



NEW CASTLE COUNTY COUNCIL

COUNCIL RULES

Last Revised: August 28, 2025

COUNTY COUNCIL RULES

TABLE OF CONTENTS

Rule No. 1.	In General	1
Rule No. 2.	Ordinances and Resolutions (Collectively "Legislation")	2
Rule No. 3.	Sponsorship and Management of Legislation	8
Rule No. 4.	Regular Council Meetings	13
Rule No. 5.	Council Committee Meetings	19
Rule No. 6.	Executive Sessions	24
Rule No. 7.	Special Meetings and Workshops of Council	25
Rule No. 8.	Council Members	26
Rule No. 9.	Public Attendees	29
Rule No. 10.	Public Notice and Production of Public Records	30
Rule No. 11.	Posting and/or Publishing Notice Timeframes; Minutes	31
Rule No. 12.	Expenditures for Trips by Council Members or Employees	32
Rule No. 13.	Council Grants	35
Rule No. 14.	Reimbursable Expenses	38
Rule No. 15.	Contingency Fund Expenditures	40
Rule No. 16.	Building/Office Improvements and Maintenance	41
Rule No. 17.	Council Members' District Office Expenditures	41
Appendix.	Revisions	42

RULE NO. 1 IN GENERAL.

1.1.1. **Application.** Council Rules apply in all regular, committee, special and emergency meetings unless a 'Motion to Suspend the Rules' is approved by a 2/3 supermajority vote of Council (9 out of thirteen) (second, yes-no required).

1.1.2. **Amendment.** Council Rules shall be amended by resolution. However, to provide ample notice to Council members, the public and for legal review, proposed and passed amendments shall be submitted in writing to the Clerk and Deputy Clerk of Council seven (7) days before the meeting or as otherwise provided by the Freedom of Information Act (FOIA). The Clerk and/or Deputy Clerk shall distribute the proposed and passed amendments to Council and Legal Counsel as soon as they are available. Nothing in this rule preempts the State FOIA requirement to post the agenda at the time of the meeting or, if not available at the time of the meeting, at least six hours in advance of the meeting, with the reasons for delay in posting set forth on the agenda (29 *Del. C.* Section 10004(e)(1)-(5)). While FOIA recognizes that the agenda is subject to change, including additional items arising at the time of the meeting, New Castle County Council also recognizes the Delaware Attorney General Opinions that preclude a good faith claim that an item arose at the time of the meeting if known in advance of the meeting. Opinions 97-IB20 (October 20, 1997); 99-IB11 (June 25, 1999), 00-IB07 (April 28, 2000); 01-IB13 (August 9, 2001); et al. Council also recognizes the Delaware Attorney General's opinions requiring some specificity in the agenda item descriptions.

- 1.2. **Maintenance.** Council Rules shall be maintained electronically and in hard copy by the Clerk of Council. The Clerk of Council shall maintain a formal record of all revisions of Council Rules and the dates thereof and shall do so by way of, for example, an endnote to the Rules. Consistent with County Code Sec. 2.02.001, the date of the latest revision of the Rules shall be reflected on the cover of the Council Rules.
- 1.3. **Council President, President Pro Tempore.** Where the Council President is required to act pursuant to these rules, in cases of conflict or absence as determined by the Clerk of the Council, the President Pro Tempore shall act. The President Pro Tempore shall be elected by Council for a term consistent with each two (2) year Council election cycle¹.
- 1.4. **Robert's Rules.** Robert's Rules of Order govern Council if a procedural issue is not specifically addressed by Council Rules.
- 1.5. **New Castle County Council Employee Handbook.** All Council employees shall be subject to the personnel policies and procedures contained in the New Castle County Council Employee Handbook which shall be provided to each employee at the time of hire.

RULE NO. 2 ORDINANCES AND RESOLUTIONS (COLLECTIVELY "LEGISLATION").

2.1. In General.

- 2.1.1. Legislation shall address one subject matter unless relating to the budget, the appropriation of funds, or text amendments².
- 2.1.2. Ordinances contain legislation having the force of law including, but not limited to, text amendments, re-zonings, amendments to the operating, grants, or capital budgets, and amendments levying street light taxes upon a community. Because ordinances once adopted will have force of law³, published legal notice of the title of ordinances that will be placed before Council for consideration, including ordinances to be lifted from the table, shall appear prior to the Council Meeting at which time all interested parties shall be afforded notice and opportunity to be heard⁴. **Appendix 1** (sample ordinance).

¹ 9 Del. C. § 1145(b)

² 9 Del. C. § 1152(a)

³ 9 Del. C. § 1151

⁴ 9 Del. C. § 1152(b)

- 2.1.3. Resolutions contain legislation that expresses intent, but do not have the force of law including, but not limited to, congratulatory, condolences, land use plans deemed in compliance with the *New Castle County Code*, refund of taxes and sewer charges, and the authorization of contracts. **Appendix 2** (sample resolution).

2.2. Content of Legislation.

- 2.2.1 Caption. The caption shall identify, by name, the prime sponsor(s) of the proposed legislation on the first line, followed by any co-sponsors on subsequent line(s). In addition, the caption shall identify the originator or source of the legislation, if other than the prime sponsor(s). Without limitation, the following provide examples of conformity with the above: "Introduced by: The President of Council at the request of the County Executive," and "Introduced by: The Chairperson at the request of the County Executive."
- 2.2.2. Title. The title shall clearly express the matter addressed in the legislation for maximum public notice. The title to land use legislation shall include the names of developments, addresses, parcel numbers and other key information.
- 2.2.3. Whereas clauses. The whereas clauses shall state authority, intention, purpose, and a finding that "Council has determined that the provisions of this ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the present and future inhabitants of this State)".
- 2.2.4. Enacting clause. The enacting clause in ordinances shall be "The County of New Castle hereby ordains."⁵ The enacting clause in resolutions shall be "Now, therefore, be it resolved".
- 2.2.5. Body. Each separate code section changed shall have a separate section number stating that "the material to be added is underscored and the material to be deleted stricken, as set forth below"⁶. Paragraphs not subject to amendment shall be included if relevant or to provide context to paragraphs being amended or added.
- 2.2.6. Effective date. An effective date shall be included on every piece of legislation. The effective date for UDC text amendments shall exempt land development plans currently in the process⁷.

⁵ 9 Del. C. § 1152(a)

⁶ 9 Del. C. § 1152(a)

⁷ 9 Del. C. § 2659(c) (Any application for a development permit filed or submitted prior to adoption or amendment under this subchapter of a comprehensive plan or element thereof shall be

- 2.2.7. Synopsis. The synopsis shall summarize the matter addressed and include the title and number of any companion legislation. After legislation is introduced, the synopsis shall reflect revisions made by substitutes or amendments.
- 2.2.8. Fiscal note⁸. A fiscal note shall be appended to legislation in accordance with *New Castle County Code* Section 14.01.007 or its successor.
- 2.3. **Legislation Review and Submittal Deadlines.** These deadlines that immediately follow have been established to limit newspaper advertising to twice monthly (*i.e.*, the second and fourth Saturday of every month). This Rule does not preclude an applicant from paying for advertising costs if he or she desires the ordinance to be heard at an earlier meeting, if allowed, so long as all other legal notification requirements are met
- 2.3.1. New legislation shall be submitted by or on behalf of the sponsor to the Office of Finance for a fiscal note at least ten (10) business days prior to the Council meeting at which the legislation will be introduced or as otherwise provided in *New Castle County Code* Section 14.01.007 or its successor.
- 2.3.2. New legislation being introduced shall be submitted to the Clerk of Council by the sponsor or his or her legislative aide electronically and in hard copy on or before ten o'clock (10:00) a.m. eight (8) days before the Council meeting during which it will be introduced (*e.g.* the Monday preceding the week prior to the Council meeting). Submission of the legislation to the Clerk by the sponsor or legislative aide shall constitute approval as to form and content by the sponsor.
- 2.3.2.1. New legislation to be introduced shall be submitted electronically and in hard copy to the Clerk of Council by or on behalf of the sponsor 10:00-a.m. eight (8) days before the Council meeting during which it will be introduced (*i.e.*, by no later than 10:00 a.m. the Monday the week prior to the Council meeting). Submission of the legislation to the Clerk by or on behalf of the sponsor shall constitute approval as to form and content by the sponsor
- 2.3.2.2. When the Monday on which new legislation would otherwise be due pursuant to Rule 2.3.3.1. is a holiday (as recognized on New Castle County's published "Holiday Schedule"), then all new legislation to be introduced at the next regularly-scheduled Council meeting shall be

processed under the comprehensive plan, ordinances, standards and procedures existing at the time of such application.).

⁸ *NCC Code* § 14.01.007 (no corresponding state provision)

submitted to the Clerk of Council electronically and in hard copy by no later than ten a.m. the immediately preceding Friday.

2.3.3. The sponsor of previously introduced ordinances to be lifted from the table, shall notify the Clerk of Council in writing on or before ten o'clock (10:00) a.m. thirteen (13) days before the regularly scheduled the Council meeting during which it will undergo consideration (e.g. the Wednesday two weeks prior to the Council meeting).

2.3.3.1. Exception: Certain land use legislation requires a fourteen (14) day advance notice resulting in it having to be noticed approximately one month before consideration by Council. Because such legislation is sent directly to the Clerk of the Council after the Board makes its recommendation, the Clerk will be responsible for notice of the same. If legislation is received by any employee after the Board makes its recommendation, such legislation shall immediately be brought to the Clerk's attention.

2.3.4. Substitutes shall be electronically submitted to the Clerk of Council by 12 noon the day before the Council meeting during which they will be introduced or considered. The Clerk will thereafter promptly distribute the substitute to all Council Members.

2.3.5. Sample notification and publication calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	10:00 am Submission to Clerk of new legislation to be introduced at 1 st monthly mtg					
8	9	10	11	12	13	14
	12 noon Submission to Clerk of any substitutes and known floor amendments to legislation at 1 st monthly meeting	6:30 pm 1st monthly Council mtg New legislation to be introduced at 2 nd monthly mtg to be submitted for fiscal note				
15	16	17	18	19	20	21
Publication of ordinances introduced this week and ordinances to undergo consideration at 2 nd monthly mtg	10:00 am Submission to Clerk of new legislation to be introduced at 2 nd monthly mtg					

22	23	24	25	26	27	28
	12 noon Submission to Clerk of any substitutes and known floor amendments to legislation at 2nd monthly mtg	6:30 pm 2nd monthly Council mtg New legislation to be introduced at 1st monthly mtg to be submitted for fiscal notes				
29	Publication of ordinances introduced this week and ordinances to undergo consideration at 1st monthly mtg					

2.4. Changes to legislation

2.4.1 *Substitutes.* A substitute ordinance may be introduced by the sponsor of the original ordinance. The substitute shall render null and void prior versions of the ordinance. The title of a substitute ordinance must be identical to the title of the ordinance for which it is a substitute and may not add matter not embraced in the title. The sponsor shall briefly summarize the changes in the substitute prior to the vote.

