



Proposition A Committee

Proposition A: Refresher & Updates

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OVERVIEW

- Guidelines
- Proposition A Submission Refresher
- Critical Legal and Administrative Considerations
- Observations & Suggestions
- Questions & Contact Info

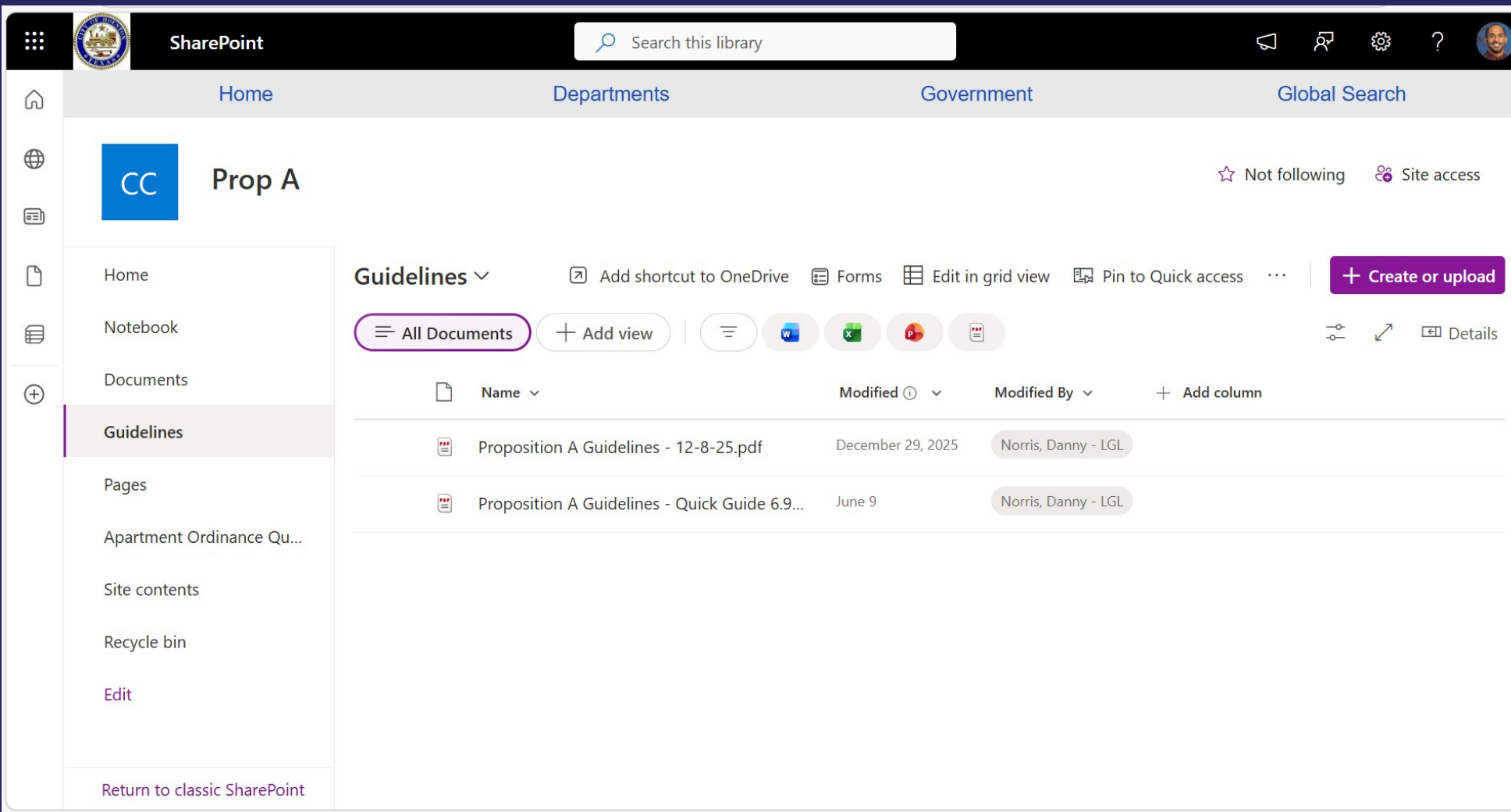




Proposition A: Guidelines

PROPOSITION A: GUIDELINES

- o Proposition A Guidelines are available on SharePoint
 - o Standard
 - o Quick Guide
- o Each Councilmember and their entire staff should have access





