



# GOVERNMENT OPERATIONS, RULES & CLAIMS COMMITTEE

## COMMITTEE MEETING

~ MINUTES ~

Tuesday, October 25, 2022

10:00 AM

Sullivan Chamber  
795 Massachusetts Avenue  
Cambridge, MA 02139

**The Government Operations, Rules and Claims Committee will conduct a public meeting to discuss potential amendments to the Rules of the 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"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10:02 AM
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"/>	

A meeting of the Government Operations, Rules and Claims Committee was held on Tuesday, October 25, 2022. The meeting was called to order at 10:00 a.m. by the Honorable Vice Mayor Mallon, Chair of the Committee. Pursuant to Chapter 20 of the Acts of 2022 adopted by Massachusetts General Assembly and approved by the Governor, this public meeting was hybrid, allowing participation in person, in the Sullivan Chamber, 2<sup>nd</sup> Floor, City Hall, 795 Massachusetts Avenue, Cambridge, MA and by remote participation via zoom.

**The Chair, Vice Mayor Mallon called the meeting to order and noted that the call of the meeting was to discuss potential amendments to the Rules of the City Council.**

**The Chair, Vice Mayor Mallon asked the Clerk to call the roll.**

**Deputy City Clerk Crane called the roll.**

Vice Mayor Alanna M. Mallon – Present/In Sullivan Chamber

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Present/In Sullivan Chamber \*

Councillor E. Denise Simmons – Present/Remote

Councillor Paul Toner – Present/Remote

**Present-4, Absent-1. Quorum established.**

\*Joined at 10:02 a.m.

The Chair, Vice Mayor Mallon noted that off Committee member Councillor Zondervan was present. The Chair noted that this was a continuation of the work started at the last Committee meeting held on April 28, 2022, where the Committee got through about half of the amendments submitted by colleagues. The Chair thanked Councillors for their patience noting that it was important to onboard the new City Clerk and the new City Manager before having this meeting.

The Chair, Vice Mayor Mallon reminded everyone that the three amendments moved forward at the meeting on April 28, 2022, were voted on last night, October 24, 2022. The Chair further noted that two of the amendments passed and one did not. The Chair, Vice Mayor Mallon noted that she would be sharing a document that showed these amendments and also instances in the rules where there is gender language that the Chair intends to propose be replaced with gender neutral language.

The document prepared by the Chair was shared on the screen. A copy of the document shared by the Chair, Vice Mayor Mallon is attached as Attachment A. The Chair again highlighted the two amendments passed last night and the amendment that did not pass. The Chair also highlighted the first instance of gender language on page 7 and noted that there would be a vote to address gender language at the end of the meeting.

The Chair, Vice Mayor Mallon recognized Councillor Simmons on her proposed amendment that would change Rule 21 by substitution, that were shown on the screen and are attached to these minutes as Attachment B.

Councillor Simmons noted that currently the Clerk's Office has a very tight window of only two and a half hours from the time items for the Council agenda are submitted to the time that the Clerk must post an agenda online to comply with the Open Meeting Law. The amendments would change the time all items, except applications and petitions, are due to 12:00 p.m. on Thursday. Applications and petitions would be due at 3:00 p.m. on Wednesday. If adopted the current Rule 21 would be replaced with Rule 21, Rule 21A, and Rule 21B. The last sentence in the current Rule 21 that deals with minutes would be moved to the end of Rule 22.

The Chair, Vice Mayor Mallon noted that Mayor Siddiqui had joined.

The Chair, Vice Mayor Mallon recognized Councillor Nolan for comments and questions. Councillor Nolan asked for further explanation on the problem we are trying to solve with these changes. The Chair, Vice Mayor Mallon and Councillor Simmons responded noting that the current deadline places significant stress on the office and does not allow time to review the agenda prior to having to publish it.

The Chair, Vice Mayor Mallon recognized City Clerk LeBlanc who stated that after being on board for just a few weeks, speaking to staff, learning about the current process, and seeing the major stress points, she surveyed the 13 largest communities outside of Boston to learn how much time their City Clerk has to produce the City Council agenda. The City Clerk noted that in each of these communities the Clerk's Office had significantly more time to put the agenda together. As an example, Clerk LeBlanc highlighted that in Somerville, where meetings are generally every other Thursday at 7:00 p.m., items for the docket submitted by members are due by 4:30 p.m. on the Monday before the Thursday meeting. Items submitted by a non-member are due by 4:30 p.m. on the Friday before the Thursday meeting.