2.4.2. *Floor Amendments.* Floor amendments (second and yay/nay or roll call vote required) to amend legislation may be brought before Council by any Member before final action is taken on the legislation, subject to Rule 2.4.2.1. The moving Council member shall briefly summarize the floor amendment prior to vote.

Appendix 4 (sample floor amendment).

2.4.2.1. Proposed known floor amendments shall be submitted via electronic mail to the Clerk of Council consistent with all deadlines established elsewhere in Council Rules, including Rule 2.4.2.3. Upon receipt of each proposed known floor amendment and as proof of submission, the Clerk will contemporaneously assign a number to each proposed amendment in the order in which the Clerk received the floor amendment (for ex., Floor Amendment No. 1 for the first received, Floor Amendment No. 2 for the second received, etc.), which shall thereafter reflect the amendment number.

The proposed known floor amendments shall then be considered by Council in the numerical sequence assigned by the Clerk to the proposed floor amendments. Unless a Council Member is amenable to cede their numerical

position or withdraw a proposed floor amendment, there shall be no deviation from the assigned order. Moreover, proposed amendments that were not previously known and are raised on the floor of Council during debate are to be recognized and to proceed in the order in which they were raised after Council has considered all previously submitted known floor amendments.

2.4.2.2. Unless withdrawn, each proposed floor amendment shall be considered and voted upon before the vote on the underlying proposed ordinance. If a floor amendment is adopted, the sponsor of the original legislation shall either move to have the legislation, as amended, read by title only with amendment 1, 2 and/or 3, etc. and placed before Council for consideration (second and yay/nay or roll call vote required), or withdraw the original legislation.

2.4.2.3. Substitutes or floor amendments that add a matter of substance that is not embraced in the title⁹ shall be reintroduced.

2.4.2.4. Known floor amendments shall be submitted to the Clerk of Council electronically by 12 noon the day before the ordinance is to be considered by Council. The Clerk shall distribute the amendment to Council members, Counsel, the Policy Director and the Auditor as soon as possible. The date on the amendment is the date the amendment is intended to be offered for consideration, not the date of introduction of the original ordinance. Floor amendments that arise after such time, and are enacted, shall be incorporated into the passed legislation

2.4.2.5. If adopted, the heading shall be "Ordinance No. ____ as amended by Floor Amendment(s) No. ____".

2.4.2.6. Non-substantive typographical, grammatical, and formatting changes may be made prior to the recording of the legislation by the Clerk of Council.

2.5. **Emergency Ordinances**¹⁰. Emergency ordinances may be placed on the agenda of any regular, special, or emergency meeting of Council and shall meet the following criteria: **Appendix 5** (sample emergency ordinance). Three-fourths (3/4ths) or ten (10) out of thirteen (13) votes are required for the passage of an emergency ordinance.

2.5.1. Be related to an emergency affecting the public health, safety and

⁹ 9 Del. C. § 1152 (b)

¹⁰ 9 Del. C. § 1157

welfare but cannot levy taxes, grant, renew or extend a franchise, or authorize borrowing of money except to issue emergency notes as provided by law.

2.5.2. Be clearly labeled as an emergency ordinance.

2.5.3. Be provided to the Clerk of Council, who maintains the Council Reporting System, and who will advertise the emergency ordinance as required by law.

2.5.4. Be automatically repealed after 61 days.

2.6. **Honorary or congratulatory resolutions on parchment paper distributed to the public.** Honorary or congratulatory resolutions intended to be distributed to the public shall be printed on parchment paper by the Clerk of Council who shall ensure the necessary signatures are obtained prior to distribution.

2.7. **Communication of formal legislation of County Council to another governmental body.**

Legislation formally passed by County Council, such as a Resolution, will be forwarded by the Clerk of Council or her/his authorized designee to the members of the intended governmental body by at least email correspondence within 24 hours of passage. Members of Council, in addition to legal counsel, will be copied on the correspondence.

RULE NO. 3. SPONSORSHIP AND MANAGEMENT OF LEGISLATION.

3.1. **Sponsorship.**

3.1.1. Only the prime sponsor or co-prime sponsors, whichever the case, may floor manage the legislation and are the only Council Members who may introduce, table, lift from the table, substitute, and/or withdraw the legislation. Co-prime sponsors should agree upon the action to take with the legislation. If the co-prime sponsors are unable to reach consensus on the action to take, however, then any co-prime sponsor may move for County Council to decide the path forward.

If a prime sponsor or co-prime sponsor is absent from a meeting, then the legislation shall be floor managed by another co-prime sponsor, if applicable, or another Council Member designated in writing (for example, electronic mail) by the prime sponsor(s) to the Council President and the Clerk of Council. In the absence from a meeting of the prime sponsor or any co-prime sponsors, as the case may be, and there being no Council Member designated to floor manage the legislation by the prime sponsor or co-prime sponsors, as applicable, then the legislation will be laid on the table or postponed to a date certain.

- 3.1.2. Land use legislation relating to a specific parcel shall be sponsored by the district Council member or, in situations where he or she is unable or chooses not to sponsor the same, the Council President.
- 3.1.3. The Council President shall sponsor any amendments to pay plans as required by State or County law (as of the adoption of this rule revision, this applies to pay plan amendments recommended by the County Executive)¹¹. Council members may sponsor pay plan amendments of their own accord.
- 3.1.4. Legislation being requested and submitted by a County Department, Office, Board, Agency or Commission and not at the request of a specific Council person(s) shall list the most senior co-chair of the hearing committee as the primary sponsor, unless otherwise requested by the co-chairs of the designated committee.
- 3.2. **Introduction.** An ordinance may be introduced by the sponsor at any regular or special meeting of the Council¹².
- 3.3. **Board or Commission Recommendations Required after Introduction.**
- 3.3.1. Re-zonings¹³. Within three (3) days after introduction the Clerk of the Council shall refer re-zoning ordinances to the Department of Land Use for recommendation after a public hearing before the Planning Board¹⁴. Within forty-five (45) days after receipt the recommendation shall be delivered to Council and the ordinance shall be placed on the agenda for its next regular meeting. If no recommendation is received within such time, Council may consider the ordinance in the absence of a recommendation.
- 3.3.2. Text amendments to Chapter 40 of the *New Castle County Code* (Unified Development Code or UDC)¹⁵. Within three (3) days after introduction the Clerk of the Council shall refer UDC text amendment ordinances to the Department of Land Use for recommendation after a public hearing before the Planning Board¹⁶. Within forty-five (45) days after receipt the recommendation shall be delivered to Council and the ordinance shall be placed on the agenda for its next regular meeting. If no recommendation is received within such time, Council may consider the ordinance in the absence of a recommendation.

¹¹ 9 Del. C. Section 1162; *New Castle County Code* Section 26.01.009

¹² 9 Del. C. § 1152(b)

¹³ 9 Del. C. § 1153

¹⁴ 9 Del. C. § 2607

¹⁵ *NCC Code* § 40.31.120

¹⁶ 9 Del. C. § 2607

- 3.3.3. Text amendments to Article 4 of Chapter 26 of the *New Castle County Code* (Pensions)¹⁷. Within three (3) days after introduction the Clerk of the Council shall refer pension ordinances to the Employees Retirement System Board of Trustees for recommendation. Within ninety (90) days after receipt, the recommendation shall be delivered to Council and the ordinance shall be placed on the agenda for its next regular meeting. If no recommendation is received within such time, Council may consider the ordinance in the absence of a recommendation.
- 3.3.4. Text amendments to Articles 1 (In General), 2 (Reserved) and 3 (Merit System) of Chapter 26 of the *New Castle County Code* (Human Resources) that have not already been submitted to the Human Resource Advisory Board¹⁸. Within three (3) days after introduction the Clerk of the Council shall refer such ordinances to the Human Resource Advisory Board. Within thirty (30) days after receipt the recommendation shall be delivered to Council and the ordinance shall be placed on the agenda for its next regular meeting. If no recommendation is received within such time, Council may consider the ordinance in the absence of a recommendation.
- 3.3.5. Text Amendments to the Ethics Code¹⁹. Within three (3) days after introduction the Clerk of the Council shall refer ethics code ordinances to the Ethics Commission. Within forty-five (45) days after receipt the recommendation shall be delivered to Council and the ordinance shall be placed on the agenda for its next regular meeting. If no recommendation is received within such time, Council may consider the ordinance in the absence of a recommendation.

3.4. Tabling and Lifting from the Table.

- 3.4.1. A motion may be made by the sponsor to table legislation (second, yes-no required).
- 3.4.2. A motion to introduce a substitute and motion to table may be consolidated (second, yes-no required).
- 3.4.3. A sponsor of long-tabled legislation that is not recurring on the agenda who intends to move to lift the legislation from the table shall inform the Office of the Clerk of said intent before ten o'clock (10:00) a.m. the Wednesday thirteen (13) days prior to the Council meeting during which the sponsor will move to lift the legislation from the table and place it before Council for consideration.

¹⁷ NCC Code § 2.05.505(C)

¹⁸ NCC Code § 26.01.008

¹⁹ NCC § 2.03.110

3.4.4. No motion is required to leave legislation on the table.

3.5. Withdrawal of Legislation.

3.5.1. If not yet introduced, the sponsor shall state during announcements that he or she does not intend to introduce the legislation. Once the announcement is made, the legislation shall be stricken from agenda.

3.5.2. Once introduced, the sponsor shall state during announcements that he or she is withdrawing the legislation. Once the announcement is made, the legislation is stricken from the agenda and becomes as if it never existed; the substance of any such stricken legislation would require reintroduction under another number.

3.5.3. Legislation is automatically withdrawn when the sponsor Council member leaves office unless another Council member agrees to sponsor the legislation or unless there are co-sponsors for the legislation, and the Office of the Clerk shall so note in Council reporting.

