Consent resolutions.
 - a. Non-Consent resolutions.
 10. Consent policy orders and resolutions.
 - a. Non-Consent policy orders and resolutions.
 11. Committee Reports.
 12. Roundtable/working meeting minutes.
 13. Communications and Reports from Other City Officers.
 14. Announcements.
 15. Adjournment.

Requests to the City Manager for information regarding matters that have previously been referred to him or her and for repair or replacement of items or attention to or implementation of matters which do not require City Council action shall not be placed on the agenda but shall be referred directly to the City Manager by the member making the request.

RULE 24B. At least six, but not limited to twelve meetings per year may be roundtable/working meetings; three of which will be with the School

Committee. The date for a particular roundtable/working meeting shall be set by majority vote at a prior regular business meeting or at a special meeting. At a roundtable/working meeting, no votes shall be taken except upon a motion to adjourn. The roundtable/working meeting shall be broadcast on cable television and live streamed. The Mayor shall determine the agenda for the roundtable/working meeting in consultation with the City Manager and other members of the City Council.

RULE 24C. Public Comment.

1. Regular business meetings

- a. **Under the provisions of Chapter 43, Section 98 of the General Laws, Tercentenary Edition, individuals and employees of the city shall have reasonable opportunity to be heard at any meeting of the City Council in regard to any matter considered thereat. Opportunities for individuals and employees of the City to be heard at all regular meetings, except for roundtable/working meetings, shall be provided directly after the reading of the record, if requested by the City Council (submission of the record of the previous meeting). Members of the public may comment upon items in the following categories of business: Motions for reconsideration, City Manager's consent agenda, Unfinished business from preceding meetings, Applications and Petitions requiring approval or referral by the City Council, Consent resolutions, Consent Policy orders and resolutions relating to policy analysis or development, Committee Reports, Roundtable/Working Meeting Minutes, Communications and Reports from Other City Officers. Each speaker shall limit his or her comments to no more than three minutes. In the event there are 20 or more speakers signed up, that the amount of time allocated would be two minutes. Individuals are not permitted to allocate the remainder of their time to other speakers.**
- b. **Procedure: An individual may signup to speak before the City Council via telephone to the City Council office on Mondays from 9:00 a.m. to 5:00 p.m., or on-line via the City's website, starting at 9:00 a.m. on the Friday before the meeting. On Mondays, between 5:00 p.m. and 6:00 p.m. a computer terminal will be available to the public in the City Council Office for on-line signup. The individual must indicate on the signup sheet which item(s) he or she is planning to address. Individuals will be heard in the order that they signed up whether they are participating in person or remotely.**

2. Roundtable/working meetings.

Public comment shall not take place at roundtable/working meetings of the City Council, where no matter being discussed may be finally considered, in that no votes may be taken. Written comments will be accepted and made part of the record of the roundtable/working meeting. The opportunity for

the public to make oral comments on items discussed at roundtable/working meetings shall be at the regular meeting at which the item may be considered for action by the City Council.

Rule 24D. Each consent agenda is voted on in its entirety, with no discussion. By request of a single City Councillor, item(s) may be removed for separate vote. Upon such request, the item will be moved to the appropriate section of the agenda. Placement of items on the City Manager's Consent Agenda shall be determined by the City Manager. Placement of items on the Communications Consent Agenda shall be at the discretion of the City Clerk.

Rule 24E. The City Clerk shall include the written statement of the mission and goals or priorities of the City Council and the City Manager with the materials prepared for the agenda of the City Council for its weekly meeting.

Rule 25. The seats of the members of the City Council shall be determined by the City Clerk in consultation with the members; no member shall change his seat but by permission of the Chair.

COMMUNICATIONS AND COMMITTEES

Rule 26. All communications, petitions, or resolutions addressed to the City Council, which require action by the City Council at its meeting shall be filed with the City Clerk. The City Clerk shall place all new communications on the agenda for the next regular City Council meeting. Upon receipt of a communication that is a substantially unchanged copy of a previously submitted communication, the City Clerk shall not place the communication on the agenda and shall transmit said communication to the Mayor. Any communication, petition, or resolution that does not meet the agenda deadline specified in Rule Twenty-One shall be held over for the subsequent City Council agenda unless it is of an emergency nature.

Rule 27. The Mayor shall appoint the standing committees of the City Council. The Mayor shall appoint a chair for each committee and may at his or her discretion appoint co-chairs for the committees that consist of at least five members. In the absence of the chair and co-chair of the committee the most senior member in length of service or if more than one have so served then the member senior in both age and length of service who is present shall chair. The City Clerk or his or her designee shall staff each committee and where deemed appropriate, the chair may request additional staff help through the City Manager.