The Chair recognized Councillor Nolan who asked if there should be language to cover what happens if a holiday falls on a Thursday. The Chair noted that in the past when this has happened there has been a round table meeting.

The Chair, Vice Mayor Mallon indicated that the amendments being proposed by Councillor Simmons would be voted on one at a time.

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to amend Rule 21 by substitution to read:**

**Rule 21.**

**All matters of whatever description, except Applications and Petitions, which require action by the City Council at its meeting shall be presented to the City Clerk by 12:00 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 12:00 p.m. on the Wednesday preceding the regular meeting. 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 12:00 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.

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Absent

**Yes-3, No-0, Absent-2. Motion passed.**

**ORDERED: That the Rules of the City Council be amended by substitution to replace Rule 21 with the following language:**

**Rule 21.**

All matters of whatever description, except Applications and Petitions, which require action by the City Council at its meeting shall be presented to the City Clerk by 12:00 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 12:00 p.m. on the Wednesday preceding the regular meeting. 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 12:00 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 Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to amend Rule 21 by adding Rule 21A to read:

Applications and Petitions which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Wednesday 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 Tuesday preceding the regular meeting. Applications and Petitions submitted later will be held over for the next regular meeting.

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council be amended by adding Rule 21A to read: Applications and Petitions which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Wednesday 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 Tuesday preceding the regular meeting. Applications and Petitions submitted later will be held over for the next regular meeting.**

The Chair, Vice Mayor Mallon recognized Councillor Toner who noted that he needed to step away and ask that he be recorded as a yes vote on the change to Rule 21.

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to amend Rule 21 by adding Rule 21B to read: In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.**

The Chair, Vice Mayor Mallon recognized Councillor Nolan who asked if the language should also include consultation with the Mayor. The Chair, Vice Mayor Mallon recognized Councillor Simmons who responded. The Chair, Vice Mayor Mallon recognized the City Clerk who noted that this language is exactly the same as in the current Rule 21 but because of the amendments being made to the rule, it is now identified as Rule 21B. The Chair, Vice Mayor Mallon also recognized City Solicitor Nancy Glowa and Mayor Siddiqui for comments on the proposed amendment. Mayor Siddiqui noted that the Mayor is always involved in the process but that she was fine with the wording as is.

**The Chair, Vice Mayor Mallon asked the Clerk to call the roll on the motion made by Councillor Simmons to amend Rule 21 by adding Rule 21B to read: In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes  
Councillor Dennis J. Carlone – Absent  
Councillor Patricia Nolan – Yes  
Councillor E. Denise Simmons – Yes  
Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council be amended by adding Rule 21B to read: In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.**

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to amend Rule 22 by adding “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.” at the end.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes  
Councillor Dennis J. Carlone – Absent  
Councillor Patricia Nolan – Yes  
Councillor E. Denise Simmons – Yes  
Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED:** That the Rules of the City Council, Rule 22 be amended by adding “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.” at the end.

The Chair, Vice Mayor Mallon noted that the next proposed rule change was to Rule 24B which is intended to change the wording to be clearer. The Chair, Vice Mayor Mallon recognized Councillor Nolan who made a motion to amend Rule 24B to strike the words “not limited to” from the first sentence and replace them with “no more than”.

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED:** That the Rules of the City Council, Rule 24B be amended to strike the words “not limited to” from the first sentence and replace them with “no more than”.

The Chair, Vice Mayor Mallon noted that the next rule change to be discussed was related to the Economic Development and University Relations Committee addressed under Rule 27. The Chair recognized Councillor Toner, Chair of the Economic Development and University Relations Committee who submitted the proposed amendments. The proposed amendments were shown on the screen (Attachment A). Councillor Toner provided a brief history of the Committee noting that it was previously two separate Committees and that when they were merged only the language related to University Relations was carried over. Councillor Toner noted that his proposed amendments are to address this and add language related to Economic Development. The proposed amendments would also strike the words “in the city” from the first bullet.

The Chair, Vice Mayor Mallon recognized Mayor Siddiqui who noted that she thought many of the changes made sense but wanted to note that for PILOTS (Payments In Lieu of Taxes), that are a larger matter, it is important that there are also mechanisms outside of this committee for Councillors and the Community to be involved.