3.6. Voting.

3.6.1. If voting other than “yes”, votes shall be made in the form of “no,” “present” or “recusing” (which shall not be considered a “yes” vote in the tally).

Roll call shall be conducted alphabetically²⁰.

3.6.2. Any Council member with a conflict of interest²¹ shall recuse themselves prior to the vote and state generally the reason therefore. Those who recuse themselves must state “recuse” (which shall not be considered a “yes” vote in the tally).

3.6.3. Subject to the following exceptions, a simple majority of seven (7) of thirteen (13) Council members shall constitute a quorum of Council and is necessary for any official Council action²².

3.6.3.1. Less than a majority of Council members may recess or adjourn a meeting.

3.6.3.2. The quorum for the vote taken on appeals heard by Council in a quasi-judicial capacity shall be the majority of Council members present for the entirety of appeal.

²⁰ 9 Del. C. § 1150(c)

²¹ See NCC § 2.03.103 regarding prohibitions relating to conflicts of interest.

²² 9 Del. C. § 1150(c)

3.6.3.3. Super majority voting requirements: Council may by ordinance impose upon itself a supermajority voting requirement in addition to any supermajority requirement imposed by State law²³.

3.6.3.3.1. A two-thirds (2/3rds) or nine (9) out of thirteen (13) vote is required on a rezoning²⁴ or on a deed restriction change²⁵ with a negative Department of Land Use recommendation and amendment(s) to the pension code with a negative Pension Board recommendation²⁶.

When voting on a non-corrective rezoning, a supporting rationale must be stated with the vote (a poll vote).

3.6.3.3.1.1. A two-thirds (2/3d's) or nine (9) out of thirteen (13) vote is required for the termination of Council staff. A simple majority vote of all of the members elected to New Castle County Council is required to hire Council appointees. See the *New Castle County Employee Handbook*.

3.6.3.3.2. A three-fourths (3/4ths) or ten (10) out of thirteen (13) vote is required on emergency ordinances²⁷, reconsideration of an ordinance vetoed by the County Executive within thirty (30) days of such veto²⁸, approval of a budget authorizing issuance of bonds²⁹.

3.6.4. After a Council member has cast a vote, such vote shall not be changed.

3.6.5. The presiding officer shall announce whether the legislation was passed or defeated.

3.7. Effective Date of Legislation; Vetoed Legislation.

3.7.1. Except as otherwise provided in the ordinance, it becomes effective

²³ 9 Del. C. § 1150(d)

²⁴ 9 Del. C. § 2614(a); NCC § 40.31.130

²⁵ 9 Del. C. § 2614(b); NCC § 40.31.130

²⁶ NCC 2.05.505

²⁷ 9 Del. C. § 1157

²⁸ 9 Del. C. § 1156(d)

²⁹ 9 Del. C. § 1163(a)(3)

thirty (30) days³⁰ after it is signed by the County Executive, or not signed within ten (10) days after presented to the County Executive³¹ after adoption by Council (indicated by the signature of the Council President attested to by the Clerk of Council). After adoption of an ordinance, the Clerk of Council shall publish newspaper notice of its title and adoption³².

3.7.2. Recommendation of amendments to the pay plan by the County Executive shall become effective within sixty (60) days of receipt of the same if Council fails to act upon such recommendations³³.

3.7.3. If an adopted ordinance is returned to Clerk of Council by the County Executive with written objections vetoing such legislation, the Clerk of Council shall place the vetoed Ordinance on the next regularly scheduled Council meeting agenda for reconsideration by Council. Such reconsideration shall occur within thirty (30) days from the date of the veto³⁴. The Clerk of Council shall read the veto and objections into the record at such Council hearing during the announcements.

3.7.4. A three-fourths (3/4ths) or ten (10) out of thirteen (13) vote is required upon reconsideration of an ordinance vetoed by the County Executive. Except as otherwise provided in the resolution, adopted resolutions become effective immediately and require only the signature of the Council President attested to by the Clerk of Council.

3.8. Signing of Legislation

3.8.1. Any legislation approved by Council must be signed by the President or President Pro Tem within five days. When the President and President Pro Tempore are unavailable to sign legislation, the President may delegate the responsibility for signing, in the case of resolutions only, to the sponsor of the resolution.

RULE NO. 4. REGULAR COUNCIL MEETINGS.

4.1. **In General.** Regular Council meetings shall be held in Council Chambers at six thirty (6:30) p.m. every second (2nd) and fourth (4th) Tuesday of the month, except in the months of August and December in which only one meeting shall be held³⁵, unless otherwise changed by a majority vote of Council.

³⁰ 9 Del. C. § 1152(c)

³¹ 9 Del C. § 1156(d)

³² 9 Del. C. §1152(b)

³³ 9 Del. C. § 1162(b); NCC § 26.01.009

³⁴ 9 Del C. § 1156(d)

³⁵ 9 Del C. § 1150(a)

- 4.2. **Agenda.** The President shall prepare the agenda and may delegate such *responsibility* to the Clerk of Council.
- 4.3. **Order of Business.**
- 4.3.1. Item A. Introductory Matters (i.e. Call to order; Moment of Silence; Pledge of Allegiance; Roll call by Clerk of Council).
 - 4.3.2. Item B. Minutes (i.e. motion to approve as submitted or a motion to correct) (second, yes-no required).
 - 4.3.3. Item C. Announcements regarding legislation (for ex., intention to remove resolution from consent calendar, intention not to introduce legislation, intention to table or lift legislation from the table, or intention to withdraw legislation).
 - 4.3.4. Item D. Introduction of ordinances by Clerk of Council. After the Clerk has commenced reading an ordinance by title, a motion may be made to treat such reading as the full and complete introductory reading for that ordinance and that the ordinance has thereby been formally introduced. Upon at least a majority vote approving the motion, the reading shall be considered complete and the ordinance shall be deemed as having been formally introduced. After all ordinances have been introduced, the President shall state that all ordinances shall be considered at the next regular Council meeting with the exception of those ordinances that require referral and/or Board or Commission recommendations.
 - 4.3.5. Item E. Consent calendar. All items on a consent calendar will be read in and voted on as a single item. However, if an item from the consent calendar is objected to by a Council member or a member of the public, or if a Council member intends to offer an amendment to a resolution, the item must be removed from the consent calendar and voted upon separately.
 - 4.3.6. Item F. Consideration of resolutions removed from the consent calendar and other resolutions. Sponsor moves that item be read by title only and placed before Council for consideration.
 - 4.3.7. Item G. Non-controversial and time-sensitive honorary or congratulatory resolutions submitted after the 7-day deadline.
 - 4.3.8. Item H. Presentations. Honorary or congratulatory resolutions adopted as part of the consent calendar and

other resolutions may be separately presented immediately following adoption of the consent calendar.

Presentations made at this point of the agenda are limited to resolutions that have been enacted by County Council.

4.3.9. Item I. *Consideration of Ordinances*. Sponsor moves that item be read by title only and placed before Council for consideration.

4.3.10. Item J. *Consideration of emergency Ordinances*.

4.3.11. Item K. *Public comment/other*. Individuals who wish to comment on a matter of public interest may do so at this time. The presiding chair may set reasonable time limits.

4.3.12. Item L. *Motion to Adjourn*.

4.4. Procedural Order of Business; Debate on Legislation.

4.4.1. Request to lift legislation from table (if previously tabled).

4.4.2. Motions for item to be read by title only and motion to place legislation before Council for consideration may be consolidated (second, yes-no).

4.4.3. Sponsor may give comments or may call upon the applicant, interested parties, or a member of the administration to do the same.

4.4.4. Other Council members may comment.

4.4.5. Public comment.

4.4.6. Final Council comment.

4.4.7. A motion for reconsideration is not permitted.

4.5. Consideration of Certain Types of Legislation and/or Variances.

4.5.1. Consideration of Re-zoning/Hometown Overlay Ordinances. A two-thirds (2/3rds) or 9 out of 13 vote is required for passage where there is a negative Land Use recommendation.

4.5.1.1. Re-zonings and Hometown Overlays are heard as set forth in applicable provisions of *New Castle County Code*.

4.5.1.2. Council may proceed with consideration of a Re-zoning or

Hometown Overlay ordinance in the absence of a Department of Land Use recommendation if no report is received with forty-five (45) days of submittal of the ordinance to the Department of Land Use³⁶.

4.5.1.3. During roll call, each Council member shall state the reason for their vote or that they agree with the reasons outlined in recommendation made by the Department of Land Use/ Planning Board who considered the following factors in formulating such a recommendation:

4.5.1.3.1. Consistency with the Comprehensive Development Plan and the UDC. In areas of new development, consistency with the Comprehensive Development Plan shall be considered to meet the consistency standards, unless compelling evidence indicates the proposed amendment would threaten public health, safety, and general welfare;

4.5.1.3.2. Consistency with the character of the neighborhood;

4.5.1.3.3. Consistency with zoning and use of nearby properties;

4.5.1.3.4. Suitability of the property for the uses for which it has been proposed or restricted; and

4.5.1.3.5. Any undesirable or detrimental effect on nearby properties

4.5.1.4. Corrective re-zonings need not comply with the procedural requirements applicable to re-zonings (i.e. notice, joint Planning Board – Department of Land Use recommendation, or polling) as the change in zoning designation is due to an incorrect map conversion in 1998 or a mapping error³⁷.

4.5.1.5. With respect to any proposed residential zoning change the Clerk of Council shall notify the local school district for the area at least seven (7) days prior to the initial hearing upon such residential zoning change³⁸.

