

1 Division 5. - Committees

2 Sec. 2-121. - Committees designated.

3 (a) The city council is organized into a committee of the
4 whole as provided in Section 2-122, the standing committees
5 enumerated in Section 2-123, and such special committees as the
6 council may establish from time-to-time pursuant to Section 2-124.

7 (b) Each committee of the council is a distinct public body
8 as defined by the Open Meetings Act as well as a subsidiary body
9 of the council. The notice and agenda of all meetings of any
10 committee of the council shall reflect its status as a subsidiary
11 body of the council and shall state that a majority of quorum of
12 the council, or of the committee of the whole, may be present at
13 the committee meeting and that the council will not take any final
14 action at the committee meeting.

15 (c) Except as otherwise provided by law or ordinance, all
16 committees of the council shall conduct their business in an
17 orderly fashion and in accordance with *Robert's Rules of Order,*
18 *Newly Revised,* the Open Meetings Act, and local ordinance.

19 (d) A committee may only exercise final action authority of
20 the city council to the extent specifically provided by ordinance.
21 In the absence of a specific grant of final action authority in
22 Section 2-123, or any other ordinance of the city council, a
23 committee's authority shall not extend beyond deliberating upon
24 matters properly within its jurisdiction and its making of

1 recommendations thereon to the committee of the whole. When
2 exercising final action authority, a committee shall conduct and
3 record a roll call vote.

4 Sec. 2-122. - Committee of the whole.

5 (a) All members of the city council shall constitute the
6 committee of the whole.

7 (b) The committee of the whole shall conduct its regular
8 meetings at the times and in the locations designated by resolution
9 of the council. The committee of the whole may also meet during
10 the hour immediately preceding any regular or special meeting of
11 the city council. Special meetings of the committee of the whole
12 may be called by the mayor or by any four (4) of its members in
13 accordance with the provisions of the Open Meetings Act. All
14 regular and special meetings shall only occur after proper posting
15 of an agenda in accordance with the notice requirements of the
16 Open Meetings Act.

17 (c) The committee of the whole has original jurisdiction
18 over:

- 19 1. Matters concerning the appointment of any city officer
20 or employee for which the advice and consent of the city
21 council is required by law or ordinance, except members
22 of city boards or commissions.
- 23 2. The settlement of all claims against the city that
24 require approval of the city council.

1 3. Matters within the jurisdiction of any standing
2 committee when the matters are of significant citywide
3 concern and require the attention of the full council or
4 are of such urgency that consideration by a standing
5 committee is impractical.

6 4. Matters that fall within the jurisdiction of multiple
7 standing committees or do not fall within the
8 jurisdiction of any standing committee.

9 (d) The committee of the whole shall receive the reports of
10 all other committees, deliberate on matters therein contained
11 prior to council consideration, recommend to the council whatever
12 action it deems appropriate regarding them, and, by unanimous
13 consent, direct that an item be placed on the consent agenda for
14 consideration at the next council meeting. The committee of the
15 whole shall also consider such other matters within its
16 jurisdiction as may be referred to it by the mayor or by individual
17 aldermen. It may deliberate on any matter that the city council
18 has placed on its agenda.

19 (e) In deliberating upon any matter before it, the committee
20 of the whole may refer, or re-refer, the matter for consideration
21 by a standing or special committee or recommend that the city
22 council adopt the matter with or without amendment.

23 (f) The committee of the whole may by a vote of a majority
24 of its members discharge any standing or special committee from

1 further consideration of any matter under consideration by such
2 standing or special committee and proceed to deliberate upon such
3 matter. Discharge of a standing or special committee in this manner
4 shall not constitute final action by the committee of the whole.

5 (g) The mayor shall serve as chairperson of the committee of
6 the whole.

7 (h) The committee of the whole shall include public comment
8 as a regular order of business on meeting agendas. The committee
9 of the whole shall adhere to the rules for public comment adopted
10 by the city council for its meetings.

11 Sec. 2-123. - Standing committees.

12 (a) The city council is organized into the standing
13 committees set forth in this Section. Each standing committee shall
14 consist of five (5) members of the city council and, except in
15 cases of a long-term absence or disability of any member of the
16 council, each alderman shall serve on at least one (1) but not
17 more than three (3) standing committees.