The Chair, Vice Mayor Mallon recognized Councillor Simmons who asked that the words “diversity of opportunity,” be added to the last bullet after the first comma and before the word “career”. The Chair recognized Councillor Toner who said that would be a welcome addition. The Chair, Vice Mayor Mallon recognized off Committee member, Councillor Zondervan for comments related to the language and whether or not it fully conveyed all concerns and suggested adding some additional language. The Chair recognized Councillor Simmons who responded respectfully asking that this change be moved forward as is and any additional changes can take place at a later time. The Chair, Vice Mayor Mallon expressed that she agreed with this approach.

**The Chair, Vice Mayor Mallon asked the Clerk to call the roll on a motion by Councillor Nolan to amend Rule 27, Economic Development and University Relations, to read as follows (note – additions are in italics and the words “in the city” have been stricken from the first bullet point.):**

**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, **employers, business associations**, and other partners within the city, to develop policies and programs that will enhance economic development, **tax revenue** and expand **career and** employment opportunities for Cambridge residents;
- To develop policies that will facilitate the regular and timely exchange of information between **educational** institutions, **employers, business organizations, and other** partners in the community, and the city administration and City Council, and monitor implementation **of agreed on policies and programs**;
- To review and evaluate agreements between the city and institutions for payments made by institutions in lieu of property taxes (**PILOT**), develop policies to ensure that the agreements are fair and equitable, and monitor implementation; - To monitor and improve existing employment, **diversity of opportunity, career and workforce development** programs.

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council, Rule 27, Economic Development and University Relations Committee be amended by substitution to read as follows:**

**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, employers, business associations, and other partners within the city, to develop policies and programs that will enhance economic development, tax revenue and expand career and employment opportunities for Cambridge residents;
- To develop policies that will facilitate the regular and timely exchange of information between educational institutions, employers, business organizations, and other partners in the community, and the city administration and City Council, and monitor implementation of agreed on policies and programs;
- To review and evaluate agreements between the city and institutions for payments made by institutions in lieu of property taxes (**PILOT**), develop policies to ensure that the agreements are fair and equitable, and monitor implementation; - To monitor and improve existing employment, diversity of opportunity, career and workforce development programs.

**The Chair, Vice Mayor Mallon noted that the next changes to be discussed was to the Housing Committee purpose statement and it was submitted by Councillor Simmons. The proposed amendment was shown on the screen (Attachment A). The Chair recognized Councillor Simmons who noted that the change was to take the emphasis off of low income and put it on affordable housing, noting that not all who need help are necessarily low income.**

**Councillor Simmons made a motion to amend Rule 27, Housing Committee to delete the language in the first bullet and replace it with the following language:**

**- To develop policies for the maintenance and development of housing, with an emphasis on affordable housing.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council, Rule 27, Housing Committee be amended to delete the language in the first bullet and replace it with the following language:**

**- To develop policies for the maintenance and development of housing, with an emphasis on affordable housing.**

**The Chair, Vice Mayor Mallon noted that the next rule to be discussed was related to the Civic Unity Committee. The Chair recognized Councillor Simmons who submitted the proposed amendment to Rule 27, Civic Unity Committee, that would add a new bullet under purposes, at the end to read: -This committee shall strive to work towards promulgating policies, practices, and procedures that promote Equity, Inclusion, and Diversity throughout our community.** The proposed amendment was shown on the screen (Attachment A). Councillor Simmons noted that the work of this Committee has evolved, and it is important to be very intentional about what the Committee is doing to promote equity, inclusion, and diversity.

**The Chair, Vice Mayor Mallon asked the Clerk to call the roll on the motion made by Councillor Simmons to amend Rule 27, Civic Unity by adding a new bullet under purposes, at the end to read: -This committee shall strive to work towards promulgating policies, practices, and procedures that promote Equity, Inclusion, and Diversity throughout our community.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council, Rule 27, Civic Unity Committee be amended to add a new bullet under purposes, at the end to read:**

**-This committee shall strive to work towards promulgating policies, practices, and procedures that promote Equity, Inclusion, and Diversity throughout our community.**

**The Chair, Vice Mayor Mallon recognized Councillor Simmons on her proposed amendment to add Rule 32D to read: Rules for Public Comment should be posted in a visible and prominent place both in person and online for the benefit of those wishing to participate in Public Comment.** The proposed amendment was shown on the screen

(Attachment A). Councillor Simmons spoke on the amendment noting it was important for the public to know how to participate in public comment and that we should make it as easy and as welcoming as possible.