³⁶ 9 Del. C. § 2607(c)

³⁷ NCC § 40.02.110

³⁸ 9 Del. C. § 2613

- 4.5.2. Consideration of Major Record Plan Resolutions. Council shall approve Major Record Plan Resolutions that the Department of Land Use has confirmed meet the subdivision criteria of the UDC. Such resolutions may be tabled no more than twice for purpose of referring the matter back to the Department of Land Use with specific questions regarding code compliance and shall be considered at the next regularly scheduled Council meeting³⁹. If the Department of Land Use rescinds its approval of a Major Record Plan, Council shall withdraw the Major Record Plan Resolution.
- 4.5.3. Consideration of Deed Restriction Change Resolutions. Council may change or remove a deed restriction where it is in the best interests of the parties to the restrictions and is consistent with the planning goals of the County⁴⁰. A two-thirds (2/3rds) or 9 out of 13 vote is required for passage where there is a negative Land Use recommendation.
- 4.5.4. Consideration of Use Variances. Council shall only approve, disapprove or remand to the Board of Adjustment for further findings use variances applying the following standards: that the land cannot yield a reasonable return if used only for permitted uses, the need for the use variance is due to unique circumstances, and the proposed use will not alter the character of the locality⁴¹.
- 4.5.5. Consideration of Level of Service (LOS) waivers⁴². If Council subjects the Traffic Mitigation Agreement accompanying the LOS waiver to certain conditions, approval of the LOS waiver shall be contingent upon agreement to the conditions or additional provisions by the Delaware Department of Transportation (DelDOT) and/or the applicant.
- 4.5.6. Consideration of Budget Legislation.
- 4.5.6.1. Capital Program Resolution⁴³. Council cannot legally vote “no” on the Capital Program Resolution but may move to amend once a recommendation has been received from the County Executive. Council shall not be bound by such recommendation and may act without such recommendation if not received within fifteen (15) days. Capital Program Resolutions shall be considered prior to the Capital Budget Ordinance because the Capital Program adopts the budget book.

³⁹ NCC § 40.31.114

⁴⁰ NCC § 40.31.130.D

⁴¹ 9 Del. C. § 1313

⁴² NCC § 40.11.230

⁴³ 9 Del. C. § 1159

4.5.6.2. Capital Budget Ordinance⁴⁴. Fiscal note for Capital Budget ordinance shall be submitted at next regular meeting following introduction, but no later than May 1st.

4.5.6.2.1. Before Council debates the Capital Budget Ordinance, the President shall announce that he or she has received a letter from the Planning Board indicating that the proposed amendment is in conformance with the spirit and intent of the Comprehensive Development Plan for New Castle County⁴⁵.

4.5.6.2.2. Council cannot legally vote “no” on the Capital Budget Ordinance but may move to amend it so long as such amendments conform to the pertinent portions of the Capital Program in its original or amended form. **Appendix 6** (sample amendment to Capital Budget Ordinance).

4.5.6.3. Proposed revenue and operating budget shall be presented to Council no later than April 1st.⁴⁶ Both the Capital Program and Capital Budget shall be adopted before or at the same meeting as the Annual Operating Budget. Council can only increase, decrease, or delete any item of appropriation and may add new items of appropriation⁴⁷. However, no amendment to the Operating Budget ordinance shall increase the aggregate of authorized expenditures to an amount greater than the estimate of revenue for the corresponding period. Operating Budget shall be passed by June 1st.⁴⁸

4.5.7. Consideration of Resolutions for Board and/or Commission Appointments

4.5.7.1. All Resolutions for Board and/or Commission Appointments shall be accompanied by the candidate’s resume and the Ethics Commission’s approval of the candidate’s Statement of Financial Interests. No Resolution for new nominees shall be considered for County Council vote until the candidate has been interviewed by County Council. For Council appointments which require subsequent County Executive approval, the Resolution will reflect the fact that Council approval is pending County

⁴⁴ 9 Del. C. § 1159

⁴⁵ 9 Del. C. § 1134 (a)

⁴⁶ 9 Del. C. § 1132

⁴⁷ 9 Del. C. § 1155

⁴⁸ 9 Del. C. § 1155(b)

Executive consent by formal communication within fourteen days following the Council vote.

- 4.5.7.2. Where there is more than one nomination for membership on a Board or Commission, a vote shall occur after the last Council interview is conducted.
- 4.5.7.3. All Resolutions appointing an individual to a board and/or commission shall automatically be placed on Council's Consent Calendar for Council consideration, unless otherwise requested by or on behalf of a Council Member. Each Council Member has the right to request that specific legislation be removed from the Consent Calendar prior to such legislation being formally introduced by being read into the record by the Clerk of Council, and such legislation will be voted on separately.
- 4.5.7.4 Responsibility for Council-sponsored nominations, including drafting the resolution and scheduling the Council interview, will be that of their Council district representative or the Council Member nominating the potential appointee in coordination with the Chair of the Boards and Commissions Sub-Committee. See Rule 5.4 regarding the requirement that the committee hearing and candidate interview be held at least 7 days prior to the resolution being considered at a Council meeting, except when emergent or exigent circumstances exist.
- 4.5.7.5. Appointments. The Council Member in whose District a candidate for a board or commission resides is the only Council Member who may sponsor and advance the Resolution to approve the applicant's candidacy. For purposes of verifying the applicable Councilmanic District, the primary personal address of the candidate must be submitted to the Clerk of Council, who shall maintain the confidentiality of such information.

RULE NO. 5. COUNCIL COMMITTEE MEETINGS.

5.1. Composition.

- 5.1.1. The President shall establish all standing, select, and special committees and identify their purposes in writing to Council and the Administration.
- 5.1.2. Committee Chairpersons are appointed in accordance with the procedures established at *New Castle County Code* Section 2.02.110. Thereafter, the chairpersons are to be identified in writing to Council and the Administration.

- 5.1.3. All Council Committees are comprised of committee of the whole Council, so a simple majority of seven (7) of thirteen (13) Council members is necessary for the passage of a motion unless otherwise required.
- 5.1.4. If less than a quorum is present upon commencement of a Committee meeting, the presiding officer shall commence the meeting, note the lack of a quorum, and may discuss matters or, instead, may choose to make a motion to convene the meeting upon arrival of a quorum. If a meeting is conducted, notes shall be taken in lieu of formal minutes, reflecting the lack of a quorum. Any action taken by the Committee with less than a quorum, in order to have legal effect, must be ratified with the requisite number of votes once a quorum is present at the current meeting or at the next Committee meeting where a quorum is present. If such action is not properly ratified, such action is null and void.

5.2. Order of Business.

- 5.2.1. Call to order.
- 5.2.2. Minutes (i.e. motion to correct, amend, and approve) (second, yes-no required).
- 5.2.3. Discussion of any Committee-related resolutions.
- 5.2.4. Discussion of any Committee-related ordinances that have been introduced.
- 5.2.5. Discussion of any emergency ordinances.
- 5.2.6. Other
- 5.2.7. Public Comment.
- 5.2.8. Motion to Adjourn (i.e. motion to adjourn and/or recess can be done by less than a quorum)

5.3. Matters to be scheduled and discussed in committee.

- 5.3.1. Proposed Legislation (all Committees). The Sponsor of legislation, or his or her designee, shall notify the relevant Committee Chairperson that legislation should be placed on the agenda for the Committee Meeting prior to the regular Council meeting when the legislation is scheduled to be discussed. The Sponsor of legislation, or his or her designee, shall be present at such Committee Meeting to discuss the legislation.

5.3.2. Council Investigations (all Committees).

5.3.3. Appeals (Land Use Committee).

5.3.3.1. Council acts in a quasi-judicial capacity to hear appeals on the record in certain instances as set forth below. The record includes plans, documents, reports, studies, drawings, testimony, transcripts and the like available to the body rendering the initial decision. The record also includes information submitted to, but not discussed by, the official or body rendering the initial decision.⁴⁹ Appeals to County Council are from:

- A. Denial of a subdivision variance by the Planning Board. County Council may grant relief to the applicant where it finds that the strict application of the subdivision provisions of the Unified Development Code (“UDC”) would cause an unjust result.⁵⁰
- B. Action on a historic permit by the Historic Review Board. Council may grant relief if the Board made an error in interpretation of the Code or the Board’s findings and conclusions were not the result of an orderly and logical review of the evidence and the applicable Chapter provisions.⁵¹
- C. Approval or disapproval via resolution of a use variance (permitting a use otherwise prohibited by any zoning ordinance, code or regulation) granted by the Board of Adjustment or return of the matter to the Board for further hearings and findings consistent with 9 *Del. C.* Section 1313. When Council consent is required, the Department of Land Use shall forward the Board’s decision granting the use variance along with a draft resolution for Council’s consideration to the Clerk, the sponsor(s), and the sponsor(s)’s legislative aide(s); the resolution will be provided in electronic form to the sponsor(s)’s legislative aide. Consent to the resolution shall be granted if the Board did not err in its interpretation of the UDC and the Board’s findings and conclusions were the result of an orderly and logical review of the evidence and the applicable UDC provisions.⁵²

⁴⁹ *New Castle County Code* Section 40.31.511.

⁵⁰ Section 40.31.512(B).

⁵¹ Sections 40.30.110 and 40.31.280.

⁵² 9 *Del. C.* and *New Castle County Code* Section 40.31.412(C).

5.3.3.2. Appeals may be taken based only upon a final agency decision, rather than a recommendation. All appeals to County Council must be filed with the Clerk (and copied to Counsel to Council and the Office of Law) within 20 days of a final written decision and include a copy of the written decision. The applicant shall be required to pay all transcript fees and **shall attach a copy of the transcript to the application for appeal.** ⁵³ The appeal also shall be in writing, shall state the subject of the appeal, shall cite the administrative body the decision is being appealed from, and shall include a request that the record below be produced by the Department of Land Use or the Board of Adjustment as the case may be.

5.3.3.3. The Clerk of Council or his or her designee shall in writing acknowledge the appeal or reject the appeal with an explanation, and provide the same to all parties within five (5) working days (with copies to the Chair of the Land Use Committee, his or her legislative aide, Counsel to Council, the subject-administrative body and the Office of Law). The Clerk of Council or his or her designee and the legislative aide to the Chair or Co-chair of the Land Use Committee who will preside over the hearing (other than the hearing of the resolution) shall choose the time, date and place for the public hearing on the appeal. The record and this notice shall be sent by the Clerk to the Applicant, subject administrative body and Office of Law no less than 20 days in advance of the public hearing.

5.3.3.4. The Applicant (Appellant) and body from which an appeal is taken (Appellee) shall file legal memoranda in support of their positions with the legislative aide of the presiding chair and the counsel for the opposing party no less than 10 days before the public hearing and said legislative aide shall distribute these materials to Council, the Clerk and Counsel to Council no later than 5 days before the hearing.