Each committee shall meet regularly to review matters referred to it by the City Council or to take up other matters within its domain. To the extent possible, matters of policy shall be referred to the appropriate committee, so that careful study and consideration can be given to the subject matter. Where appropriate, the committee shall work with other committees of the City Council to assure the coordination of related aspects within the purview of those committees. The committee shall make policy and other recommendations to the City Council as a whole for discussion, consideration and adoption. The committee may monitor implementation of City Council policies related to the subject matter within its purview as authorized by the City Council. If so authorized by the City Council, the committee may

represent policy interests related to its subject matter at committees of the General Court of Massachusetts.

It is the goal of the City Council to involve individuals actively in the work of city government through these committees. All committees shall work with community and neighborhood groups and committees on issues that relate to these groups' mandates and interests. The committee staff shall keep lists of interested parties and shall keep individuals informed of the meetings and deliberations of the committees.

The standing committees of the City Council shall be as follows:

ORDINANCE COMMITTEE – A committee of the whole consisting of the Mayor and eight City Councillors – the quorum shall be five members.

Purposes

- To consider the merit of any ordinance presented to the City Council and to consider the form and legality thereof;
- To consider all legal matters for which no other provision is made; and
- To represent general interests of the city before committees of the General Court when so authorized by a vote of the City Council.

FINANCE COMMITTEE – A committee of the whole consisting of the mayor and eight City Councillors – the quorum shall be five members.

Purposes

- To consider all matters relating to the financial interests of the city, including the city budget, sources of city revenue, appropriations and loans, and city bonding capacity;
- To work with the City Manager and other officers of the city for the financial benefit the city; and
- To work with groups and committees that might be formed from time to time to consider the financial health of the city.

GOVERNMENT OPERATIONS, RULES AND CLAIMS COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To consider matters relating to the effective delivery of city services, the functions and operation of city government and city departments; and to consider the rules of the City Council and its committees and to recommend amendments and changes thereto;
- To consider matters relating to the hiring and evaluation of employees who report to the City Council;
- To consider claims that have been filed against the city.

ECONOMIC DEVELOPMENT AND UNIVERSITY RELATIONS COMMITTEE

– A committee of five City Councillors – the quorum shall be three members.

Purposes

- To consider all issues regarding the relationship between the city, educational institutions, and other partners within the city, to develop policies and programs that will enhance economic development in the city and expand employment opportunities for Cambridge residents;
- To develop policies that will facilitate the regular and timely exchange of information between institutions, partners in the community, and the city administration and City Council, and monitor implementation;
- To review and evaluate agreements between the city and institutions for payments made by institutions in lieu of property taxes, develop policies to ensure that the agreements are fair and equitable, and monitor implementation;
- To monitor and improve existing employment programs.

HOUSING COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To develop policies for the maintenance and development of housing, with an emphasis on the needs of low income and working people;
- To coordinate with city and other agencies as necessary toward this goal;
- To monitor implementation.

CIVIC UNITY COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To promote civic unity
- To consider matters relating to the civil rights, human rights, race and class relations, and other aspects of civic unity in the City of Cambridge;
- To work with city and other agencies that deal with these issues;
- To respond to incidents or concerns that are brought to the attention of the City Council relating to civil and human rights, race and class relations and other aspects of civic unity and to bring in the appropriate agencies, departments or legal services to assist in responding to such incidents; and
- To develop needed policies and legislation in this area.

HEALTH AND ENVIRONMENT COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To consider and monitor matters relating to the health of the people of Cambridge and to improve city policies relating to health programs;

- To consider matters relating to the physical environment of the city including without limitation issues relating to air and water quality, solid and hazardous waste, climate change, visual quality and the environmental impact of development and the sustainability of our physical environment.

HUMAN SERVICES COMMITTEE AND VETERANS' COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To develop and support policies assuring a broad human service delivery system to be provided by the city, other levels of government, and non-profit and private agencies for children, youth, families, single adults and seniors of all backgrounds;
- To study policies, overall planning, and the delivery of human services to Cambridge people;
- To make recommendations to the City Council to improve the scope and quality of these services and to locate new sources of funding;
- To consider all matters affecting veteran services and benefits of the City.

NEIGHBORHOOD AND LONG TERM PLANNING, PUBLIC FACILITIES, ART AND CELEBRATIONS COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To enhance the quality of life in Cambridge as it relates to the livability of neighborhoods, public art and art projects, and public celebrations;
- To consider all matters relating to land use planning, sustainability, open space, public facilities and public buildings, industrial and commercial development, especially as they relate to linkage and neighborhood protection, and other long-range planning;
- To consider matters related to the appearance of squares and neighborhoods of the city and their upkeep, and public planting.