**The Chair, Vice Mayor Mallon asked the Clerk to call the roll on the motion by Councillor Simmons to add Rule 32D to read: Rules for Public Comment should be posted in a visible and prominent place both in person and online for the benefit of those wishing to participate in Public Comment.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council be amended to add Rule 32D to read: Rules for Public Comment should be posted in a visible and prominent place both in person and online for the benefit of those wishing to participate in Public Comment.**

**The Chair, Vice Mayor Mallon noted that the next amendment to be discussed was to Rule 38, Rules of Courtesy and it was put forth by Councillor Carlone. The proposed amendment was shown on the screen (Attachment A). The proposed amendment would add a new sentence at the beginning of Rule 38.8 to read: 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.**

The Chair, Vice Mayor Mallon recognized Councillor Simmons, Councillor Nolan, Councillor Toner, and off Committee member Councillor Zondervan, and Mayor Siddiqui on the matter. Points raised included whether or not the Council should be requiring and can legally require individuals to provide this information, raising privacy and safety concerns, as well as the value to Councillors in knowing who is speaking to them. The need to find ways to make it easy for non-English speakers and persons with a disability to participate in public comment was also noted. At the request of the Chair, City Clerk LeBlanc and City Solicitor Glowa offered comments. City Solicitor Glowa noted the value in this information being provided for purposes of record keeping and that she would need to do research on the question of whether or not this information could be legally required.

**The Chair, Vice Mayor Mallon suggested that the word “shall” be changed to “should” and made a motion to add a new sentence at the beginning of Rule 38.8 to read: Every person addressing the City Council should speak into the microphone and should state the person’s name and address in an audible tone of voice for the record.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**



**ORDERED:** That the Rules of the City Council, Rule 38 (8) be amended to add a new sentence at the beginning of Rule 38.8 to read: Every person addressing the City Council should speak into the microphone and should state the person's name and address in an audible tone of voice for the record.

The Chair, Vice Mayor Mallon recognized Councillor Nolan on a proposed amendment to the rules by adding Rule 40 to read: **HOME RULE PETITIONS, Rule 40. 1. That Home Rule Petitions are sent to the entire Cambridge delegation.** The proposed amendment was shown on the screen (Attachment A). Councillor Nolan explained why she was putting this forth noting past issues with understanding who is getting the Home Rule Petitions and moving them forward. The Chair also recognized off Committee member Councillor Zondervan on the matter who suggested that the language be changed to indicate which legislator would be moving the Home Rule Petition forward. The Chair then recognized Councillor Simmons who suggested that more time was needed to properly consider additional language.

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to amend the Rules of the City Council by adding Rule 40. 1. to read: HOME RULE PETITIONS, Rule 40. 1. That Home Rule Petitions are sent to the entire Cambridge delegation.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED:** That the Rules of the City Council be amended to add Rule 40.1 to read: **HOME RULE PETITIONS, Rule 40. 1. That Home Rule Petitions are sent to the entire Cambridge delegation.**

The Chair, Vice Mayor Mallon made a motion to amend the Rules of the City Council by removing the words “he” and “she” and replacing them with gender neutral language.

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED:** That the rules of the City Council be amended by removing the words “he” and “she” and replacing them with gender neutral language.

The Chair, Vice Mayor Mallon noted that the Committee had moved through the amendments proposed by Councillors and that next would-be public comment followed by reports from City staff on outstanding requests.

The Chair, Vice Mayor Mallon opened public comment, noting that speakers would receive 3 minutes to speak. The Chair recognized John Hawkinson who referenced a letter that he sent to Councillors just prior to this meeting and commented on Rule 15 and Rule 30.

The Chair, Vice Mayor Mallon noted that the next rule to be addressed was Rule 24C.1b which the City Solicitor and the City Clerk had been asked to offer language on (Policy Order 271). The Chair recognized City Solicitor Glowa who offered the language that she and the Clerk were proposing, and it was shown on the screen (Attachment C).

