

DRAFT for March 16, 2021 City Council Meeting

CITY COUNCIL COMMITTEE RULES OF PROCEDURE

ARTICLE 1. PURPOSE AND DUTIES

- A. Each committee shall create a purpose statement at the first meeting that reflects the City Council's reason for appointing the committee. The purpose statement shall be reviewed at the first meeting of each calendar year. Any change in purpose must be approved by the City Council through the Resolution process.
- B. All activities must be in alignment with the purpose.

ARTICLE 2. MEMBERSHIP

- A. City Council committees are composed of two or three City Council Members, appointed by the City Council at a City Council meeting.
- B. A City Council member may serve the duration of their term on City Council, or until resignation.
- C. If a member is appointed to fill a vacancy, the term begins on the date of appointment.
- D. Each committee shall have a staff liaison assigned by the City Manager.

ARTICLE 3. OFFICERS

- A. The City Council may appoint an initial chair at the time the committee is appointed.
- B. The committee may elect a chair and a vice-chair at its first meeting.
- C. The committee shall elect a chair at the first scheduled meeting of each calendar year.
- D. The committee shall elect a chair when two or more of the committee members are new.

ARTICLE 4. DUTIES OF OFFICERS

- A. The chair shall preside at meetings, review each final meeting agenda, and sign meeting notes or minutes after approval by the committee.
- B. In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 5. AGENDAS

- A. Committee members may add items for the next committee meeting agenda during the future items discussion on a committee agenda as agreed on by all members. Agenda items must be aligned with the committee's purpose. Staff liaisons for the committee may coordinate the placement of items on a committee agenda.

B. All members must agree to place a discussion item on an agenda no later than 10 business days prior to the meeting. Each member who wishes to place a discussion item on a meeting agenda must separately contact the staff liaison by written request.

C. The chair may not remove an item placed on an agenda by prior direction of the City Council, or placed on an agenda as a discussion item by committee members.

D. The committee will have the opportunity to consider any agenda items listed on the agenda.

E. After first consulting with, and receiving input from the staff liaison, the chair shall approve each final meeting agenda.

ARTICLE 6. MEETINGS

A. The committee shall meet monthly, quarterly, or when the board is required to meet in order to comply with a deadline. Prior to adjournment of each meeting, the committee will confirm the date and time of the next committee meeting.

B. During the last meeting of each calendar year, the committee shall adopt a schedule of the meetings for the upcoming year, considering staff holidays.

D. The chair has the same voting privilege as any other member.

E. The committee, upon unanimous vote, may call upon members of the public to attend a committee meeting for a presentation.

ARTICLE 7. RECOMMENDATIONS FOR ACTION

A. The committee may recommend action by the City Council by creating and submitting a resolution. This requires a vote by a majority of the committee members.

B. The staff liaison, will be responsible for preparing the recommendation resolution and submitting the Agenda Request Form ARF for the proposed item to be placed on a City Council agenda.

C. Any items proposed for action, using the resolution process, must be approved by the City Council at a City Council meeting in order for that recommendation to be considered for action.

ARTICLE 8. STAFF LIAISON RESPONSIBILITIES

A. Schedule meetings by sending an electronic meeting invitation, reserving a conference room or other meeting space (if needed), and when needed, sending an online meeting link.

B. Prepare and distribute the agenda.

C. Take or delegate taking the meeting minutes/notes and distribute such document within one week after the meeting.

