

Revised 12-18-06

RULES OF PROCEDURE

CITY COUNCIL

THE CITY AND COUNTY OF DENVER

RULES OF PROCEDURE
FOR THE DENVER CITY COUNCIL

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**RULES OF PROCEDURE
FOR THE DENVER CITY COUNCIL**

Rule 1. Meetings.

- 1.1 Regular Meetings. Except as otherwise provided by ordinance, the Denver City Council ("Council") shall meet each Monday in regular session in the Council Chambers at 1437 Bannock Street, Denver, Colorado, or, if the Council Chambers cannot be used, in a central location in a City office building accessible to the public. The meetings shall begin at 5:30 p.m. Public hearings, if any are scheduled, shall begin at 6:00 p.m. or as soon thereafter as the agenda permits.
- 1.2 Special Meetings. The Council may meet at such other times as it may be called together by the Mayor or any three members upon twenty-four hours written notice. *Charter §3.3.2.*

Rule 2. Quorum - Majority Vote.

- 2.1 Quorum. Seven members shall constitute a quorum. A smaller number may adjourn from time to time, and may compel the attendance of absentees. *Charter §3.3.4.*
- 2.2 First Consideration. Seven votes shall be necessary to order first publication of a bill; however, the presiding officer may order first publication without a vote if no member of Council objects. If a member objects (calls for separate consideration), the presiding officer shall order a vote on the question of first publication.
- 2.3 Final Consideration. Seven votes shall be necessary to adopt any ordinance or resolution. *Charter §3.3.4.* Bills or resolutions may be adopted in a series (block vote) if no member objects. If a member objects (calls for separate consideration), the presiding officer shall order a separate vote.
- 2.4 Amendments. Seven votes shall be necessary to amend any bill for an ordinance or resolution.

Rule 3. Order of Business.

- 3.1 The regular meetings shall be called to order at 5:30 p.m.
- 3.2 The President shall call upon a member or citizen to lead the Pledge of Allegiance.
- 3.3 The roll call of the members shall be called and the names of those absent recorded on the Journal record.
- 3.4 If a quorum is present, the minutes of the preceding meeting shall be approved and the Council shall then take up business in the following order:

- (a) Reading by the Secretary of proclamations, petitions, communications, and memorials.
 - (b) Introduction of new resolutions and reading of resolution titles.
 - (c) Introduction of new bills and reading of bill titles.
 - (d) Recess for committee consideration of resolutions and bills introduced, and for registration of persons wishing to speak at any public hearings.
 - (e) Call for separate consideration of resolutions or bills.
 - (f) Public hearings and consideration of resolutions or bills set for hearing.
 - (g) Adoption of resolutions not set for hearing.
 - (h) Final consideration and adoption of bills not set for hearing.
 - (i) Other business.
- 3.5 A bill or resolution may receive separate consideration upon the request of a single member (also known as “calling out” a bill or resolution). A member shall normally make such request immediately following the recess. At the discretion of the chair, a bill or resolution may be called out and discussed or voted upon prior to the recess or without the need for a recess if the Council has already received a signed committee report on the bill or resolution as provided in Rule 5.6. All bills upon final consideration and all resolutions that are not called out for separate consideration shall be voted upon in a block.
- 3.6 The Council may, upon the affirmative vote of a majority of the members present and voting, proceed out of order to any order of business or return to any order already passed; however, the presiding officer may call for block votes on resolutions and bills before the public hearings if time allows and no member objects.

Rule 4. Public Hearings.

- 4.1 Registering to Speak. All persons wishing to speak shall register with the Council secretary. Unless the Council notifies the public at least 48 hours in advance of other arrangements, registration shall begin during the Council recess, with the hearings beginning at 6:00 p.m. or as soon thereafter as the agenda permits. Registration shall end no earlier than reasonably necessary to register those wishing to speak.
- 4.2 Time Limits; Exceptions. Before the hearing begins, the President shall announce a time limitation of three minutes for individual speakers, and all registered speakers shall strictly adhere to such limitation. Exceptions: 1) A speaker may answer questions from Council members outside the three-minute time limit. 2) The President may allow a speaker to use time yielded to the speaker by another person registered to speak, and the President may establish rules for each hearing concerning the amount of time that may be used by a speaker who has been yielded time by another

- registered to speak. 3) A time limit longer or shorter than three minutes per speaker may be established upon the affirmative vote of a majority of members present.
- 4.3 Order of Speakers. In assigning the floor, the President shall alternate between opposing points of view where possible.
- 4.4 Courtesy Public Hearings. When public hearings not required by law are conducted, the President may limit the public hearing to one hour or such other length of time in the President's discretion that will enable the Council to consider the measure on its merits and permit opposing points of view to be equally and adequately represented, while avoiding repetitious and irrelevant testimony.