The Chair, Vice Mayor Mallon recognized Councillor Nolan who noted that she appreciated the recommendations but that it would make more sense if the online sign up on Friday was the first sentence. The Chair, also noted that consistent with the discussion earlier, that the word “must” should be changed to “should”. The Chair also recognized Councillor Simmons for comments. The Chair asked the Clerk to call the roll on a motion by Councillor Nolan to amend Rule 24C.1b. by substitution to read:

**Rule 24C.1b.**

**Procedure: An individual may signup to speak before the City Council on-line via the City’s website from 9:00 a.m. on the Friday before the meeting until 6:00 p.m. the day of the meeting or via telephone to the City Council office on the day of the meeting from 9:00 a.m. to 5:00 p.m. On the day of the meeting, 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. There will also be a signup sheet in the Council Chamber from 5:00 p.m. until 6:00 p.m. on the day of the meeting. The individual should indicate on the signup sheet their name, address, and which item(s) they are planning to address. Individuals will be heard in the order that they signed up whether they are participating in person or remotely.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Yes

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-4, No-0, Absent-1. Motion passed.**

**ORDERED: That the Rules of the City Council, Rule 24C.1b be amended by substitution to read:**

**Procedure: An individual may signup to speak before the City Council on-line via the City’s website from 9:00 a.m. on the Friday before the meeting until 6:00 p.m. the day of the meeting or via telephone to the City Council office on the day of the meeting from 9:00 a.m. to 5:00 p.m. On the day of the meeting, 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. There will also be a signup sheet in the Council Chamber from 5:00 p.m. until 6:00 p.m. on the day of the meeting. The individual should indicate on the signup sheet their name, address, and which item(s) they are planning to address. Individuals will be heard in the order that they signed up whether they are participating in person or remotely.**

The Chair, Vice Mayor Mallon noted that the next matter to be taken up was Rule 15, and Policy Order 269 that directed the City Solicitor and the City Clerk to determine the 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.

The language offered by City Solicitor and City Clerk was shown on the screen (Attachment D)

The Chair, Vice Mayor Mallon recognized the City Clerk to explain the new language. City Clerk LeBlanc noted that she and City Solicitor Glowa met yesterday to go over this matter and the language being offered was a result of that meeting. This language is intended to simplify the rule and eliminate the confusion related to voting present vs. abstaining. This language offers only 3 voting choices – yes, no, or present. Abstain is taken out of the mix. The Clerk noted that when you vote “present” you are participating, it is recorded as a vote, and you are still part of the quorum. Clerk LeBlanc also noted that there is new language around how and when a member should recuse themselves to ensure compliance with the law. The Chair Vice Mayor Mallon recognized City Solicitor Glowa who indicated she was available for questions. The Chair, Vice Mayor Mallon recognized Councillor Nolan who asked questions related to recusal and in particular what constitutes recusal if a Councillor is remote. City Solicitor Glowa responded noting that there was perhaps a better way to express what it means to recuse; that a member that has recused themselves shall not participate in discussion on the matter. The City Solicitor noted that she would research whether or not there could be reasons other than a conflict of interest, or to avoid the appearance of a conflict of interest, that required a member to recuse themselves. The Chair, Vice Mayor Mallon recognized Councillor Simmons who asked further questions related to the mechanics of recusing oneself when remote. The Chair, Vice Mayor Mallon recapped the discussion and recognized City Solicitor Glowa who noted that “themselves” should be “themselves”. The City Solicitor noted that she was taking notes and would offer new language in response to the Committee discussion.

The Chair, Vice Mayor Mallon recognized off Committee member Councillor Zondervan who asked that the word “that” be changed to “who”. The Chair, Vice Mayor Mallon then recognized Councillor Toner, followed Councillor Simmons and Councillor Zondervan for further comments on recusal.

The Chair, Vice Mayor Mallon recognized the Clerk who noted that in researching the topic of recusal found that the state ethics commission recommends that an individual recusing themselves actually leave the room, although this is not legally required. The Clerk further noted that if an individual that has recused themselves stays in the room, their presence and their right to comment is the same as any other member of the public attending the meeting.

The Chair, Vice Mayor Mallon recognized City Solicitor Glowa who noted she had two revised versions of Rule 15 for consideration by the Committee. The City Solicitor noted that the change in the second version was in the second to last sentence. Both red lined versions were displayed on the screen (Attachment D1, and D2).

**Revised Version 1 would read:**

Rule 15. When a question is put, every member present shall vote yes, no or present and their vote shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall leave the remote meeting during discussion and deliberation on the matter. Their recusal shall be accepted by the chair and so recorded.

**Alternate Version 2 would read:**

Rule 15. When a question is put, every member present shall vote yes, no or present and their vote shall be accepted by the chair and so recorded. A member that is recusing themselves from

voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall turn off their microphone and video during discussion and deliberation on the matter. Their recusal shall be accepted by the chair and so recorded.

