

City Council Ordinance Procedure Guide (1/28/20): This is intended to provide a formal and practical procedure that is not overly technical. When a motion is pending, a member could "call the question" and require a vote to end debate or move to limit debate, but this would be extremely uncommon.

Order	Motion	Effect
Introduction		
<ul style="list-style-type: none"> - Staff presentation - Public testimony - Council questions/general discussion 		
Preliminary Motions¹		
- To <i>modify/amend</i> ²	"I move to amend Ordinance X by . . ."	Modifies the ordinance in a specific manner.
- To <i>delay</i>	"I move to table Ordinance X."	Delays until later in the meeting.
	"I move to continue Ordinance X to the meeting on____." (or without date)	Delays until a later date.
- To <i>stop the ordinance without a vote on the ordinance itself</i>	"I move to postpone Ordinance X indefinitely."	Ordinance fails and is not brought back.
	"I move to refer Ordinance X to a study session."	Ordinance fails but is referred to a study session and can be re-introduced later.
Motions on Approval		
	"I move to introduce and approve Ordinance X on first reading by Council as seated." ³	Introduces and approves ordinance (as amended). Yes votes are shown as sponsors.
	"I move to approve Ordinance X on second and final reading by Council as seated." ³	Approves on second and final reading (as amended) unless the amendment changes the entire purpose. Yes votes are shown as sponsors.

¹ Simple majority vote required. These motions could also be made during debate on the motion to approve, but considering them here is recommended.

² For complex amendments, contact the City Attorney in advance for assistance drafting, move for a recess or a continuance to prepare an amendment, or pass on first reading and seek to amend on second reading

³ Majority present *at time of introduction* unless vote is to take action on zoning issue contrary to Planning Commission (requires majority of members in office is required), tax adoption (requires 7 affirmative votes), or emergency ordinance (7 affirmative votes).

⁴ Majority of members *in office* at the time of the vote unless vote is to take action on a tax adoption (requires 7 affirmative votes).