Rule 5. Course of Bills and Resolutions.

- 5.1 Filing Deadline. All proposed resolutions and bills for ordinances shall be filed in duplicate with the Council Secretary no later than 12:00 Noon on Thursdays (or, if Thursday is a legal holiday, then 12:00 Noon on Wednesday). Any proposed resolution or bill for an ordinance filed after this deadline shall constitute a late filing and shall be subject to Rule 7.6. *Code §13-11.*
- 5.2 Incomplete Bills and Resolutions. The Secretary shall not accept for filing any proposed resolution or any bill for an ordinance unless it is filed in its entirety by the filing deadline; provided, however, that the Secretary shall accept any incomplete resolution or any incomplete bill for an ordinance if the President has approved the filing of such incomplete document before the filing deadline.
- 5.3 Explanation of Bills and Resolutions. Every bill and resolution shall be accompanied by a written statement from the appropriate department head or the City Attorney clearly explaining its contents, need, and what it is designed to accomplish; provided, however, that any member of Council may file a bill or resolution without such a statement. *Code §13-12.*
- 5.4 Posting of Agenda. All bills or resolutions filed by the deadline in their entirety, or filed in less than their entirety with the approval of the President, shall be assigned a number and be placed on the agenda for the following Monday night meeting. The agenda shall be posted and copies of the agenda shall be distributed to all members of Council no later than Friday.
- 5.5 Introduction of Bills and Resolutions. The titles of all resolutions and bills filed by the deadline, and any late filings approved for consideration as provided for in Rule 7.6, shall be read by the Secretary at the next regularly scheduled meeting. After the Secretary has read the titles of the resolutions and bills, the President shall refer the resolutions and bills to the appropriate committees of the Council for consideration.
- 5.6 Reports of Committees. After all resolutions and bills have been referred to the appropriate committees, the resolutions and bills shall be delivered to the appropriate committee members during the recess if committee

- reports referring the resolutions and bills to the full council have not been signed prior to the meeting. The committee members shall, by the signatures of a majority of the committee, refer bills to the full Council for first publication or resolutions for adoption, or hold any bill or resolution in committee to a date certain for further study. A bill or resolution may be held in committee to a date certain by the committee chair unless a majority of the other committee members choose to refer the bill or resolution to the full Council for its consideration. The President, as an ex-officio member of the committee, may sign the committee report referring a bill or resolution if a majority of the committee does not. If the President does sign, the number of signatures required shall be equal to the number that constitutes a majority of the committee when the President is not counted as a member of the committee.
- 5.7 Taking Matter from Committee. The committees shall report on all matters referred to them without unnecessary delay. If a committee refuses or neglects to report on any matter referred to it, the Council, by a vote of a majority of the members present and voting, may take the matter from the committee.
- 5.8 First Consideration of Bills. After the referral by committees on bills for introduction, the presiding officer may order first publication if no member objects; provided, however, that, if a member objects, the presiding officer shall order a vote on the question of first publication.
- 5.9 Second and Final Consideration of Bills. All bills which have been previously ordered published shall, after publication and after at least five days have elapsed after the bills have been ordered published, be placed on the Council agenda for the regularly scheduled Monday night Council meeting under "Bills for Final Consideration," except bills referring to zoning amendments. *Charter §3.3.5(F)*. Zoning amendments shall not be considered on final reading until the public hearing date is set as required by the Charter; provided, however, that a zoning amendment may be scheduled for final consideration and a public hearing after the soonest date allowed by the Charter. *Charter §3.2.9(D)*.
- 5.10 Communications. All communications and other papers addressed to specific members of Council shall be transmitted forthwith to the Council members concerned.
- 5.11 Publication. All bills shall be published in accordance with §3.3.5 of the Charter and §13-14 of the Code.
- 5.12 Filing of Bills or Resolutions by Members of Council. Notwithstanding any provision of these rules, any member of Council may file a bill or resolution with the Council Secretary or may initiate a bill or a resolution from the floor of Council, and have the same considered by the Council as a whole or referred to the appropriate committee of the Council for its recommendation; except that a bill or resolution filed after the filing deadline or initiated from the floor of Council by a member shall constitute a late filing and shall be subject to the terms of Rule 7.6.

