

CITY COUNCIL COMMITTEES 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.
- C. There shall be three types of committees: General, Specific Purpose, and Ad-Hoc.
 - 1. General committees shall be by topic, but agenda items may be anything related to their mission.
 - 2. Specific Purpose committees shall be limited by their mission and the purpose for which they were created. These include specific development committees.
 - 3. Ad-Hoc committees are created to discuss a single topic and to bring back a recommendation after a limited number of meetings, likely not more than six (6).

ARTICLE 2. MEMBERSHIP

- A. City Council committees are composed of two or three City Council Members, who are the voting 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, or misses two meetings in a row, at such time the council member shall be removed from their service on that committee.
- 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 as determined by the staff liaison and the committee chair.
- 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.

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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.
- G. Each agenda will include “Future items and meeting type for the next meeting.

ARTICLE 6. MEETINGS

- A. Upon creation of a new committee, the first meeting will be internal, council committee members and staff only. The following items will be addressed:
1. Draft a committee mission statement
 2. Determine meeting type for next meeting
 3. Determine agenda for next meeting
 4. Any topic given to the committee by council
 5. Other business as necessary
- B. General committees shall meet monthly, quarterly, or when the board is required to meet in order to comply with a deadline. Specific purpose and Ad-Hoc committees will meet as needed. Prior to adjournment of each meeting, the committee will confirm the date and time of the next committee meeting.
- C. During the last meeting of each calendar year, general committees 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, during a discussion item, upon majority vote of the council members, shall determine the type of format for the subsequent meeting and may set the default type for future meetings unless otherwise specified.
1. Internal – council committee members, staff and subject matter experts (SMEs) by name or position as specified by at least two of the committee members.
 2. Posted - for the public.

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3. Posted – allowing specific participation/comments by subject matter experts, consultants, or applicants, as determined by committee members or staff.
4. Posted – allowing general participation/comments from citizens.

F. The following matrix defines the standard format options for meetings, however, the committee members may always set the options for the following meeting as needed for that meeting.

Meeting type	Agenda public?	Online option?	Agenda specific person invitations?	Who may speak?	Recording made	Recording posted
Internal	No	Yes	Staff, council members, and subject matter experts as determined by the committee	Staff, council members, and subject matter experts as determined by the committee	May for minutes only	No
Posted for the public, no participation	Yes	Yes	No, posted for public	Staff and council members only	Yes	Yes
Posted with specific participation	Yes	Yes	Yes, posted for public	Staff, council members, and those invited to speak	Yes	Yes
Posted with general participation	Yes	Yes	No, posted for public	Anyone as specified by the chair/ committee	Yes	Yes

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.
- 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 depending on meeting format.

- 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 shall write and/or compile the supporting documents for the agenda packet.

- A. During meetings, members shall preserve order and decorum and 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*.

City Manager _____ date _____

Mayor	date
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REMOVE. This list changes at times and there is no need to amend the rules for those actions. The City Clerk maintains the list separately