5.3.3.5. Upon the filing of an appeal with the Clerk of Council, there shall be no *ex parte* (one-sided) communications between Council members and the Appellant and Appellee and any and all correspondence from Council and the parties must be copied to all. An *ex parte* communication shall be disclosed at the hearing by a voting Council member or alternatively the Council member may recuse him or herself. At the hearing, Council members shall refrain from making comments that would create an appearance of

⁵³ *New Castle County Code* Sections 40.31.510 and .511.

bias. Both parties will have eight minutes to present initial argument at the hearing and both parties will have two minutes to present a rebuttal at the hearing. The vote taken on appeals heard by Council in a quasi-judicial capacity and approval of the subsequent written opinion shall be by a majority of Council members present for the entirety of the appeal (for the resolution by a majority of members elected to Council). The legislative aide to the presiding chair shall provide copies of the adopted written opinion (not applicable to adoption of the resolution) to the applicant, the subject administrative body, Council members, the Clerk and Counsel to Council.

5.3.4. Council Budget Review (Finance Committee) The Council Budget shall be prepared by Council's Financial Advisor, submitted to the President and the Finance Committee Chairperson for review, and then scheduled before the Finance Committee for review and recommendation. The Council Auditor shall prepare Council Audit' budget, submitted to the President and the Finance Committee Chairperson for review, and then scheduled before the Finance Committee for review and recommendation.

5.3.5. Presentations under the subject matter jurisdiction of the committee.

5.3.6. Noticed discussions of topics under the subject matter jurisdiction of the committee.

5.4 **Timing of Legislation or Matter to be Considered at a Committee Meeting; Specific Committees.**

Any legislation or matter that is to receive initial consideration by the Subcommittee on Boards and Commissions or any legislation or matter relating to (i) amendments to Chapter 40 (the Unified Development Code) of the New Castle County Code, (ii) a Major Record Plan or a rezoning, (iii) a deed restriction change, (iv) a use variance, or (v) a level of service waiver that is to receive initial consideration by the Land Use Committee shall not be scheduled for consideration at a meeting of either committee on the same date such legislation or matter is scheduled for consideration at a Council meeting, but instead shall be scheduled for a committee meeting to be held at least 7 days prior to being considered at a Council meeting. An exception to the preceding rule is permissible when emergent or exigent circumstances exist.

RULE NO. 6. EXECUTIVE SESSIONS.

6.1. **Purpose.** Executive Sessions shall only be held for the following purposes⁵⁴:

- 6.1.1. Discussion and/or consideration of an individual's qualification to hold a job, pursue training, or personnel matters in which the names, competency, and abilities of employees are discussed unless the individual or employee at-issue requests a public hearing⁵⁵;
- 6.1.2. Discussion and/or consideration of a disciplinary or dismissal action against an employee unless the employee at-issue requests a public hearing⁵⁶;
- 6.1.3. Preliminary discussions on site acquisitions for publicly funded capital improvement projects⁵⁷;
- 6.1.4. Strategy sessions involving legal advice or opinions regarding collective bargaining agreements or potential or pending litigation⁵⁸;
- 6.1.5. Discussion of documents excluded from public disclosure under the Delaware Freedom of Information Act (FOIA)⁵⁹; or
- 6.1.6. Discussions which would disclose the identity of the contributor of a bona fide and lawful charitable contribution to Council whenever public anonymity has been requested of the Council with respect to said contribution by the contributor⁶⁰.

6.2. **Procedure**⁶¹.

- 6.2.1. Agenda must state purpose for Executive Session but need not state specifics of what personnel, legal, or other matter is being discussed⁶². It is recommended that the presiding officer shall consult with Counsel to Council to review the propriety and procedures for Executive Session prior to entering into Executive Session.

⁵⁴ 29 Del. C. § 10004(b)

⁵⁵ 29 Del. C. § 10004(b)(1)&(9)

⁵⁶ 29 Del. C. § 10004(b)(8)

⁵⁷ 29 Del. C. § 10004(b)(2)

⁵⁸ 29 Del. C. § 10004(b)(4)

⁵⁹ 29 Del. C. § 10004(b)(6)

⁶⁰ 29 Del. C. § 10004(b)(5)

⁶¹ 29 Del. C. § 10004(b)

⁶² 29 Del. C. § 10004(e)(2)

- 6.2.2. Motion to go into Executive Session with stated purpose (second, yes-no) shall be made during the public portion of meeting⁶³. The presiding officer shall then request that the public be cleared.
- 6.2.3. Written minutes of the Executive Session shall be taken but no recording is required.
- 6.2.4. Motion to come out of Executive Session (second, yes-no) shall be made at close of Executive Session. The presiding officer shall then request that the public be invited back in. Once public enters, the presiding officer shall state that an Executive Session was held, state the purpose, and (if applicable) make a motion to ratify any action taken during the Executive Session. Such motion and vote shall be reflected in the public minutes.
- 6.2.5. Minutes for public session and executive session shall be maintained separately.
- 6.3. **Penalties.** Any action taken at a meeting in violation of FOIA is voidable by Chancery and a successful plaintiff can be awarded attorney fees

RULE NO. 7. SPECIAL MEETINGS AND WORKSHOPS OF COUNCIL.

7.1. Special meetings.

- 7.1.2. Scheduling. Special Meetings of Council may be called at any time by the President or a majority of Council with actual notice to all Council members⁶⁴.
- 7.1.3. Location. Special Meetings of Council shall be held in New Castle County at a location that can accommodate the public.
- 7.1.4. Emergencies. Emergency meetings called pursuant to 9 *Del. C.* § 1150(a) necessary for the immediate preservation of the public peace, health or safety need not be noticed in advance⁶⁵. Council members may participate, be counted towards the quorum, and vote in any emergency meeting by teleconference.

7.2. Workshops, Ad Hoc and Subcommittee Meetings.

- 7.2.1. Workshops, Ad Hoc and Subcommittee meetings are informal meetings and attendance by Council members is voluntary.
- 7.2.2. Workshops, Ad Hoc, Subcommittee meetings, other than Standing,

⁶³ 29 *Del. C.* § 10004(c)

⁶⁴ 9 *Del. C.* § 1150(a)

⁶⁵ 29 *Del. C.* § 10004(e)(1)

Select and Special Committees of the Whole as set forth in Rules 5.1.1. and 5.1.3., shall adhere to the notice requirements of the Freedom of Information Act (FOIA) and the notice requirements in these Rules, as for other meetings of Council.

- 7.2.3 In addition to the notice required in 7.2.2, Council Members shall receive personal electronic mail notice of the meetings listed in 7.2.2, along with agendas and minutes (if applicable). Notices, agenda and minutes of the meetings described in Rule 7.2.2 also shall be placed on New Castle County Council's website as additional notice to the public.

RULE NO. 8. COUNCIL MEMBERS.

8.1. Conduct at Meetings.

- 8.1.1. The Council President shall be the presiding officer at regular and special meetings of Council. Council members who are unable to attend such meetings shall inform the presiding officer.
- 8.1.2. A member of County Council who is chairing a Council meeting must be physically present at the anchor location during the meeting.
- 8.1.3. Where Council members are absent without leave, the Council President may issue an order in the following form:
- "It is hereby ordered that the Chief of Police of New Castle County shall forthwith take into custody and bring to the meeting specified in the order, those members of the New Castle County Council who are absent without leave."
- 8.1.4. Council members shall conduct themselves in a professional manner at all times and avoid characterizing another member's personal intent or motives. Council members shall refrain from speaking disrespectfully of the presiding officer or other members, engaging in personal attacks, and from using profane or vulgar language.
- 8.1.5. If a Council member shall transgress the rules, the presiding officer, or a Council member through the presiding officer, shall 'Call to Order' the Council member at which point the Council member shall not proceed absent a motion that he or she be allowed to proceed. A motion to proceed shall be non-debatable (second, yes-no required). Council member may be interrupted when speaking only by a 'Call to Order'.
- 8.1.6. Motions, generally. All motions shall be repeated by the presiding officer before being put to a vote. A majority of Council may decide

questions of general procedures. Roll call is taken on all but procedural motions (which require second, yes-no). The Council member making the motion shall be permitted to withdraw or amend the motion before consideration of amendment by another Council member or a vote on the Motion. Motions for reconsideration made only at same meeting where the motion for original consideration was made. If legislation amended by someone other than the sponsor, the sponsor may make a motion to reintroduce legislation as amended or withdraw the legislation.

8.1.7. When a motion is under debate, only the following motions can be made (second, yes-no required for all motions):

8.1.7.1 *Amend*. A motion to amend;

8.1.7.2. *Table*. A motion to table or a statement withdrawing the legislation by the sponsor;

8.1.7.3. *Limit Debate*. A motion to limit debate regarding substance of debate (i.e. to set the parameters if debate straying from issue), a motion to limit debate regarding length of debate (i.e. to set time certain upon which debate will end), a motion to limit debate regarding source of debate (i.e. end Council debate and open floor to public comment);

8.1.7.4. *End Debate*. A motion to 'Call for the Question' which immediately ends debate and calls for a vote on the pending motion (non-debatable); or

8.1.7.5. *Continue the Debate*. Continue the debate at future designated time.

8.1.8. "Points of order" shall be raised at the time of the alleged breach of the procedural rule. Procedural deviations, such as for motions (such as a motion to introduce and table, a motion to introduce without a second, or a motion to consolidate, introduce and vote on as a bloc 6 light tax ordinances, for examples) that do not involve a breach of law but which might invoke a technical procedural rule, are deemed waived unless raised as a point of order at the time of the breach. If a point of order is raised, combined motions shall be voted upon separately and a second will be required, for examples.

8.1.9. *Virtual participation by electronic means* (combined audio and video). Consistent with 29 Del. C. Section 10006A, any member of Council may participate virtually by electronic means in a Council meeting from a remote location that is not open to the public. Notwithstanding the above, a Council member who is virtually participating by electronic means, in any meeting of Council, shall maintain a visual and audio presence as a minimum requirement to

be recognized as present, including for voting purposes. Furthermore, Members shall make a good faith effort to maintain a visual and audio presence for the duration of the meeting, allowing for intermittent breaks related to personal well-being, technical issues, or poor internet connection.

Furthermore, to the extent a Council Member is not promptly recognized by the Chair of the meeting, it remains the responsibility of each Council Member to bring their presence to the Chair's attention. Additionally, if not present for roll call at the commencement of a meeting, each Council Member who subsequently joins a meeting after it has begun must do so in such a manner as to be recognized within the first 30 minutes of each meeting. If a Member is not present and recognized as such within this time period, the Council Member shall be marked as "present," with the time at which the Council Member was recognized as "present" reflected in the meeting minutes.