Rule 6. Form of Motions.

- 6.1. Introduction. All motions shall be made, seconded, and put by the presiding officer before debate shall begin. If requested by any member, the motion shall be reduced to writing, delivered to the Secretary's desk, and read.
- 6.2. Withdrawal. Any motion may be withdrawn or modified by the mover with the consent of the second, at any time before amendment, decision, or vote.
- 6.3. Consideration of Motions. When a question shall be under debate, no other motion shall be entertained except the following procedural motions, which shall take precedence in the order named and which shall require the affirmative vote of a majority of members present and voting:
 - (a) To adjourn.
 - (b) To take a recess.
 - (c) To take up a question out of its proper order.
 - (d) For the previous question.
 - (e) To postpone to a day certain.
 - (f) To re-refer to the committee.
 - (g) To amend or substitute for a procedural motion listed above
- 6.4. Form. The form of motions shall be substantially as follows:
 - (a) First Publication: "Mr./Madam President, I move that Council Bill No. ____, Series of ____, be ordered published."
 - (b) Final Passage: "Mr./Madam President, I move that Council Bill No. ____, Series of ____, be placed upon final consideration and do pass."
 - (c) Proclamations: "Mr./Madam President, I move that Proclamation No. ____, Series of ____, be adopted."
 - (d) Approval of Resolutions: "Mr./Madam President, I move that Resolution No. ____, Series of ____, be adopted."
 - (e) To Amend: "Mr./Madam President, I move to amend Council Bill No. ____, Series of ____, in the following particulars:"
 - (f) To Override Veto: "Mr./Madam President, I move that Council Bill No. ____, Series of ____, be passed notwithstanding the disapproval and objections of the Mayor."
 - (g) Suspension of Rules for Late Filings: "Mr./Madam President, I move that the rules be suspended in order to permit the introduction of Council Bill/Resolution No. ____, Series of ____."
 - (h) Reconsideration: "Mr./Madam President, I move that Council Bill/Resolution No. ____, Series of ____ be reconsidered."
 - (i) To Excuse Absentees: "Mr./Madam President, I move that the absence of Council member _____ be excused."

- 6.5. Right of Movant. A movant may speak or vote against his or her own motion.

Rule 7. Special Parliamentary Rules.

- 7.1 Amendments. Bills may be amended with the following conditions:
- (a) Any bill may be amended; provided, however, that no bill shall be so altered or amended as to change its original subject or purpose.
 - (b) A single motion to amend may include amendments to more than one section of the bill being amended.
 - (c) Whenever any bill on final consideration is amended, the Council may, after approving the motion to amend, proceed to adopt the bill as amended if the amendment does not change the previously published title or description of the bill. If the amendment changes the previously published title or description, or if in the opinion of a member the amendment should be brought to the attention of the public, the bill shall be published as amended.
- 7.2 Roll Call Votes. The following rules shall govern roll call votes:
- (a) Voting shall be in the form of "Aye", "Nay", or "Abstain", and the names of those voting for, against, and abstaining shall be entered in the Journal. *Charter §3.3.2.*
 - (b) An abstention shall not be considered as an affirmative or negative vote nor shall it be considered a vote when the rules require a majority present and voting or require a specific percentage of those present and voting.
 - (c) Any member may be permitted to explain his or her vote.
 - (d) Any member may pass his or her turn to vote, in which case the member will be called upon before the voting is complete, at which time the member must vote "Aye", "Nay", or "Abstain".
- 7.3 Questions of Order. Questions of order shall not be debatable except in the course of an appeal from the decision of the President.
- 7.4 Questions Decided without Debate. The following questions shall be decided without debate:
- (a) Adjournment to a date certain.
 - (b) Taking a recess.
 - (c) Questions relating to the priority of business.
- 7.5 Reconsideration. A member recorded as having voted with the prevailing side on a motion may move at the same meeting to reconsider the question; provided, however, that no rights have vested by the original act of Council; in which case no reconsideration may be had. A motion to reconsider shall require the affirmative vote of two-thirds of those present and voting.

