

1 **..Title**

2 **Legislative Procedure Updates** – For the purpose of clarifying the rules of procedure for  
3 the passage or ordinances, charter amendments and resolutions.

4 **..Body**

5  
6 **CITY COUNCIL OF THE**  
7 *City of Annapolis*

8  
9 **Ordinance 26-18**

10  
11 **Introduced by: Mayor Buckley**

12  
13 **Referred to**

14 Rules and City Government Committee

15  
16  
17 **AN ORDINANCE** concerning

18  
19 **Legislative Procedure Updates**

20  
21 **FOR** the purpose of clarifying the rules of procedure for the passage of ordinances,  
22 charter amendments and resolutions.

23  
24 **BY** repealing and re-enacting with amendments the following portions of the Code of  
25 the City of Annapolis, 2018 Edition  
26 2.16.090

27  
28  
29 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**  
30 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as  
31 follows:

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33 **TITLE 2 – ADMINISTRATION**

34  
35 **Chapter 2.16 – CITY COUNCIL**

36 **Article 1 - Rules of Procedure**

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38 **Section 2.16.090 - Reading, amendment and passage of ordinances, etc.**

39  
40 A. All laws shall be enacted by ordinance or charter amendment. Every ordinance and  
41 every charter amendment shall be read three times by its title before a final vote is  
42 taken for its passage. However, by unanimous consent of the council in session, this  
43 procedure may be waived and the ordinance read two times by title only and the third  
44 reading shall not be held. No ordinance or charter amendment shall be amended  
45 except upon its second reading. Every ordinance and every charter amendment shall  
46 be read the first time at the meeting at which it is introduced and a vote shall be

1 taken on the first reading. The ordinance or charter amendment shall then lie on the  
2 table, after which it shall be read the second and third time and final action taken. All  
3 three readings of an ordinance and charter amendment shall occur during the same  
4 term of the Council.

5 B. With the exception of referrals to the Planning Commission, all ordinances,  
6 resolutions and charter amendments shall be discharged without the necessity of a  
7 motion from any committee or commission to which it has been referred ninety days  
8 after first reading. The ordinance or charter amendment shall thereafter be placed on  
9 the agenda of the next regular City Council meeting and all subsequent Council  
10 meetings until the Council votes to postpone consideration for a specific amount of  
11 time not to exceed ninety days, or votes to adopt or defeat the legislation. All  
12 legislation referred to the Planning Commission shall be by way of the Department  
13 of Planning and Zoning which shall complete its review, make recommendations,  
14 and place the legislation on the agenda of the Planning Commission meeting that is  
15 to take place within sixty days of the first reading by the City Council. An ordinance  
16 that proposes to amend the zoning of any piece of property shall be referred to the  
17 Planning Commission and may not be placed upon a City Council agenda until the  
18 findings and recommendations of the Planning Commission have been received  
19 consistent with Chapter 21.34. Other legislation referred to the Planning Commission  
20 shall be discharged without the necessity of a motion from the Planning Commission  
21 one hundred eighty days after first reading by the City Council. The legislation shall  
22 thereafter be placed on the agenda of the next meeting and all subsequent regular  
23 meetings until the City Council votes to postpone consideration for a specific amount  
24 of time not to exceed ninety days, or votes to adopt or defeat the legislation.

25 C. All resolutions shall be read twice by title and may be passed after the second  
26 reading. Every resolution shall be read the first time at the meeting at which it is  
27 introduced, and the resolution shall then lie on the table after which it shall be read a  
28 second time and final action taken. Both readings of a resolution shall occur during  
29 the same term of the Council.

30 D. The foregoing notwithstanding, ~~by a unanimous consent of the council in session, the~~  
31 City Council in session, by a unanimous vote, may waive the procedure set forth in  
32 subparagraphs A and C of this Section 2.16.090, for the reading of ordinances and  
33 resolutions prior to voting to adopt or defeat any ordinance or resolution ~~may be~~  
34 passed at the meeting of ~~the~~its introduction.

35 E. A fiscal impact note shall be submitted by the Finance Director on every ordinance,  
36 charter amendment, and resolution no later than the date such ordinance, charter  
37 amendment, or resolution is to be heard at public hearing. Any ordinance or  
38 resolution waiving or reducing City fees shall be referred to the Finance Committee  
39 and then lie on the table after which shall be read the second time and final action  
40 taken.

41 F. The member or members of the City Council who have requested the drafting and  
42 introduction of a charter amendment, ordinance, or resolution shall be identified by  
43 title and name following the heading "Introduced by." The first member requesting  
44 the drafting of a specific piece of legislation may make a determination as to whether  
45 any other members of the City Council may be listed under "Introduced by" and the  
46 order in which those members are to be introduced. Any other member of the City

1 Council who requests identification on the legislation shall be listed under the  
2 heading "Co-sponsored by" in the chronological order in which that member's  
3 request is made to the Office of Law or on the floor of the City Council.

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5 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY**  
6 **THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from the date  
7 of its passage.

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**EXPLANATION**

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Underlining indicates matter added to existing law.

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~~Strikethrough~~ indicates matter stricken from existing law.

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[Brackets] indicate amendments.

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