18 (b) The mayor shall appoint the members of the standing
19 committees with the advice and consent of the city council. The
20 mayor shall submit a complete set of committee appointments at the
21 first meeting following the qualification of aldermen after each
22 consolidated general election and at such other times as the mayor
23 deems necessary, and the council shall vote for approval or
24 disapproval of the committee appointments. If the council

1 disapproves of the mayor's appointments, those voting to
2 disapprove shall state their reasons, and the mayor shall submit
3 a reconsidered set of appointments at the next regular council
4 meeting. Until the council gives its advice and consent to the
5 mayor's appointments following the qualification of aldermen,
6 members previously appointed to the standing committees under this
7 section (b), or their successors, shall serve as members of the
8 standing committees.

9 (c) The mayor shall, when making appointments to the
10 standing committees, and from time-to-time thereafter, with the
11 advice and consent of the city council, designate a member of each
12 standing committee to serve its chairperson and a member to serve
13 as its vice chairperson. The vice chairperson shall perform the
14 duties of chairperson in the chairperson's absence.

15 (d) The standing committees shall deliberate only on matters
16 falling within their jurisdiction as referred to them by the mayor,
17 the city council, or any three (3) of the council's members. In
18 the event of apparent conflict between the jurisdictions of two or
19 more committees, the committee most specifically vested with
20 authority over a particular matter shall have precedence. The mayor
21 shall resolve all conflicts involving committee jurisdiction.

22 (e) The standing committees of the city council are as
23 follows:

24 1. The Rules, Administration, and Procedures Committee.

1 A. The Rules, Administration, and Procedures Committee
2 shall have jurisdiction over all matters requiring
3 city council approval pertaining to revisions to
4 this code, the procedural rules of the city
5 council, mayoral appointments, administrative
6 hearings, boards and commissions, federal and state
7 legislative affairs, intergovernmental matters
8 outside the jurisdiction of other committees,
9 governmental ethics, and the allocation of ward
10 project funds. When considering revisions to the
11 city code, the Rules, Administration, and
12 Procedures Committee shall solicit the advice of
13 standing committee or committees having
14 responsibility over the code provisions undergoing
15 revision.

16 B. The Rules, Administration, and Procedures Committee
17 shall have jurisdiction over all matters requiring
18 city council approval initiated by the Mayor's
19 Office, the Office of the Aldermen, the Law
20 Department, and the City Clerk.

21 C. The Rules, Administration, and Procedures Committee
22 shall appoint a Chief of Staff for the Office of
23 the Aldermen and other administrative personnel

1 therein and may from time-to-time adopt rules and
2 policies governing the operations of said office.

3 D. The Rules, Administration, and Procedures Committee
4 shall have jurisdiction over matters conferred upon
5 it by Sec. 2-60(b) of this code.

6 E. In carrying out its duties under Subparagraphs C
7 and D of this Paragraph 1, the Rules,
8 Administration, and Procedures Committee shall have
9 final action authority on behalf of the city
10 council.

11 2. The Building, Zoning, and Economic Development
12 Committee.

13 A. The Building, Zoning, and Economic Development
14 Committee shall have jurisdiction over all matters
15 requiring city council approval involving the
16 airport, annexation, boundary agreements, business
17 development, building code development,
18 enforcement economic development, historic
19 preservation, permitting, planning, and zoning.

20 B. The Building, Zoning, and Economic Development
21 Committee shall have all power and authority the
22 city council previously conferred upon or vested in
23 the former Planning and Development Committee. All
24 references to the Planning and Development

1 Committee in all ordinances and resolutions shall
2 be construed and understood to be references to the
3 Building, Zoning, and Economic Development
4 Committee.

5 C. The Building, Zoning, and Economic Development
6 Committee shall have jurisdiction over all matters
7 requiring city council approval initiated by the
8 Development Services Department, excluding Animal
9 Control and Property Standards.

10 3. The Finance Committee.

11 A. The Finance Committee shall have jurisdiction over
12 all matters requiring city council approval
13 pertaining to collective bargaining, personnel and
14 civil service matters, not otherwise under the
15 jurisdiction of the Civil Service Commission,
16 taxation, city indebtedness, fees and service
17 charges, risk management, management of the city's
18 monies, the library budget and tax levy, the city's
19 operating, pension, insurance, motor fuel tax and
20 capital budget, development agreements, tax
21 increment and business improvement districts, other
22 incentive agreements, real property acquisition,
23 and special service areas except those required by
24 the Kane County Stormwater Ordinance.

1 Notwithstanding any provision of this section, the
2 Finance Committee shall have exclusive jurisdiction
3 over all departmental budgets.

4 B. Except for expenditures related to public works
5 projects specifically included in the city's annual
6 budget, the Finance Committee shall give its advice
7 on matters involving the expenditure of city funds
8 in amounts greater than twice the amount requiring
9 council authorization.

