

Rule 12. Order of Business

In the ordinary transaction of business, the following order shall be observed:

1. Adoption of agenda.
2. Acceptance of minutes.
3. Presentation of claims, petitions and other communications.
4. Reports from officers and departments of the city.
5. Reports from standing committees in alphabetical order.
 - a. Joint committee reports: A report shall be considered a joint committee report if it is acted upon simultaneously by two or more committees meeting together. The report shall appear at the end of the agenda of the first committee listed.
 - b. Referred committee reports: A report shall be considered a referred committee report if it is acted upon by one committee and then referred to another committee(s). If a referred committee report is not amended or otherwise modified by any committee(s) to which it has been referred, the report shall appear at the end of the agenda of the originating committee with a notation of the committee(s) to which the report has been referred. If a referred committee report is different from the report of the originating committee, all reports shall appear at the end of the agenda of the committee which took the first action in order of their referral.
 - c. Matters originating in two committees simultaneously: These reports shall appear on the agenda under the first committee listed.
6. Reports from special committees.
7. Motions.
8. Resolutions.
9. Unfinished business.
10. New business.
11. Announcements.