- 7.6 Suspension of Rules for Late Filing. These rules may be suspended in order to permit the introduction of late filings of bills or resolutions by unanimous approval of all members present and voting.
- 7.7 General Suspension of the Rules. Except for a late filing, these rules may be suspended by a two-thirds vote of all members present and voting.
- 7.8 Vetoed Bills. In the event of a veto by the Mayor not prohibited by Article XX of the State Constitution and exercised pursuant to the authority granted to the Mayor under §3.3.5 of the Charter, the veto message of the Mayor shall be read by the Secretary. It shall then be in order to proceed to consideration of the ordinance, in which event the motions, if any, shall only be:
- (a) That the ordinance passes notwithstanding the disapproval or objections of the Mayor. The affirmative vote of nine members of Council shall be required for the adoption of the motion;
 - (b) That the ordinance be referred to a committee of the Council for further study; or
 - (c) That consideration of the ordinance be postponed to a day certain.

The merits of the ordinance may be debated before the vote is taken, but the vote to pass the ordinance, notwithstanding the disapproval and objections of the Mayor, shall not be reconsidered.

- 7.9 Proclamations. Any member of Council may sponsor and introduce a proclamation to express the sense of Council on any matter of concern to the body. By way of example, proclamations may be adopted for the honorary recognition of persons and events, or for purpose of communicating the sense of Council on legislative or policy concerns to other government officials or to the public at large. Proclamations may not be used by the Council to take any official action. The title of all proclamations shall be filed by the filing deadline provided in Rule 5.1 unless the filing deadline is waived by the President. The full text of any proclamations shall be distributed to all Council members at the meeting, and the proclamation shall be read into the record by the Secretary. Generally, no more than three proclamations shall be considered at any Council meeting unless the President approves a greater number.
- 7.10 Matters Not Covered by these Rules. Any matter not covered by these rules shall be governed by Robert's Rules of Order, or, if not covered by Robert's Rules of Order, by the decision of the President, subject to the right of appeal by any member as in these rules provided for.

Rule 8. Officers.

- 8.1 Election of Officers. At the meeting on the third Monday of July of each year, except when a Council seat is vacant, the order of business shall be:

- (a) Election of a President as provided in §3.3.1 of the Charter, who shall hold office until the third Monday of July of the ensuing year, or until a successor is duly elected, whichever is later.
- (b) Election of a President Pro Tempore who shall serve without additional compensation and who shall hold office until the third Monday of July of the ensuing year, or until a successor is duly elected, whichever is later.
- (c) The election of Council officers shall be conducted as follows:
 - 1. Candidates for the office of President of Council, and of President Pro Tempore, shall be nominated from the floor, separately, before the election for each office.
 - 2. No second to a nomination shall be required.
 - 3. The nominations shall be closed by a declaration by the presiding officer after the presiding officer asks for further nominations and receives no reply.
 - 4. The election for each office shall be in the form of a roll call election in which each member of Council, when called upon, declares his or her vote for a candidate.
 - 5. An eligible person receiving a vote for an office need not have been nominated.
 - 6. No nominee shall be removed from consideration unless he or she withdraws.
 - 7. The candidate receiving at least seven votes for each office will be declared elected to that office by the presiding officer, after the verification by the Council Secretary of the votes cast.
- (d) If a Council seat is vacant at the time of the regularly scheduled election, the election for President and President Pro Tempore shall take place at the first regular Council meeting after every seat on the Council is filled.

8.2 Powers and Duties of President. The President shall be the presiding officer and shall have the following powers and perform the following duties:

- 1. The President shall take the chair, call the members to order, and upon a quorum being present, proceed to business.
- 2. The President shall preserve order and decorum and have general direction of the Council Chambers, and the approaches thereto, and in the event of any disturbance or disorderly conduct therein shall have the power to order the same to be cleared and shall have authority to appoint a member of the Police Department of the City and County of Denver or other person as a temporary sergeant at arms for the purpose of preserving order in and near the Chambers.
- 3. The President shall decide all questions of order, subject to a member's right to appeal to the Council as a whole.
- 4. The President may speak to points of order in preference to other members.