Proposition A: Submission Refresher

THINGS TO CONSIDER **BEFORE** A SUBMISSION

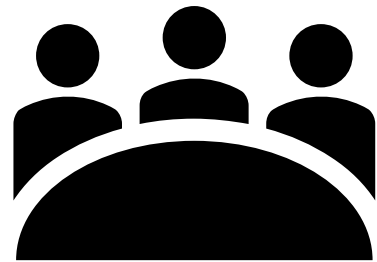
- Which departments are affected by the proposal?
- What is the estimated cost(s) involved in the proposal?
- How long will it take to fully implement the planned proposal?
- How would the proposal be enforced?
- Have the affected departments given any input on the proposal?
- Is the item or its enforcement one that involves permits?



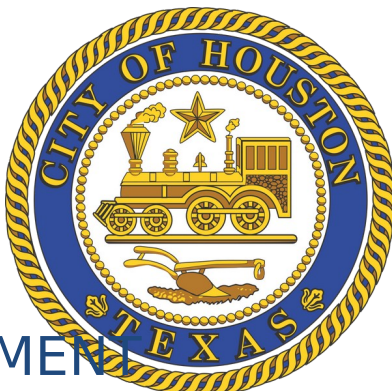
RULE 23 OR RULE 24 OF SECTION 2-2 OF THE CITY CODE?



- If your proposal is simple, ready, and you have 3-8 signatures
RULE 23



- If your proposal is a concept, not fully developed, and/or needs additional discussion
RULE 24





PROPOSITION A SUBMISSION REFRESHER

RULE 23 - 3+ Signatures

☐ Submission Requirements

- Send a written request to the agenda office
- 3-8 signatures
- A draft ordinance, resolution, or motion
- Must be a lawful item

☐ Lawfulness Review

- Conducted by General Counsel of the Legal Department
- Provided within 7 days, unless complex
- If lawful, goes on agenda within next 2 regular meetings

☐ Other considerations

- **NEVER** discuss any item with more than 8 council members to

RULE 24 - Committee

☐ Submission Requirements

- Draft of proposed item
- Background & brief purpose (Word format)
- Point of Contact
- One hard copy & one PDF

☐ Timeline

- At least a 3-week window
 - 7+ days for legal review
 - Submit proposals 14+ days before committee meeting

☐ Committee Actions

- Requires Quorum and Public Testimony
- Can't block Rule 23
- Can do one of the following:
 - Place the item on the Council



Critical Legal and Administrative

CITY OF HOUSTON LEGAL
DEPARTMENT

Critical Legal and Administrative Considerations

- Is the proposal lawful?
- Does the language of the proposal allow implementation by the affected departments within their current budgets?
- Does the proposal create legal exposure for the City?





Observations & Suggestions

CITY OF HOUSTON LEGAL
DEPARTMENT

OBSERVATIONS & SUGGESTIONS

•Contacting the Prop A Attorney

Contact and coordinate with the Proposition A Attorney as early as possible for **ALL** submissions, especially the complex matters.

- Helps ensure your proposal is fully flushed out
- Prevents surprises on legality

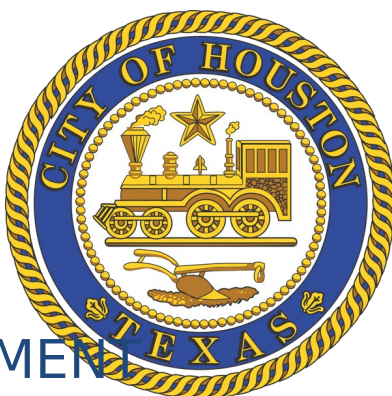
•Batch Submissions

Avoid submitting multiple proposals at the same time.

- Will cause legal reviews to exceed 7 days
- If submitting multiple proposals at the same time, identify the order of priority

•Outside organizations

All legal advice is for Councilmembers and/or their staff, **NOT** outside organizations.





Questions?

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