

1 Sec 2-125 Standing And Special Committee Operating Procedures

2 (a) The chairperson of each special or standing committee
3 shall preside at its meetings and prepare and submit all
4 reports therefrom to the committee of the whole. A committee
5 vice chairperson shall perform the duties of the committee
6 chairperson in the chairperson's absence.

7 (b) Each standing and special committee shall conduct its
8 regular meetings at the times and in the locations designated
9 by resolution of the council. A committee chairperson shall
10 have the discretion to cancel regular meetings of the
11 committee, and to convene a regular meeting at a time earlier
12 or later than specified by council resolution to the extent
13 authorized by the Open Meetings Act. A committee chairperson
14 shall cancel any meeting of a standing committee when the
15 sole item of business scheduled for consideration, apart from
16 public comment required under paragraph (d) of this section,
17 is the approval of the minutes of a previous meeting or
18 meetings of the standing committee, except as required by law.

19 Special committee meetings may be called by the committee
20 chairperson, three (3) of the committee's members, or by the
21 mayor in the manner authorized by law.

22 (c) Whenever the location of a standing or special committee
23 meeting is insufficient to accommodate the public, the

1 committee shall immediately adjourn to a more suitable
2 location, providing due notice to the public present.

3 (d) Each standing or special committee may adopt rules
4 permitting the public to address the committee during its
5 meeting and shall include public comment as a regular order
6 of business on all meeting agendas. In the absence of rules
7 adopted by a committee, the rules adopted by the city council
8 pertaining to public comment at its meetings shall govern.
9 The Office of the Aldermen shall maintain copies of each
10 committee's public comment rules and furnish them to the
11 public upon oral or written request.

12 (e) All members of the council may participate in the
13 deliberations of any standing or special committee in the
14 same manner as any of its members, provided that only duly-
15 appointed members of the committee may vote on matters before
16 the committee. Each standing or special committee chairperson,
17 in his or her discretion, may make materials available to the
18 members of the committee as to any item or items of committee
19 business available to any member of the council upon request.

20 (f) Each standing or special committee shall report to the
21 committee of the whole on matters referred to the committee
22 within thirty (30) days of the matter first appearing on the
23 committee's agenda. A report of the committee shall briefly
24 describe the matter, a summary of the committee's conclusions

1 or findings, and a recommendation, motion, resolution,
2 ordinance, or other distinct proposition that the committee
3 of the whole may consider when recommending action to the
4 council.

5 (Code 1969, § 2-81; Ord. No. 018-086, § Exh. A, 10-23-18; Ord. No.
6 019-029, Exh. A, 5-14-19)

7