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who noted that she agreed with the language in the alternate version 2 that the City Solicitor shared and made a motion to amend Rule 15 by substitution to read:**

**Rule 15. When a question is put, every member present shall vote yes, no or present and their vote shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall turn off their microphone and video during discussion and deliberation on the matter. Their recusal shall be accepted by the chair and so recorded.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent

Councillor Patricia Nolan – Absent

Councillor E. Denise Simmons – Yes

Councillor Paul Toner – Yes

**Yes-3, No-0, Absent-2. Motion passed.**

**ORDERED: That the Rules of the City Council, Rule 15 be amended by substitution to read: Rule 15. When a question is put, every member present shall vote yes, no or present and their vote shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall turn off their microphone and video during discussion and deliberation on the matter. Their recusal shall be accepted by the chair and so recorded.**

**The Chair, Vice Mayor Mallon noted that the only item remaining was the City Clerk's response to Policy Order 2022 #270, that the Clerk provide guidance on how to add Outstanding Home Rule petitions to the regular City Council Agenda. The Chair recognized City Clerk LeBlanc who indicated that she would have a recommendation at the next Committee meeting.**

**The Chair, Vice Mayor Mallon recognized Councillor Simmons who made a motion to adjourn.**

**Deputy City Clerk Crane called the Roll.**

Vice Mayor Alanna M. Mallon – Yes

Councillor Dennis J. Carlone – Absent  
Councillor Patricia Nolan – Absent  
Councillor E. Denise Simmons – Yes  
Councillor Paul Toner – Yes  
**Yes-3, No-0, Absent-2. Motion passed.**

**A summary of the Policy Orders coming out of this Committee meeting is provided as Attachment E.**

**Attachments:**

**Attachment A:** Vice Mayor Mallon’s red lined copy of the Rules of the City Council showing proposed amendments and highlighting gender language. Please note that additional changes were made during the meeting that are not reflected in this document.

**Attachment B:** Councillor Simmons proposed amendments to Rule 21 and 22.

**Attachment C:** City Solicitor/City Clerk response to Policy Order 271, related to Rule 24C.1b. Please note that additional changes were made during the meeting that are not reflected in this document.

**Attachment D:** City Solicitor/City Clerk response to Policy Order 269, related to Rule 15.

**Attachment D1:** Revised language presented by the City Solicitor during the meeting related to Rule 15 to reflect Committee discussion.

**Attachment D2:** Alternate language presented by the City Solicitor during the meeting related to Rule 15 to reflect Committee discussion.

**Attachment E:** Policy Orders coming out of this Committee meeting

**Clerk’s Note:** The City of Cambridge/22 City View records every City Council meeting and every City Council Committee meeting. This is a permanent record. The video for this meeting can be viewed at:

[https://cambridgema.granicus.com/player/clip/339?view\\_id=1&redirect=true&h=b647333fded9df61949f97fb51ac8d4e](https://cambridgema.granicus.com/player/clip/339?view_id=1&redirect=true&h=b647333fded9df61949f97fb51ac8d4e)

All meetings are “closed captioned”. After each meeting the “closed captioned transcripts” are available online at: <https://app.box.com/s/9qormcahynjt4pzpt1n5opixogl3q7k5> Please note that there is no editing of these “closed captioned transcripts” and they do not constitute a verbatim transcript prepared by a certified transcriber.

## I. Discussion

**A communication was received from the Government Ops Committee, transmitting the 2022-2023 Rules of the City Council.**

**A communication was received from Vice Mayor Mallon, regarding: Proposed Amendments to the 2022-2023 Rules of the City Council**

**A communication was received from Councillor Simmons, regarding: Proposed Rule Changes for Consideration - Rule 21 and Rule 22.**

# City of Cambridge

PROVISIONALLY ADOPTED ON JANUARY 3, 2022

## RULES OF THE CITY COUNCIL

2022-2023

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

**Commented [MA1]:** This rules change PASSED 10/24. To be voted on by the full City Council Monday, October 24<sup>th</sup>

**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.**

**Commented [MA2]:** This rules change FAILED 10/24, will be removed. To be voted on by the full City Council Monday, October 24<sup>th</sup>

**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~~ **they** 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.**

Commented [MA3]: This rules change PASSED 10/24. To be voted on by the full City Council Monday, October 24<sup>th</sup>

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 3:12:00 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 3:12:00 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 21A. Applications and Petitions which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Wednesday preceding the regular

Commented [MA4]: Denise Simmons suggested amendment

Commented [MA5]: Denise Simmons suggested amendment

Commented [MA6]: Denise Simmons suggested amendment – moves to rule 22

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 Tuesday preceding the regular meeting. Applications and Petitions submitted later will be held over for the next regular meeting.