8.2. Reporting Of Gifts⁶⁶

8.2.1. Permitted so long as reported. Any Council official or employee or their spouse or dependent child, because of the official or employee's holding public office or employment, may accept the following non-cash gifts so long as they are recorded within thirty (30) days of receipt in a Public Gift Log that shall be maintained by the Clerk of Council and made available to the public. Note: where gifts "greater than" a certain amount are required to be recorded, gifts less than such amount need not be recorded; where gifts "less than" a certain amount are required to be recorded, gifts greater than such amount cannot be accepted.

8.2.1.1. Gifts greater than \$101.00 in the form of ticket(s) for attendance or for meal(s) consumed at publicly advertised or regularly scheduled functions of non-profit organizations, civic or government groups, associations of business or trade groups.

8.2.1.2. Gifts greater than \$50.00 from non-governmental source(s).

8.2.1.3. Gifts greater than \$50.00 in the form of a public and commemorative gift from a governmental source or association of governmental sources for the recipient's performance of an official duty or service.

8.2.1.4. Gifts less than \$50.00 in the form of a public and commemorative gift from an entity or entities for the recipient's performance of an official duty or service.

⁶⁶ See NCC § 2.03.104.

- 8.2.1.5. Gifts less than \$50.00 to the people of New Castle County, accepted by a representative or agent of the County Government, that becomes property of the County Government, and remains at a County location.
- 8.2.1.6. Gifts less than \$50.00 to the officers and employees of Council, accepted by the Council President, or his or her designee, and remains at a County location.
- 8.2.1.7. Gifts greater than \$25.00 from any entity or entities regulated or doing business with the County, or which may be reasonably foreseen to be regulated or to do business with the County within the next three (3) years, where approved in advance by the Ethics Commission through the issuance of an Advisory Opinion.
- 8.2.2. Timeframes. Within thirty (30) days of receipt of any of the gifts listed above, the recipient shall report the gift to the Clerk of Council on a Public Gift Log Form which shall contain the following information: the official or employee receiving the gift, the date received, the individual, entity, or organization that provided the gift (including address), a description of the gift, and the approximate value of the gift.

RULE NO. 9. PUBLIC ATTENDEES.

9.1. Conduct at Meetings.

- 9.1.1. All persons present at the meeting shall obey orders of the presiding officer. In controlling order, the presiding officer should maintain a calm deliberate tone, although the tone may become increasingly firm if the situation requires. The presiding officer shall refrain from trying to drown out a disorderly attendee, either by voice or gavel, and may request that such attendee leave the room, or, with police assistance, order removal if the attendee is willfully and seriously disruptive⁶⁷.
- 9.1.2. Members of the public who wish to publicly comment on a matter or issue before Council shall be afforded an opportunity to comment during a public meeting (*i.e.*, committee, and general or special meetings) of Council, subject to the discretion of the presiding officer and pursuant to the limitations that follow. The presiding officer may impose reasonable time, place, and manner restrictions if a speaker inhibits or prevents Council from accomplishing its business in a reasonable manner (*e.g.*, speaking too long, being unduly repetitious, or by extended discussion of irrelevancies). In

⁶⁷ 29 Del. C. § 1004(d)

addition, unless otherwise waived by the presiding officer, all public speakers during a public meeting of Council shall be limited to three (3) minutes, in total. The above time limitation shall not apply to a public speaker who is presenting to Council at Council's request or approval (e.g., without limitation, a departmental presentation or plan presentation to Council). In such case, the presiding officer shall allow a reasonable time allotment for the presentation.

9.1.3. News media: Press is permitted to air, record, and report any Council meeting.

RULE NO. 10. PUBLIC NOTICE AND PRODUCTION OF PUBLIC RECORDS.

10.1 Notice and Agendas of Meetings of Council.

10.1.1. Posting. Written notice including the time, date, place and agenda of any meeting of Council shall be posted seven (7) days in advance where feasible⁶⁸. If such notice or agenda is posted less than seven (7) days in advance of any meeting of Council, an explanation of why seven (7) days notice could not be given shall be provided on the notice⁶⁹. If date, time or place of meeting changes after posting, the Legislative Aide shall consult with the Clerk of Council before re-posting. **Appendix 7** (sample notice and agenda).

10.1.2. Location. Public notice requires posting outside where the meeting is to be held and at the main offices of Council (i.e. for regular meetings the 1st and 8th floor lobbies of the City/County Building)⁷⁰.

10.1.3. Deadlines. No meeting of Council shall be held if the agenda is not posted at least six (6) hours in advance or notice cannot be posted at least twenty-four (24) hours in advance⁷¹. Copies of notices shall be available for the public⁷². Notwithstanding the foregoing, emergency meetings necessary for the immediate preservation of the public peace, health or safety need not be noticed in advance⁷³.

10.1.4. The agenda shall provide that it is subject to change and that an Executive Session may arise. However, if it is known that an Executive Session will be held, the stated purpose shall be listed on the agenda⁷⁴.

⁶⁸ 29 Del. C. § 10004(e)(2)

⁶⁹ 29 Del. C. § 10004(e)(5)

⁷⁰ 29 Del. C. § 10004(e)(4)

⁷¹ 29 Del. C. § 10004(e)(3)

⁷² 29 Del. C. § 10004(e)(4)

⁷³ 29 Del. C. § 10004(e)(1)

⁷⁴ 29 Del. C. § 10004(c)

10.2. Requests for Copies of Public Records.

- 10.2.1. In writing. Requests for copies of public records shall be made in writing to the Clerk of Council and identify the specific public file or record and include dates and/ or any identifying numbers⁷⁵. Upon receipt, the Clerk shall notify Council Members of the request unless the request seeks existing records prepared for routine distribution to the public including agendas, minutes, legislation, and documents distributed during committee meetings.
- 10.2.2. Response. Within ten (10) days after receipt of the request, the Clerk of Council shall respond in writing complying with the request, or alternatively, outlining what was not produced and why (e.g. requests not sufficient in identifying the document or file sought or requires research).
- 10.2.3. An ordinance or resolution may be requested verbally and will be provided free of charge. For other public records, one dollar (\$1.00) per page will be charged after the first one-hundred (100) pages. Over-sized plans will be outsourced and the costs incurred will be assessed to the requestor. In lieu of copying, appointments to review the requested documents may be made at a mutually convenient time during regular business hours ending at four o'clock (4:00) p.m.
- 10.2.4. Recordings. All requests for copies of recording(s) shall be made to the Clerk of Council.

RULE NO. 11. POSTING AND/OR PUBLISHING NOTICE TIMEFRAMES; MINUTES.

- 11.1. **Posting.** The number of days referenced below are consecutive calendar days working days.
 - 11.1.2. Seven (7) days notice:
 - 11.1.2.1. Posted notice of a meeting⁷⁶.
 - 11.1.2.2. Published notice of consideration of non-emergency ordinances before public hearing ordinances, resolutions and other agenda items before public hearing⁷⁷.
 - 11.1.2.3. Written notice to the local school district for the area at

⁷⁵ 29 Del. C. § 10002(d)

⁷⁶ 29 Del. C. § 10004

⁷⁷ 9 Del. C. § 1152(b); It is the practice of the Clerk of Council to publish notice of non-emergency ordinances eleven (11) days before public hearing.

least seven (7) days prior to the initial hearing upon a residential zoning change⁷⁸.

11.1.4. Fifteen (15) days notice:

11.1.4.1. Published notice of tri-annual rezoning ordinances⁷⁹ to be considered at the first regular Council meeting in February, June and October.

11.1.4.2. Published notice of ordinances containing text amendments to the UDC⁸⁰.

11.1.4.3. Published notice of resolutions containing deed restriction changes, use variances, or Level of Service (LOS) waivers⁸¹.

11.2 Taking of Minutes.

11.2.1. Minutes shall be taken at every Council meeting. Notes shall be taken absent a quorum.

11.2.2. Minutes shall include the type of meeting (i.e. regular, committee, special), date, place, name of presiding officer, the Council members present, approval of the minutes from the prior meeting, ordinances or resolutions discussed or considered, main motions (who made) and outcome of vote on the same (but not if motion subsequently withdrawn), names of those not voting, and time of adjournment. Minutes shall reflect what was done rather than what was said.

11.2.3. Recordings of Council meetings shall be permitted but not required. Minutes should reflect meeting was recorded and recording shall be retained for five (5) years.

RULE NO. 12. EXPENDITURES FOR TRIPS BY COUNCIL MEMBERS OR EMPLOYEES.

12.1 Travel Approval Request.

12.1.1. Request and Approval: County related business travel outside New Castle County estimated to cost over \$200, or outside the State of Delaware, shall be approved at least two (2) weeks in advance by Council. Each request shall be made via a Travel

⁷⁸ 9 Del. C. § 2613

⁷⁹ 9 Del. C. § 2607(c); It is the practice of the Clerk of Council to publish notice eighteen (18) days in advance.

⁸⁰ NCC § 40.31.340.F.2; It is the practice of the Clerk of Council to publish notice eighteen (18) days in advance.

⁸¹ It is the practice of the Clerk of Council to publish notice eighteen (18) days in advance.

Approval Request submitted to the Financial Advisor for review, who shall then forward the request to the Finance Committee. Council's approval of the Travel Approval Request is based upon presented estimates and is not a blanket approval of the actual expenses incurred. **Appendix 8** (sample Travel Approval Request Form).

12.1.2. The Travel Approval Request shall contain the following information: individual traveling, title of the meeting, seminar, training session, etc., location, dates, a detailed cost estimate, an explanation as to how the trip will benefit the individual traveling in the performance of his or her duties and the Council as a whole, the signature of the Financial Advisor certifying that sufficient funds exist in Council's budget to fund the travel, and, by way of an attachment, any brochures, documents, or other information concerning the meeting, seminar, training session.

12.1.3. No advance expenses may be incurred prior to Council approval unless incurred at the personal expense of the individual traveling.

12.2 Travel Reimbursement Request.

12.2.1. Request and Approval. Travel reimbursement requests shall be submitted to the Financial Advisor within ten (10) working days after completion of the trip via a New Castle County Travel and Training Expense Form. If the reimbursement request does not exceed ten percent (10%) of the estimated costs outlined on the Travel Approval Request, payment shall be authorized upon approval of the Financial Advisor and signed off by the Council President. If the reimbursement amount exceeds ten percent (10%), the Financial Advisor shall forward the request to the Finance Committee for approval. In no case shall a reimbursement request be approved when submitted after ninety (90) days from the time the expense was incurred. **Appendix 9** (sample Travel and Training Expense Form).