10 C. The Finance Committee shall have jurisdiction over
11 all matters requiring city council approval
12 initiated by the Finance Department or the Human
13 Resources Department.

14 4. The Public Health, Safety, and Transportation Committee.

15 A. The Public Health, Safety, and Transportation
16 Committee shall have jurisdiction over all matters
17 requiring city council approval involving public
18 safety, including police, fire and emergency
19 management, the number and classifications of
20 liquor or tobacco licenses, housing, rental
21 licensing, public transportation, including
22 commuter rail and busing, neighborhood
23 redevelopment, youth and senior services, customer
24 service, waste management contracts, animal

1 control, property standards, neighborhood
2 redevelopment, and human and community services.

3 B. The Public Health, Safety, and Transportation
4 Committee shall have jurisdiction over all matters
5 requiring city council approval initiated by the
6 Innovation and Core Services Department, excluding
7 the Information Technology Division, the Police
8 Department, the Fire Department, the Divisions of
9 Animal Control and Property Standards.

10 5. The Infrastructure and Technology Committee.

11 A. The Infrastructure and Technology Committee shall
12 have jurisdiction over all matters requiring city
13 council approval pertaining to the city's
14 technological infrastructure, its fiber optic
15 network, communication and data transfer, public
16 parks and open spaces, public roadways, traffic,
17 and parking, public works, including street,
18 sanitation, public utilities and public buildings
19 and grounds, rights-of-way, the environment,
20 flooding, water treatment and distribution and
21 storm and sanitary sewers, and special service
22 areas related thereto.

23 B. The Infrastructure and Technology Committee shall
24 have jurisdiction over all matters requiring City

1 Council approval initiated by the Public Works
2 Department and the Division of Information
3 Technology.

4 C. The Infrastructure and Technology Committee shall
5 have all power and authority the city council
6 previously conferred upon or vested in the former
7 Buildings, Grounds, and Infrastructure Committee.
8 All references to the Buildings, Grounds, and
9 Infrastructure Committee in all city ordinances and
10 resolutions shall be construed and understood to be
11 references to the Infrastructure and Technology
12 Committee.

13 Sec. 2-124. - Special committees.

14 The council from time-to-time may establish special
15 committees by resolution. The resolution shall establish the
16 number of members of the special committee and their manner of
17 selection, the jurisdiction of the special committee, and the
18 duration of the special committee, which shall not extend beyond
19 the qualification of aldermen following the next consolidated
20 general election. The jurisdiction of a special committee shall
21 supersede the jurisdiction of a standing committee conferred by
22 Section 2-123 during the time the special committee is in
23 existence.

24 Sec. 2-125. Standing and special committee operating procedures.

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

6 (b) Each standing and special committee shall conduct its
7 regular meetings at the times and in the locations designated by
8 resolution of the council. A committee chairperson shall have the
9 discretion to cancel regular meetings of the committee, to convene
10 a regular meeting at a time earlier or later than specified by
11 council resolution to the extent authorized by the Open Meetings
12 Act. Special committee meetings may be called by the committee
13 chairperson, three (3) of the committee's members, or by the mayor
14 in the manner authorized by law.

15 (c) Whenever the location of a standing or special committee
16 meeting is insufficient to accommodate the public, the committee
17 shall immediately adjourn to a more suitable location, providing
18 due notice to the public present.

19 (d) Each standing or special committee may adopt rules
20 permitting the public to address the committee during its meeting
21 and shall include public comment as a regular order of business on
22 all meeting agendas. In the absence of rules adopted by a
23 committee, the rules adopted by the city council pertaining to
24 public comment at its meetings shall govern. The Office of the

1 Aldermen shall maintain copies of each committee's public comment
2 rules and furnish them to the public upon oral or written request.

3 (e) All members of the council may participate in the
4 deliberations of any standing or special committee in the same
5 manner as any of its members, provided that only duly-appointed
6 members of the committee may vote on matters before the committee.
7 Each standing or special committee chairperson, in his or her
8 discretion, may make materials available to the members of the
9 committee as to any item or items of committee business available
10 to any member of the council upon request.

11 (f) Each standing or special committee shall report to the
12 committee of the whole on matters referred to the committee within
13 thirty (30) days of the matter first appearing on the committee's
14 agenda. A report of the committee shall briefly describe the
15 matter, a summary of the committee's conclusions or findings, and
16 a recommendation, motion, resolution, ordinance, or other distinct
17 proposition that the committee of the whole may consider when
18 recommending action to the council.