Commented [MA7]: Denise Simmons suggested amendment

Rule 21B In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.

Commented [MA8]: Denise Simmons suggested amendment

**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 Councilor 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. **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.**

Commented [MA9]: Denise Simmons suggested amendment – moves to rule 22

**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~~ **but no more than** twelve meetings per year may be roundtable/working meetings; three of which will be with the School

Commented [MA10]: Clerk LeBlanc's update suggestion

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~~ they are 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, **employers, business associations**, and other partners within the city, to develop policies and programs that will enhance economic development, **tax revenue in the city** and expand **career and employment** opportunities for Cambridge residents;
- To develop policies that will facilitate the regular and timely exchange of information between **educational institutions, employers, business organizations, and other** partners in the community, and the city administration and City Council, and monitor implementation **of agreed on policies and programs**;
- To review and evaluate agreements between the city and institutions for payments made by institutions in lieu of property taxes (**PILOT**), develop policies to ensure that the agreements are fair and equitable, and monitor implementation;
- To monitor and improve existing employment, **career and workforce development** programs.

Commented [11]: Paul Toner amendments

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

Commented [12]: Denise Simmons amendment

**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.

- **This committee shall strive to work towards promulgating policies, practices, and procedures that promote Equity, Inclusion, and Diversity throughout our community.**

Commented [13]: Denise Simmons: Suggested addition

**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~~ **they are** 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.

**Commented [14]:** Alanna Mallon: Should we consider adding rules on public comment sign up to be consistent with past practice w/respect to cut off and number of minutes per public commenter at a committee hearing?

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.

**Rule 32D: Rules for Public Comment should be posted in a visible and prominent place both in person and online for the benefit of those wishing to participate in Public Comment.**

Commented [15]: Denise Simmons amendment

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 ye and nay 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~~ they 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.**

Commented [16]: Dennis Carlone note: This rule should be fully enforced at every meeting. Most public speakers do not include their address. *Question to consider: Does this rule apply in the age of doxing/internet?*

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~~ they deems excessive or not properly documented.

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

**HOME RULE PETITIONS**

**Rule 40. 1.** That Home Rule Petitions are sent to the entire Cambridge delegation.

Commented [17]: Patty Nolan proposed amendment

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**ATTACHMENT B**  
**COUNCILLOR SIMMONS AMENDMENTS TO RULE 21 AND RULE 22.**

**RULE 21**

Current 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. (This sentence is a bit out of place – recommend moving to Rule 22).

Amend by Substitution with:

Rule 21.

All matters of whatever description, except Applications and Petitions, which require action by the City Council at its meeting shall be presented to the City Clerk by 12:00 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 12:00 p.m. on the Wednesday preceding the regular meeting. 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 12:00 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.

Rule 21A.

Applications and Petitions which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Wednesday 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 Tuesday preceding the regular meeting. Applications and Petitions submitted later will be held over for the next regular meeting.

Rule 21B.

In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.

**RULE 22**

Amend Rule 22 by adding at the end:

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.



## ATTACHMENT C

### 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 from 9:00 a.m. on the Friday before the meeting until 6:00 p.m. the day of 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. There will also be a signup sheet in the Council Chamber from 5:00 p.m. until 6:00 p.m. the day of the meeting. The individual must indicate on the signup sheet their name, address, and which item(s) he or she is they are planning to address. Individuals will be heard in the order that they signed up whether they are participating in person or remotely.

ATTACHMENT D

Recommend amending Rule 15 as follows:

**Rule 15. When a question is put, every member present shall vote yes, no or present and their unless the City Council for special reasons excuses him or her. A vote of "Present" shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves and state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest) prior to any discussion on the matter. A member that has recused themselves shall leave the table while the matter is being deliberated. Their recusal 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.**

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ATTACHMENT D1

Recommend amending Rule 15 as follows:

**Rule 15. When a question is put, every member present shall vote yes, no or present and their unless the City Council for special reasons excuses him or her. A vote of "Present" shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall leave the remote meeting during discussion and deliberation on the matter. Their recusal 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.**

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ATTACHMENT D2

Recommend amending Rule 15 as follows:

**Rule 15. When a question is put, every member present shall vote yes, no or present and their unless the City Council for special reasons excuses him or her. A vote of "Present" shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall turn off their microphone and video during discussion and deliberation on the matter. Their recusal 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.**