5. The President shall announce the result promptly on the completion of every vote.
 6. The President may speak as other members on general questions from the chair, or when he or she shall call some other member to the chair.
 7. The President shall refer all bills, resolutions, and memorials, upon introduction, to the appropriate standing committees.
 8. The President shall receive all messages and communications from other departments and may have them read by the Clerk or placed on file at his or her discretion unless the Council, by vote, shall order a message or communication read.
 9. The President shall sign all bills, resolutions, and memorials passed by the Council, and the Clerk shall attest the same.
 10. The President may vote upon all questions in the same manner as any other Council members.
 11. The President shall appoint all committees, whether standing, joint or special, unless Council shall otherwise provide.
 12. The President shall be an ex-officio member of all committees.
- 8.3 President Pro Tempore. In the absence of the President, upon his or her inability to act, or upon the request of the President, the President Pro Tempore shall preside and shall have all of the powers and authority of the President.
- 8.4 Other Presiding Officer.
- (a) For brief periods during meetings the President may designate any member to preside in the temporary absence or inability to act of the President or President Pro Tempore.
 - (b) If, at the time of convening the meeting, the President and President Pro Tempore shall be absent, then the Secretary shall call the Council to order, and upon ascertaining a quorum, the first order of business shall be the election of a member as acting President Pro Tempore, who, when elected, shall preside at that meeting with all the powers and authority of the President.

Rule 9. Rights and Restrictions of Members.

- 9.1 Attendance of Members. If any member of Council shall be absent for three successive regular sessions and fail to attend the fourth meeting, unless excused by a vote of the Council, the member shall cease to be a member and his or her place shall be filled as though a vacancy had occurred. *Charter §3.1.6.*
- 9.2 Recognition – Speaking.
- (a) No member calling to speak, debate, give a notice, make a motion, submit a report, or for any other purpose, shall proceed until the member asks to be recognized and is recognized by the President, whereupon the member may proceed to address the Council from his or her desk, or from a central microphone.

- (b) When two or more members ask to be recognized at once, the President shall name the one who shall speak first.
- (c) A member shall not be permitted to speak more than once on a matter until every member desiring to be heard has been allowed to speak.

9.3 Voting - Abstaining - Changing Vote.

- (a) Every member within Council Chambers when the President states a question may vote on the question, but a member shall not be obliged to vote on a question unless he or she is in the Council Chambers when the vote is called.
- (b) Any member may abstain from voting on any question. Any member who has an immediate and direct personal or financial interest in any bill or measure pending before the Council shall disclose this fact to the Council and shall abstain from voting on the question. *Charter §1.2.9; Code 2-61.*
- (c) A member may change his or her vote up to the time the result is finally announced, but not thereafter. However, a member who has abstained may not change his or her vote.

9.4 Personal Privilege.

- (a) Any member may speak for not longer than ten minutes on a matter of personal privilege. Personal privilege shall be such matters as may collectively affect the Council, its rights, its dignity, or the integrity of its proceedings, or the rights, reputation, and conduct of its individual members in their respective capacities only.
- (b) Any member may protest any action of the Council, stating the member's reasons therefore, and have the same entered on the Journal, provided such reasons do not impugn the motives or character of any member of Council.

9.5 Appeal. Any member may appeal a decision of the President, in which event the member appealing shall state the reason therefore, to which the President may respond. Appeals shall be acted upon immediately and no motion, other than a motion to adjourn, shall be entertained until the question: "Shall the decision of the chair be overruled?" has been decided. An affirmative vote of two-thirds of those present and voting shall be required to sustain an appeal.

9.6 Decorum.

- (a) When a member is speaking, other members shall not engage in private discourse or commit any other act tending to distract the attention of the Council from the business before it.
- (b) Members and other speakers when speaking or debating a question shall confine their remarks to the question under discussion and shall avoid personalities.
- (c) No member shall walk across or out of the Council Chambers while the President is putting the question.

Rule 10. Committees.

- (a) The Council President shall determine Standing Committees of the Council and their functions.
- (b) Members of Standing Committees shall be appointed by the President and shall remain constituted until new committees are appointed.
- (c) The first member appointed shall be the chair of each Standing Committee.
- (d) Special committees of the Council may be appointed by the President from time to time if found necessary or desirable.
- (e) Reports of all committees of the Council shall be:
 - (1) In writing, unless the Council shall decide otherwise.
 - (2) Addressed to the City Council of the City and County of Denver, or to the President.
- (f) For the purpose of gathering information on which to base its reports, any committee duly authorized by Council shall have the power to compel the attendance and testimony of witnesses, and the production of books, records and documents, and to do all things necessary and needful in connection with the preparation and making of such reports.
Charter §3.2.3.