PUBLIC SAFETY - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To consider all matter affecting the public safety of Cambridge; and
- To review matters relating to the performance, organization, and effectiveness of the police and fire departments, Public Works Department, the Inspectional Services Department as it relates to public safety issues, and the Police Review Board.

TRANSPORTATION AND PUBLIC UTILITIES COMMITTEE - A committee of five City Councillors – the quorum shall be three members.

Purposes

- To consider and recommend to the City Council policies on matters affecting transportation, traffic and parking;
- To monitor transportation proposals and services of all kinds which affect Cambridge;
- To develop policies which promote a multi-modal and environmentally friendly traffic and transportation program which will balance the needs of residents and employees at a minimal cost to the environment.
- To consider issues relating to utilities and telecommunications, and consumer protection issues related therein.

Rule 28. Every committee of the City Council to which any subject may be referred shall report on the subject within a reasonable time from the time of referral. Any committee report that has not been signed by the chair of the committee within seven days after submission of the committee report by the City Clerk will be placed on the City Council agenda unsigned. In the case that the chair of any committee shall fail for thirty (30) days from the time any subject has been referred to it to call a hearing of the committee, a quorum of the committee may call a hearing of said committee. Notice of all committee hearings must be given at least forty-eight (48) hours before the time of the hearing.

Rule 29. Minutes shall be kept of all committee proceedings. All minutes, reports, and papers shall be submitted to the City Council by the City Clerk or his or her designee. Recommendations of each committee shall be made to the City Council for consideration and adoption.

Rule 30. The Councillor first named thereto shall be the chair of any committee of which he or she is a member, and in case of his or her resignation or inability to serve, another member of the committee shall be named by the Mayor.

MEMBERS LOBBY

Rule 31. No person will be admitted within the rail in the Sullivan Chamber or in Members' Lobby connected with said chamber at any meeting of the City Council except upon permission of the chair.

HEARINGS

Rule 32A. Public hearings may be requested for matters of public interest or of legislative requirement. Public hearings may be held during regular business meetings of the City Council. The City Council shall refer such requests to a committee of the City Council. If the City Council deems it advisable, it may direct that the hearing be televised.

Rule 32B. The time devoted to public hearings shall not be more than two (2) hours at any one sitting. Any hearing not completed within the specified time may be continued to another meeting.

Any individual appearing before the City Council at a public hearing and claiming to represent another as agent or otherwise in the matter of being heard shall file with the City Council a written authorization signed by the individual, organization or corporation whose interests such individual represents.

There shall be a three (3) to five (5) minute time limit for each speaker or, at the discretion of the chair where because the number of speakers or other circumstances would cause difficulty in completing the agenda for the hearing for each speaker to express her or his views on the matter being heard by the City Council. Speakers will be required to address themselves solely to the issue which is before the City Council for discussion and shall not engage in personal or rude remarks.

In all hearings before the City Council, the case of the petitioner shall be submitted first, except in matters affecting acceptance of highways or taking by right of eminent domain.

Rule 32C. The Housing Committee will hold a public hearing to review the City Manager's appointments to the Cambridge Housing Authority prior to the City Council confirmation on the appointments.

The Neighborhood and Long Term Planning, Public Facilities, Arts and Celebration Committee, or other suitable committee, will hold a public hearing to review the City Manager's appointments to the Cambridge Redevelopment Authority prior to the City Council confirmation of the appointments.

ORDINANCES AND ORDERS

Rule 33. All by-laws passed by the City Council shall be termed ordinances, and the enacting style shall be "Be it ordained by the City Council of the City of Cambridge." In all votes by which the City Council expresses anything by order or command the form of expression shall be "Ordered," and in all votes by which the City Council expresses opinions, principles, facts or purposes, the form shall be "Resolved."

Rule 34. The City Clerk shall determine the newspaper of the city in which shall be published any loan order or any ordinance and said publication shall be made in each newspaper in regular order, beginning with the oldest publication.

Rule 35. Every ordinance and every order, resolution or vote shall after its passage remain in the possession of the City Clerk for thirty-six (36) hours after the day of the meeting for the purpose of giving any Councillor among those whose votes prevailed an opportunity to file notice of his or her intention to move reconsideration.