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## **ATTACHMENT E**

**Policy Orders coming out of the Government Operations, Rules and Claims Committee meeting held on October 25, 2022.**

**ORDERED: That the Rules of the City Council be amended by substitution to replace Rule 21 with the following language:**

**Rule 21.**

**All matters of whatever description, except Applications and Petitions, which require action by the City Council at its meeting shall be presented to the City Clerk by 12:00 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 12:00 p.m. on the Wednesday preceding the regular meeting. 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 12:00 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.**

**ORDERED: That the Rules of the City Council be amended by adding Rule 21A to read: Applications and Petitions which require action by the City Council at its meeting shall be presented to the City Clerk by 3:00 p. m. on the Wednesday 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 Tuesday preceding the regular meeting. Applications and Petitions submitted later will be held over for the next regular meeting.**

**ORDERED: That the Rules of the City Council be amended by adding Rule 21B to read: In the event of City Hall closure the City Clerk, after consultation with the City Manager, may change the deadlines accordingly for when matters must be presented to the City Clerk for inclusion on the agenda.**

**ORDERED: That the Rules of the City Council, Rule 22 be amended by adding “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.” at the end.**

**ORDERED: That the Rules of the City Council, Rule 24B be amended to strike the words “not limited to” from the first sentence and replace them with “no more than”.**

**ORDERED: That the Rules of the City Council, Rule 27, Economic Development and University Relations Committee be amended by substitution to read as follows:**

**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, employers, business associations, and other partners within the city, to develop policies and programs that will enhance economic development, tax revenue and expand career and employment opportunities for Cambridge residents;**

**- To develop policies that will facilitate the regular and timely exchange of information between educational institutions, employers, business organizations, and other partners in the community, and the city administration and City Council, and monitor implementation of agreed on policies and programs;**

**- To review and evaluate agreements between the city and institutions for payments made by institutions in lieu of property taxes (PILOT), develop policies to ensure that the agreements are fair and equitable, and monitor implementation; - To monitor and improve existing employment, diversity of opportunity, career and workforce development programs.**

**ORDERED: That the Rules of the City Council, Rule 27, Housing Committee be amended to delete the language in the first bullet and replace it with the following language:**

**- To develop policies for the maintenance and development of housing, with an emphasis on affordable housing.**

**ORDERED: That the Rules of the City Council, Rule 27, Civic Unity Committee be amended to add a new bullet under purposes, at the end to read:**

**-This committee shall strive to work towards promulgating policies, practices, and procedures that promote Equity, Inclusion, and Diversity throughout our community.**

**ORDERED: That the Rules of the City Council be amended to add Rule 32D to read: Rules for Public Comment should be posted in a visible and prominent place both in person and online for the benefit of those wishing to participate in Public Comment.**

**ORDERED: That the Rules of the City Council, Rule 38 (8) be amended to add a new sentence at the beginning of Rule 38.8 to read: Every person addressing the City Council should speak into the microphone and should state the person’s name and address in an audible tone of voice for the record.**

**ORDERED: That the Rules of the City Council be amended to add Rule 40.1 to read: HOME RULE PETITIONS, Rule 40. 1. That Home Rule Petitions are sent to the entire Cambridge delegation.**

**ORDERED: That the rules of the City Council be amended by removing the words “he” and “she” and replacing them with gender neutral language.**

**ORDERED:** That the Rules of the City Council, Rule 24C.1b be amended by substitution to read:  
**Procedure:** An individual may signup to speak before the City Council on-line via the City's website from 9:00 a.m. on the Friday before the meeting until 6:00 p.m. the day of the meeting or via telephone to the City Council office on the day of the meeting from 9:00 a.m. to 5:00 p.m. On the day of the meeting, 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. There will also be a signup sheet in the Council Chamber from 5:00 p.m. until 6:00 p.m. on the day of the meeting. The individual should indicate on the signup sheet their name, address, and which item(s) they are planning to address. Individuals will be heard in the order that they signed up whether they are participating in person or remotely.

**ORDERED:** That the Rules of the City Council, Rule 15 be amended by substitution to read: Rule 15. When a question is put, every member present shall vote yes, no or present and their vote shall be accepted by the chair and so recorded. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and if present shall leave the Council Chamber or if participating remotely shall turn off their microphone and video during discussion and deliberation on the matter. Their recusal shall be accepted by the chair and so recorded.