12.2.3. Reimbursement.

12.2.3.1. Petty cash may be used for efficiency to reimburse allowable County business expenses up to seventy-five dollars (\$75.00) and shall adhere to Administrative Policy No. 22 (Petty Cash and Change Fund Policy).

12.2.3.2. For reimbursement of approved County business expenses not paid by petty cash, the Financial Advisor shall submit the New Castle County Travel and Training Expense Form to the Accounts Payable Division.

- 12.2.4. The New Castle County Travel and Training Expense Form shall contain the same information as the Travel Approval Request and additionally identify:
- 12.2.4.1. Any advance costs already paid (i.e. registration, books, etc.), detailed costs relating to meals plus related taxes and tips (meal meetings shall include purpose and attendees), lodging plus related taxes and tips, commercial transportation, or number of miles traveled in the individual's vehicle while on official County business, parking, tolls, limo or taxi costs, or other reimbursable expenses;
 - 12.2.4.2. A brief explanation as to how the trip benefited the individual traveling in the performance of his or her duties and the Council as a whole; and
 - 12.2.4.3. The signature of the individual shall be the equivalent of a sworn statement stating that the expenses were incurred during official County business. Any Council official or employee who is found to have sought or recovered reimbursement without submitting the New Castle County Travel and Training Expense Form, or who is found to have falsified the information contained on the form by failing to submit required correct itemizations or receipts, shall be acting in violation of her or his public office and shall be subject to discipline, including termination.
- 12.2.5. All original receipts (with the exception of meals being claimed per diem, mileage, and tips) shall be attached to the New Castle County Travel and Training Expense Form. In cases of lost receipts, alternative proof of payment and/or a statement of circumstances surrounding the expenses and the lost receipt shall be provided to the Financial Advisor before payment will be considered. When reservations are made via the internet, the traveling individual shall print itinerary and confirmation pages.
- 12.2.6. Council officials and employees shall be reimbursed for lodging based upon a single occupancy hotel room which is either at the site of the conference/workshop or is listed on the conference/workshop hotel list. Council officials and employees may opt to be reimbursed for meals per diem (no receipts necessary for reimbursement) or may seek reimbursement for itemized receipts. Other reimbursable expenses shall be reimbursed in accordance with Administrative Policy No. 1 ("AP-1") (Guidelines for Reimbursable Expenses) or on a per diem basis. Travelers shall refer to AP-1 prior to traveling or confer with the

Financial Advisor for AP-1 Clarification. **Appendix 10** (Provisions within AP-1 applicable to Council officials and employees).

- 12.2.7. The following items are not reimbursable: Purchase of alcoholic beverages, expenses for family members traveling with the Council official or employees, non-business expenses purely personal in nature and not an official part of a meeting or conference (e.g. entertainment, movies, etc.), dry cleaning unless travel exceeds six (6) days, purchases normally acquired through Purchasing, gifts, donations, or outlays not specifically approved in advance as part of this policy, and any expense claimed outside an ordinary and reasonable business expenses. Purchase of seminar materials shall be approved prior to travel.
- 12.2.8. Within thirty (30) days after returning from the trip, the Council official or employee shall submit a written memorandum to Council and the Financial Advisor providing a detailed explanation as to how the trip benefited the individual traveling in the performance of his or her duties and the Council as a whole. The memorandum may be placed on a future committee meeting agenda at which the Council official or employee shall be present to answer any questions.
- 12.2.9. *Reporting.* Failure to adhere to the Rules and satisfy the requirements of Rule No. 12 may result in a Council Member or staff member being required to reimburse New Castle County Council for all trip related expenses. The Council Clerk must advise a Co-Chair of the Council Finance Committee and a Co-Chair of the Council Personnel Sub- Committee of failure to comply with Council's Rules. The two committee co-chairs will then place the matter on a Council committee meeting agenda for discussion and agreed upon action.

RULE NO. 13. COUNCIL GRANTS.

13.1. Council Grants.

- 13.1.1. **Eligibility.** To qualify for a grant, an applicant organization must be a nonprofit organization, or under the umbrella of a nonprofit organization, with goals and objectives that advance the health, safety, and welfare of New Castle County and its citizens. No grants shall be awarded to any religious organization if the funds would be used for religious purposes. In addition to eligible nonprofit organizations, grants to New Castle County departments for departmental initiatives are permissible, subject to conformity with County interdepartmental fiscal procedures.
- 13.1.2. **Application.** With the exception of a "mini grant" under Rule 13.1.6.2., each request for a grant requires a signed written

application (typed or legibly handwritten) stating the reason for the grant request and containing the following:

- 13.1.2.1. Documentation of the organization's non-profit status evidencing there is no distribution of profits to owners or shareholders, the organization's non-discrimination policy (or, alternatively, the attestation required below at 13.1.2.2) and any other applicable documentation (*i.e.*, W9 Form, Federal Tax ID, etc.). Council has discretion to waive any of the above requirements.
 - 13.1.2.2. An attestation that the request will benefit the health, safety, and welfare of County residents, is not to be used for normal operating expenses, shall be used only for the purposes indicated in the application, and, in the absence of a written policy, that the organization does not discriminate against any employee, prospective employee, vendor, volunteer, or individual seeking service or assistance on the basis of race, creed, color, sex, natural origin, or any protected class recognized under Delaware law.
 - 13.1.2.3. An attestation that the organization: (i) agrees to submit a one-page report or other documentation to the Clerk of Council within 120 days after receipt of funds proving that the funds were expended for the purpose requested; (ii) has accounting procedures of sufficient sophistication to adequately account for all funds collected and expended; and (iii) agrees to cooperate with any future audit performed by Council's designee.
 - 13.1.2.4. The organization's operating budget information, the project for which funding is sought, the purpose for the grant, the percentage of the project's funds the grant comprises, and the amount of funding from other sources.
- 13.1.3. **Outside District Requests.** It is suggested that Council members receiving requests from individuals residing in their District, but representing organizations not located in their District, confer with the Council member(s) in whose District the organization is located and/or is IRS-registered.
- 13.1.4. **Validity.** Upon receipt, the Council member's Legislative Assistant shall verify the application is complete. The Council member, or his or her Legislative Assistant, shall contact the applicant to discuss the purpose and intent of the grant request and assess its validity. After determining the worthiness of the grant request, the Council member shall submit the application to the Clerk of Council.

13.1.5. **Submission to Finance Committee.** Prior to the Finance Committee Meeting during which the grant request shall be considered, the Clerk of Council shall distribute a Grants Packet to the Finance Committee Co-Chairs and a Grants Matrix to all Council members.

13.1.6. **Approval.**

13.1.6.1. **General Grants.** Council members may issue grants from their individual budgeted and appropriated grant accounts to eligible organizations and departments as identified at 13.1.1 upon the approval of at least a majority of Council at a formal meeting.

13.1.6.2. **Mini Grants.** To accommodate worthwhile community requests that are of a time-sensitive nature, Council members may issue grants, known as “mini grants,” from their individual budgeted and appropriated grant accounts. A “mini grant” shall not exceed \$2,500 in the aggregate in any fiscal year, to eligible organizations as identified at 13.1.1. without the approval of at least a majority of Council at a formal meeting. The Council member shall timely submit a written request for payment to the Clerk of Council, accompanied by a copy of the request or ticket (or application, when time allows). Council shall timely be notified of the grant in the follow up report at a committee meeting of such grants.

13.1.6.3. **Permissible purchases.**

General Grant and Mini Grant funds may be used to purchase tickets for non-political events (for example, a Chamber of Commerce dinner), but such purchases are limited to use by or on behalf of a Council Member and/or Council staff only.

13.1.7. The Clerk of Council shall provide written monthly and fiscal year-end reports to Council outlining how much funding has been invested to date in the current fiscal year and how much funding remains. The Clerk of Council shall inform Council of the grant recipient’s compliance with the requirement to submit a one-page report, or other documentation, 120 days after the grant application is approved proving that the funds were expended for the purpose requested.

13.1.8. A separate account shall be set in each year’s budget to be used by the County Council upon a majority approval of Council for the purpose of purchasing ads for Council in eligible organizations’

event publications and/or tickets in order to support worthwhile community causes. Prior to submission, the Policy Director shall confirm that ads purchased with Council funds are sponsored by Council as a whole and not by individual council members.

- 13.1.9. While a seat of New Castle County Council is contested, based on a candidate filing with the Department of Elections between July 1 and October 1 of an election year, or where an incumbent Council member is not seeking re-election, expenditures for that seat may not exceed 50% of the annually budgeted grant funds for such seat.

RULE NO. 14. REIMBURSABLE EXPENSES.

14.1. Expenditures; Necessary Approvals.

- 14.1.1. Assuming sufficient funds exist, the Financial Advisor shall approve all expenditures for day-to-day operations (i.e. reimbursements from petty cash, the purchase of supplies, etc.) and the Council President shall approve all expenditures up to \$1,000.00 for non-day-to-day expenditures (i.e. travel, service, etc.). Council expenditures \$1,000.00 and over shall be approved by the Finance Committee. Expenditures for goods not provided for in the operating budget shall be approved by a majority of members of Council (i.e. specialty goodwill and award items).
- 14.1.2. Council officials or employees requesting funds must comply with the following procedural steps:
 - 14.1.2.1. A request form must be completed and signed by the Council official or employee for each instance in which funds are to be disbursed. The form must be submitted to the Financial Advisor for compliance review and approval in advance of the expenditure. If applicable, receipts will be required and a memorandum outlining the details of the expenditure(s). When completed, the form will be forwarded to the President for signature. If the request requires additional clarification, the Financial Advisor will discuss the matter on an individual basis with the official or employee.
 - 14.1.2.2. In making a request, each Council member shall act at all times in a manner that promotes public confidence in his or her integrity and the impartiality of New Castle County government. The Financial Advisor will forward any requests thought to be questionable in terms of whether it is an appropriate use of public funds to the Council President. If the Council member disagrees with the

decision of the President, the request may be presented to the Finance Committee for final resolution.