Rule 11. Expenditures.

(a) The members of City Council or staff members authorized by them may spend the money allocated to the member from the Council General Fund budget on the following items:

Payment for the salaries and benefits of the member and staff

Payment for contract employees and consultants

Rental of office space; parking for the member, staff, and visitors to the office; and items related to the operation of the City office, such as telephone service, utilities, maintenance, cleaning, snow removal, alarm systems, lawn care, and other such expenses; and, reasonable expenses for the operation of a home office, such as telephone service and Internet connections

Purchase, lease, maintenance, and repair of equipment and furniture for the office

Purchase of stamps, office supplies, food items, utensils, coffee cups, napkins, first aid supplies, and similar items needed for the operation of the members City office

Preparation, printing, and distribution of official newsletters and mass mailings from the Council or the Council member to the public, provided the mailings do not urge the public to vote for or against a candidate for any office or for or against any ballot question or advocate for or against any matter in which the City has

no direct and lawful interest (for example, labor disputes between a private employer and its employees)

Automobile mileage, leasing and operating City-owned automobiles used in the course of official City business, and other automotive costs related to office functions, provided such expenditures are in compliance with applicable City rules and ordinances

Travel by the member or staff to attend conferences, training, meetings, or events, provided such travel is in compliance with the City's fiscal rules and is related to the official or ceremonial duties of the traveler

Meals for the member, the member's staff, and guests related to the official or ceremonial functions of the member or staff

Admission to and meals at events related to City business or the member's official or ceremonial duties

Purchase of books and periodicals

Cable television service at the same level as provided in the City and County Building or a similar level of satellite television service, Internet service, and similar services for the Council member's office

Publication of notices or advertisements for the purpose or recruiting staff or notifying the public of City events or services

Dues for organizations to which the member belongs, provided that the membership must be related to the official or ceremonial duties of the member

Payment for the expenses related to participation in the activities of organizations to which the City belongs (by way of example, the Colorado Municipal League)

(b) No member of Council or any staff member may use City funds, staff, consultants, equipment, vehicles, or facilities in support of any political action committee or for any purpose related to any ballot issue campaign or any campaign involving the nomination, retention, election, or re-election of any person to any public office. *Code §15-43.*

(c) Council members may authorize donations of money allocated to the member from the Council General Fund budget to any organization, including another government or another City agency, provided the donation is:

1. For an identifiable public purpose documented in writing by the member;
2. For the benefit of the City and County of Denver or its citizens;
3. For a non-sectarian purpose;
4. In compliance with all applicable city laws and rules;

5. Not made to any campaign for a candidate or issue;
6. Not made to any political action committee; and
7. Not in support of any litigation or legal action.

A donation includes any purchase of attendance at an event if the cost of admission exceeds the actual cost or identified value of production of the event. If a donation includes attendance at an event, the member making the donation should indicate the persons or groups who are anticipated to attend as a result of the donation. Names of the individuals need not be indicated, but they should be identified in a general way by category such as students, employees of the City, volunteers, etc.

(d) By February 1 of each year, members of Council shall disclose in a memorandum to the Clerk and Recorder the amount and the recipient of each donation during the preceding calendar year.

(e) Any money allocated to a council member for the purposes set forth in this Rule may, if unspent at the end of the year, be re-appropriated to a special revenue fund and may accumulate in the fund an amount not to exceed \$50,000 for the purpose of making expenditures beneficial to the member's district or to the City as a whole. Any such monies shall be spent solely for capital improvements or capital equipment owned by the City and County of Denver, or to fund the preparation, printing and distribution of official newsletters or mass mailings from the Council or the Council member to the public, subject to the limitations set forth in paragraph (a) of this Rule 11.

Rule 12. Amendment of Rules.

- 12.1 These rules, or any part thereof, may be amended, repealed, altered, or rescinded by the majority vote of Council, but they shall not be amended, repealed, altered, or rescinded without one week's notice of the intended resolution. Such notice shall be given at a regular meeting of Council.
- 12.2 Any amendment to these rules shall, after the notice required above, be filed as a resolution, in the manner prescribed in these rules for resolutions.