AMENDMENT AND SUSPENSION

Rule 36A. Any of the foregoing rules with the exception of Rule 20 may be suspended at any meeting by a two-thirds yeas and nays vote of the entire membership of the City Council, provided that suspension of the rules to take up an item of business out of order may be moved only one time per

meeting by each member. This limitation does not apply to motions to suspend the rules to move reconsideration hoping the same does not prevail. No suspension of the rules shall be required to allow consideration of ceremonial resolutions (which appear on the agenda as Resolutions) filed after the meeting agenda is closed or before resolutions are voted on at the meeting. A roll call vote for suspension of the rules to consider late policy orders shall be required to allow consideration of policy orders at the end of the regular business meeting, after the regular order of business has been concluded. Late policy orders shall only be considered in an emergency or if action is required before the next regular meeting.

Rule 36B. No amendments or additions to the rules may be enacted until at least seven days have elapsed from the date of the submission of the proposed changes or additions and require a majority vote of the entire membership of the City Council.

ROBERTS' RULES OF ORDER

Rule 37. The City Council shall be governed by "Roberts' Rules of Order" in all questions of parliamentary practice not provided for by these rules.

RULES OF COURTESY

Rule 38.

1. No one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
2. All persons shall refrain from any private conversation, which would interfere with the proper conduct of the meeting or hearing.
3. No food or beverages of any kind except water is permitted in the public section of the Sullivan Chamber.
4. Signs, posters and placards must remain outside the Sullivan Chamber.
5. People are admitted to the Sullivan Chamber up to the fire safety capacity of the room which includes the balcony. Overflow crowds may listen to the proceedings on loud speakers and television provided in the hallway.
6. All persons shall confine their remarks to the question under debate and avoid personalities. The following will not be tolerated: uttering fighting words, slander, speeches invasive of the privacy of individuals, unreasonably loud or repetitive speech, and/or speech so disruptive of City Council proceedings that the legislative process is substantially interrupted. Any person engaging in behavior that disrupts the proceedings such that the legislative process is substantially interrupted will be warned once by the chair that if his or her disruptive behavior continues he or she will be requested to withdraw from the meeting, and if the behavior continues, the speaker will be asked to withdraw from the meeting. If the speaker does not withdraw from the meeting as requested by the chair, the chair may authorize a constable or other officer to remove the person from the meeting.

7. All rules of decorum and conduct for comment established by these rules shall be applicable to all individuals attending a meeting or hearing.

8. Every person addressing the City Council shall speak into the microphone and shall state the person's name and address in an audible tone of voice for the record. All remarks shall be addressed to the City Council as a body through the chair, and not to any individual member thereof.

9. While in the Sullivan Chamber, all persons with cell phones, pagers or other devices emitting audible signals shall either set the device to a non-audible signal mode or turn off the device.

RULES OF TRAVEL

Rule 39. The City Council's travel and incidental expenses thereto shall be approved by five members of the City Council through the budget process. All individual expenses will be substantiated by receipts and requests for payments will be approved by the City Auditor prior to reimbursement. The City Auditor shall be required to keep copies of Travel Expense Reports for all City Council travel expenditures reimbursed by the City and make the same available on request to all interested persons. The City Council may adopt a Travel Policy consistent with this rule to specify acceptable travel arrangements and limitations on reimbursable expenses. *(RULE 39 AMENDED SEPTEMBER 8, 2014 – TRAVEL POLICY IS APPENDED TO THE RULES)*

Cambridge City Council Travel Policy as Amended ADOPTED SEPTEMBER 8, 2014 AMENDED JANUARY 29, 2018

1. *Introduction*

The City Council recognizes the value of travel for purposes clearly related to the overall improvement of the City and travel for the purpose of assisting the individual City Councillor in performing his or her official duties. City Council travel should be as economical as possible.

2. *City Council Travel Budget*

The City Council will set a total amount for annual travel expenses, based on the amount it considers reasonable for each member to expend each year for travel which relates to city business. The Executive Assistant to the City Council shall keep individual travel budgets for each City Councillor, to which an equal allocation of the total travel budget shall be made.

1. Travel plans for which the individual City Councillor expects reimbursement up to the amount budgeted for an individual Councillor do not require pre-approval by the City Council.
2. A member of the City Council who anticipates utilizing more than the total annual amount budgeted for his or her travel must request approval from the City Council for funding for additional travel relating to the member's duties or official capacity as a City Councillor. Said request shall be made by submission of a proposed order for the City Council's consideration and vote at a regular business meeting.
3. The Mayor's travel budget is approved separately, and mayoral expenses are not included in the City Council travel budget. In all other respects, the travel policy applies to the entire City Council, including the Mayor.

3. *Travel Arrangements*

All arrangements for air travel, lodging and rental cars will be made by the Executive Assistant to the City Council and the Assistant to the Mayor, and not by individual City Councillors, except in unusual or unforeseen circumstance, or where the individual City Councillor is able to make a less expensive travel arrangement. Sound business practices should be followed at all times.