- 14.1.2.3. There will be no requests approved for payments to individuals with the exception of a reimbursement of expenditures to the requesting official or employee.
- 14.1.2.4. The Financial Advisor will provide a statement at the end of each fiscal year for evaluation and modification of these guidelines.
- 14.1.3. Appropriate Expenditures include, but are not limited to, the following:
 - 14.1.3.1. Non- generic office supplies.
 - 14.1.3.2. Mileage Reimbursement: Claims for mileage shall be in accordance with Federal Regulation IR-2004-139, or its successor. A log must accompany the reimbursement request form listing miles driven and business purpose.
 - 14.1.3.3. Tolls Reimbursement.
 - 14.1.3.4. Business Travel and Professional Development Materials under \$200.00.
 - 14.1.3.5. Goodwill and Award Items to be awarded by the Council member.
 - 14.1.3.6. Technology (e.g. cellular phones, palm pilots, computer laptops, provider services, etc) for Council members.
 - 14.1.3.7. Light Refreshments for Meetings.
 - 14.1.3.8. Office Furnishings.
- 14.1.4. Inappropriate Expenditures include, but are not limited to, the following:
 - 14.1.4.1. Campaign literature, signs, or campaign material of any kind, or any activities related to a political campaign.
 - 14.1.4.2. Emergency housing, clothing, rent, shoes, for any individual or anyone related to a Council member.
 - 14.1.4.3. Awards for Council members.
 - 14.1.4.4. Advertisements for individual Council members.

14.1.4.5. Purchase of media time for individual Council members (e.g. cable, regular TV, radio, print, or internet).

14.1.4.6. The award of high school and/or college scholarships.

14.1.4.7. Item(s) appropriate to the grants budget.

RULE NO. 15. CONTINGENCY FUND

15.1. Contingency Fund Expenditures.

15.1.1. No funds may be transferred from Council's Contingency Fund without having been approved by a majority of Council at a Council Committee meeting.

15.2. Contingency Fund Allocations.

15.2.1. As a starting premise, funds from County Council's Contingency Fund may be allocated only to:

- Internal County programs benefitting the residents of New Castle County;
- Registered nonprofits for social programs benefitting the residents of New Castle County; or
- Shall remain in the Contingency Fund.

15.2.2. Notwithstanding the above, in the first week of May in each fiscal year, the unencumbered balance of Council's Contingency Fund shall be divided evenly among the 13 Members of Council.

15.2.3. Contemporaneous with the above, the Clerk, by email, shall make all Council Members aware of the funds to be distributed to them along with the last date funds must be brought before Council for approved allocation.

15.2.4. Funds remaining after provision under 15.2.2 shall be retained in the Contingency Fund.

15.2.5. Funds must be approved by Council and allocated by Grant Application or by Resolution, if to a nonprofit entity.

15.2.6. Funds to be allocated to a County-initiated program shall follow the approved legislative process.

15.2.7. Council Members may elect to consolidate their individual allocations in part or in full for a single nonprofit and/or County-initiated program.

15.2.8. The allocation of funds from the Contingency Fund for purposes other than those of its original intent (*i.e.*, to fund operational needs and expenses of Council), internal Council expenses, or those listed above must be approved by at least 10 votes of Council.

RULE NO. 16. NON-ROUTINE AND NON-EMERGENCY IMPROVEMENTS TO OR MAINTENANCE OF ANY COUNTY COUNCIL OFFICE OR OTHER AREA OF COUNTY COUNCIL OPERATIONS.

16.1. Discussion and approval by County Council required prior to non-routine or non-emergency improvement to or maintenance of any County Council office or other area of Council operations.

16.1.1. All non-routine or non-emergency improvements to or maintenance, such as general cleaning, customary replacement of locks or trim, and ordinary plumbing repairs, of any County Council office or other area of Council operations, regardless of the cost or source of funds, must be discussed in a Council committee meeting and must be approved by a majority of County Council as provided in Council Rule 3.6.3, prior to such improvement or maintenance being performed.

RULE NO. 17. COUNCIL MEMBERS' DISTRICT OFFICE EXPENDITURES

17.1 During any fiscal year, a Council member may, without further approval, expend a maximum of \$2,500 for items exhibiting the New Castle County Logo, including items such as shirts, jackets, ties, calendars, mugs, etc.

17.2 The Council member and/or Legislative Assistant is responsible for placing orders and arranging delivery with the New Castle County Office of Procurement (the "Office"). Any issues or concerns related to an order will be resolved between the Council member and the Office.

17.3 The Council Clerk and/or Council Deputy Clerk would facilitate the required purchase order and payment transfer from the Council member's office account. The Council member should maintain an accurate accounting of their expenditures.

APPENDIX

NEW CASTLE COUNTY COUNCIL RULES

REVISIONS

- Revised September 17, 2010
- Revised March 4, 2011
(Rule 3.8, 3.8.1 adopted 2/22/11; Rule 15, 15.1 adopted 12/7/10)
- Revised March 29, 2011
(Rule 7.2, adopted 3/22/11)
- Revised September 14, 2011
(Rule 2.4, adopted 7/26/11; Rule 3.8, 3.8.1 correction)
- Revised November 16, 2012
(Rule 1.2, Rule 2.2.1 & 2.2.6 adopted 3/8/11; Rule 3.8.1 adopted 10/11/11; Rule 13.1.2.1 adopted 1/10/12; Rule 2.4.2.1 adopted 2/14/12 to remove former section in entirety and subsequently revise section numbers; Rule 3.1.4 adopted 11/13/12; Rule 4.1 adopted 5/8/12).
- Revised January 16, 2013
(Correction to Rule 13.1.2.1.)
- Revised February 25, 2013
(Rule 13.1.2.3, 13.1.4, 13.1.5, 13.1.6, and 13.1.7 (remove former section in its entirety and subsequently revise section number) adopted 1/10/12.)
- Revised March 1, 2013
(Rule 2.4.2, corrections and subsequent revisions to subsection numbers 2.4.2.1, 2.4.2.2, 2.4.2.3 and 2.4.2.4, etc. adopted 2/26/13).
- Revised March 19, 2013
(Rule 5.3.3 amended and adopted 3/12/13.)
- Revised: September 5, 2013
(R13-197).
- Revised: February 19, 2014
(Rule 4, amended by Resolution 13-273 adopted 12/17/13.
- Revised: August 14, 2014
(Rule 13.1.1 amended and adopted 7/22/14.)
- Revised: February 3, 2015
(Rule 13.1.6 amended and adopted 12/9/14.)
- Revised: October 26, 2016
(Rule 13.1.8 adopted by Sub 1 to R14-206 on 9/23/14; Rule 3.6.3.3.1.1 amended and adopted by R16-158 on 9/27/16; Rules 2.5; 2.2; 2.3 amended and adopted by R16-182 on 10/25/16; and Rules 2.2.1; 2.3.1; 2.3.3-2.3.6; 3.5.2; 4.3.12; 5.3; 5.3.5; 5.3.6; 8.1.8; 11.1; 11.1.2; 11.1.2.1; and 11.1.2.2 amended and adopted by R16-183 on 10/25/16.)
- Revised: January 12, 2017
(Rule 3.1.3; 3.4.3; 3.4.5; 3.5.1; 3.5.2; 3.5.3; 3.6.1 and 4.4.7 amended and adopted by R17-010 on 1/10/17.)
- Revised: July 12, 2017
(Rule 3.6.1; 3.6.3.3.1; 3.6.3.4; 3.6.3.5; and 4.4.7 amended and adopted by Resolutions 17-143, 17-144, 17-145 and 17-146 adopted on 7/11/17.)
- Revised: September 29, 2017
(Rule 2.3 amended and adopted by Resolution 17-172 on 9/12/17; Rule 1.3 amended and adopted by R17-173 on 9/26/17.)
- Revised: November 27, 2017
Rule 5.1.4 amended and adopted by R17-201 on 10/10/17; Rule 5.4 amended and adopted by R17-217 on 11/14/17; Rule 16; 16.1; 16.1.1 amended and adopted by R17-218 on 11/14/17)
- Revised: March 19, 2018
(Rule 5.4 amended and adopted by R18-044 on 3/13/18)
- Revised: December 12, 2018
(Rule 13.1.9 amended and adopted by R18-188 on 11/20/18)
- Revised: April 9, 2019

- (Rule 4.5.7.3 amend and adopted by R19-063 on 4/09/19)
- Revised: July 28, 2019
(Rules 4.5.7 and 4.5.7.4 amended and adopted by R20-162 on 7/28/20)
- Revised: September 11, 2020
(Rule 2.3 amended and adopted by R20-179 on 9/8/20)
- Revised: October 16, 2020 (Rule 9.1.2 amended and adopted by R20-188 on 9/22/20)
- Revised March 3, 2022
(Rule 8.1.9 amended and adopted by R21-141 on 7/27/21)
- Revised September 14, 2022
(Rule 13.1.9 amended and adopted by R22-177 on 9/13/22)
- Revised July 28, 2023
(Rule 17 amended and adopted in the 6/13/23 Finance Committee meeting and Rule 13 amended and adopted by R23-124 on 7/11/23)
- Revised December 14, 2023
(Rule 2.2 amended and adopted by R23-184 on 10/24/23, Rule 2.4 amended and adopted by R23-197 on 11/14/23, Rule 3.1 amended and adopted by R23-198 on 11/14/23, Rule 4 amended and adopted by R23-199 on 11/14/23, Rule 2 amended and adopted by R23-200 on 11/14/23, and Rule 8.1.9 amended and adopted by R23-230 as amended by floor amendment no.1)
- Revised April 26, 2024
(Rule 3.1.1 amended and adopted by R24-102 on 4/23/2024)
- Revised September 20, 2024
(Rule 8.1.9 amended and adopted by R24-111 on 5/14/2024 and Sub. 1 to R24-149 on 7/9/2024 and Rule 13.1.9 amended and adopted by R24-167)
- Revised October 23, 2024
(Rule 8.1.2 amended and adopted by R24-184 on 10/22/24)
- Revised March 28, 2025
(Rule 5.1.2 amended and adopted by R25-047 on 3/11/2025)
- Revised May 15, 2025
(Rule 4.3 amended and adopted by R25-084 on 5/13/2025, Rule 12.2.9. amended and adopted by R25-085 on 5/13/2025, Rule 13.1.6.3 amended and adopted by R25-086 on 5/13/25)
- Revised June 25, 2025
(Rule 2.7 amended and adopted by R25-112 on 6/24/2025)
- **Last Revised** August 28, 2025
(Rule 1.1.1 amended and adopted by R25-126 on 8/26/25, Rule 4.5.1.1 amended and adopted by R25-127 on 8/26/25, Rule 15.2 amended and adopted by R25-148 as amended by FA No. 1, Rule 4.3.4 amended and adopted by R25-149 on 8/26/25)