

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. Each committee shall have a staff liaison assigned by the City Manager.

ARTICLE 3. OFFICERS

- A. The City Council may appoint a temporary chair at the time the committee is appointed.
- B. The committee shall 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 the City Council appoints two or more new committee members.

ARTICLE 4. DUTIES OF OFFICERS

- A. The chair shall preside at meetings, review each final meeting agenda prepared by the staff liaison with the staff liaison, 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. All agenda items must be aligned with the committee's stated purpose.
- B. Items for discussion may be placed on an agenda by one of the methods described below:
 - 1. **Two** committee members must agree to request a discussion item to be placed on an agenda. Each member who wishes to place a discussion item on a meeting agenda must separately contact the staff liaison by written request no later than 10 business days prior to the meeting or as stated in item C of this section.

CITY COUNCIL COMMITTEE RULES OF PROCEDURE

2. Committee members may add items for the next committee meeting agenda during the future items discussion on a committee agenda as agreed on by two members but the merits of the future agenda items shall not be discussed until the next committee meeting.

Staff liaisons for the committee may coordinate the placement of items on a committee agenda.

3. Staff liaisons may add discussion and/or action items as a need for a topic arises that they feel should be on an agenda.

4. City Council action at a City Council meeting requesting a committee to study, review, and report back to city council.

C. Agenda items for action by the committee may be placed on a future agenda by a decision of a majority of the committee during discussion of the item at the time is on an agenda for discussion.

D. The chair may not remove an item placed on an agenda by prior direction of the City Council.

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

F. 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.

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

D. The committee, during a discussion item, upon majority vote, may call upon members of the public to attend a future committee meeting for a presentation.

E. Portions of committee meetings at which members of the public have been invited to attend under Item D, will be open to the public.

ARTICLE 7. RECOMMENDATIONS FOR ACTION BY CITY COUNCIL

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.

CITY COUNCIL COMMITTEE RULES OF PROCEDURE

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. Implementation of any action items recommended by a council committee, using the resolution process, is subject to approval by the City Council.

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.

D. If a committee item is to be sent to the City Council, staff write and/or compile the supporting documents for the agenda packet.

ARTICLE 9. RULES OF COMMON COURTESY AND PROCEDURE

A. During meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings.

B. Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the committee. Members shall abide by City Code of Ordinances Section 2.045 *Rules of decorum for city council and city board and commission meetings*.

These rules of procedure were approved by the City Council at a regular meeting held on April 20, 2021.

City Manager

date

Mayor

date