Councillors should provide as much advance notice of travel requirements as possible to enable the staff to obtain advantageous rates for airfares, conference registration and lodging.

Travel arrangements should be made by government or convention rates whenever possible. Care should be taken to make cost effective arrangements, such as utilizing super-saver rates. The City will pay only for standard hotel rooms, standard or "coach" A (no premium or First Class) airfare and midsize rental cars. The City will not pay for flight insurance. All additional costs caused by family members or other persons traveling with the City Council member will be the obligation of the City Councillor.

Economical travel is favored. If by extending travel through Saturday, airfare savings exceed additional hotel, meals, car rental and other expenses, then such an extension is allowed.

4. *Travel Expense Reimbursement*

All payments to City Councillor for their City Council travel expenses shall be by reimbursement. No expenses will be reimbursed without proper documentation and an expense report. City Councillors shall utilize the City of Cambridge Travel Expense Report required by the City Manager for all City Employee travel.

Proper documentation must include itemized receipts, except for the food category when an alternative reimbursement allowance is requested. The expense report must clearly state the purpose of the travel. Allowance amounts are as follows:

Transportation: Air or Rail

Standard or economy fare.

Related ground travel: Actual cost of trips between home – airport/train station, airport/train station – lodging and returns.

Transportation: Personal Automobile

Travel by personal automobile will be reimbursed per mile up to 450 miles one way at the City's per mile reimbursement rate in effect at the time of the trip. The City will also reimburse toll expenses upon production of the relevant receipts. The City will only reimburse one day's worth of per diem expenses for each leg of a trip except in cases of extraordinary and unforeseen events such as extreme weather that cause an unexpected delay in travel.

Lodging

Standard single occupancy. If travel is part of a convention, choose either the convention hotels or alternative hotels with rates within the range of the convention hotels. If not part of a convention, choose by informal quote procedure. Short-term rental, internet and access fees are allowable.

Food

Actual expenses based on detailed and reasonable itemized receipts for each City Councillor or \$100.00 per diem without itemized receipts. The City will not pay for alcohol. Where bill includes reimbursable food expenses and non-reimbursable alcohol expenses, the receipt should clearly identify what portion of the bill is reimbursable.

Ground Transportation

Taxis and Ride Hail Services

Reimbursement will be for actual expenses. Taxi and ride hail service receipts must be properly completed and signed by the individual City Councillor.

Rental Automobiles

Reimbursement for non-luxury midsize automobiles. Any upgrades must be paid by the individual City Councillors.

Miscellaneous Business Expenses

This category includes tips, telephone calls, parking, etc. Any individual expense over \$15 must be documented.

The auditor shall reject or adjust any receipts that he or she deems excessive or not properly documented.



GOVERNMENT OPERATIONS, RULES & CLAIMS COMMITTEE

COMMITTEE MEETING

~ MINUTES ~

Thursday, April 28, 2022

10:00 AM

Sullivan Chamber

Reimbursement shall not be approved under any circumstances for the following:

- Alcoholic Beverages
- Tobacco
- Laundry & Dry Cleaning
- Barber, Hairdresser, Manicure or Bootblack
- Entertainment
- Newspapers or Magazines
- Toiletries
- Articles of Apparel
- Pay Per View Television
- Conference events not related to the business travel

A communication was received from Vice Mayor Mallon, transmitting documentation regarding City Council Rules Changed Proposals.

Minutes Acceptance: Minutes of Apr 28, 2022 10:00 AM (Committee Reports)



City of Cambridge

O-
FIRST IN COUNCIL
October 17, 2022

COUNCILLOR SIMMONS

ORDERED: That the City Manager direct the City Solicitor and City Clerk to determine appropriate wording for City Council rule 15 to reflect the conversation regarding “present” vs. “abstain”, and whether it is appropriate to bifurcate into rules 15a and 15b as discussed, for the next Government Operations, Rules and Claims Committee on this topic.



City of Cambridge

O-
FIRST IN COUNCIL
October 17, 2022

COUNCILLOR ZONDERVAN

ORDERED: That the City Clerk provide guidance on how to add outstanding Home Rule petitions to the regular City Council agenda for the next Government Operations, Rules and Claims Committee on this topic.



City of Cambridge

O-
FIRST IN COUNCIL
October 17, 2022

COUNCILLOR TONER

ORDERED: That the City Manager direct the City Solicitor and City Clerk to provide language that properly reflects current public comment procedure for hybrid meetings in Rule 24 b for the next Government Operations, Rules and Claims Committee on this topic.