

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. An affirmative vote of three aldermen  
4 shall be required for any final action of the committee.

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

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

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

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

20 1. Matters concerning the appointment of any city officer  
21 or employee for which the advice and consent of the city  
22 council is required by law or ordinance, except members  
23 of city boards or commissions.

1           2. The settlement of all claims against the city that  
2           require approval of the city council.

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

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

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

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

1 (f) Upon the written request of the mayor, the treasurer,  
2 the chairperson of the finance committee, or any four (4) aldermen,  
3 the committee of the whole shall by operation of this paragraph  
4 refer a purchasing item that appears on its agenda to the finance  
5 committee for its review of the item's conformity with the city's  
6 financial, budgetary, or purchasing policies. Referrals under this  
7 paragraph shall be consistent with the following provisions:

8 1. The person or persons making the request shall submit  
9 such request to the clerk, with a copy to the chairperson  
10 of the standing committee responsible for submitting the  
11 item to the committee of the whole, at least forty-eight  
12 (48) hours prior to the meeting of the committee of the  
13 whole scheduled to deliberate upon the item. The request  
14 shall contain a brief statement setting forth the basis  
15 for review and include a description of any perceived  
16 policy deviations. A request submitted by electronic  
17 mail to the municipal e-mail addresses of the clerk and  
18 standing committee chairperson shall constitute a  
19 written request for the purposes of this paragraph.

20 2. The person or persons making the request may withdraw  
21 such request any time before the adjournment of the  
22 committee of the whole meeting scheduled to deliberate  
23 upon the item. A request shall be withdrawn in writing

1 if made prior to the commencement of the committee of  
2 the whole meeting or orally if made during such meeting.

3 3. Referrals under this paragraph shall become effective  
4 upon the adjournment of the committee of the whole  
5 meeting scheduled to deliberate on the item without  
6 further action.

7 4. The committee of the whole may refer any individual item  
8 to the finance committee only once under this paragraph.  
9 The finance committee shall promptly meet to deliberate  
10 on the matter and shall report thereon at the next  
11 meeting of the committee of the whole.

12 5. Nothing in this paragraph shall prevent the committee of  
13 the whole from referring any matter before it to the  
14 finance committee for deliberation pursuant to paragraph  
15 (e) of this section.

16 (g) The committee of the whole may by a vote of a majority  
17 of its members discharge any standing or special committee from  
18 further consideration of any matter under consideration by such  
19 standing or special committee and proceed to deliberate upon such  
20 matter. Discharge of a standing or special committee in this manner  
21 shall not constitute final action by the committee of the whole.

22 (h) The mayor shall serve as chairperson of the committee of  
23 the whole.

1 (i) The committee of the whole shall include public comment  
2 as a regular order of business on meeting agendas. The committee  
3 of the whole shall adhere to the rules for public comment adopted  
4 by the city council for its meetings.

5 Sec. 2-123. - Standing committees.

6 (a) The city council is organized into the standing  
7 committees set forth in this Section. Each standing committee shall  
8 consist of five (5) **aldermen** and, except in cases of a long-term  
9 absence or disability of any member of the council **and to the**  
10 **extent practicable**, each alderman shall serve on **two (2) standing**  
11 **standing committees.**

12 (b) The mayor shall appoint the members of the standing  
13 committees with the advice and consent of the city council. The  
14 mayor shall submit a complete set of committee appointments at the  
15 first meeting following the qualification of aldermen after each  
16 consolidated general election and at such other times as the mayor  
17 deems necessary, and the council shall vote for approval or  
18 disapproval of the committee appointments. If the council  
19 disapproves of the mayor's appointments, those voting to  
20 disapprove shall state their reasons, and the mayor shall submit  
21 a reconsidered set of appointments at the next regular council  
22 meeting. Until the council gives its advice and consent to the  
23 mayor's appointments following the qualification of aldermen,  
24 members previously appointed to the standing committees under this

**Commented [VR1]:** Per Amendment "O'Connor 1"

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**Commented [VR2]:** Per Amendment "Mesiacos 1"

1 section (b), or their successors, shall serve as members of the  
2 standing committees.

3 (c) The mayor shall, when making appointments to the  
4 standing committees, and from time-to-time thereafter, with the  
5 advice and consent of the city council, designate a member of each  
6 standing committee to serve its chairperson and a member to serve  
7 as its vice chairperson. The vice chairperson shall perform the  
8 duties of chairperson in the chairperson's absence.

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

16 (e) A standing committee shall give its recommendation to  
17 the committee of the whole as to proposed purchases requiring city  
18 council approval that originate from departments and divisions  
19 within its jurisdiction, provided that the source selection was  
20 determined by competitive sealed bids, or in the case of  
21 professional services, previously included in an approved decision  
22 package or specifically included in the budget for the current  
23 fiscal year. The city council may authorize additional powers and  
24 duties for the respective standing committees with respect to

1 purchasing. In the absence of such authorization, the finance  
2 committee shall review and approve all other proposed purchases  
3 requiring city council approval prior to consideration by the  
4 committee of the whole, consistent with the provisions of this  
5 division.

6 (f) The standing committees of the city council are as  
7 follows:

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

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



1           B. The Rules, Administration, and Procedures Committee  
2           shall have jurisdiction over all matters requiring  
3           city council approval initiated by the Mayor's  
4           Office, the Office of the Aldermen, the Law  
5           Department, and the City Clerk.

6           C. The Rules, Administration, and Procedures Committee  
7           shall appoint a Chief of Staff for the Office of  
8           the Aldermen and other administrative personnel  
9           therein and may from time-to-time adopt rules and  
10          policies governing the operations of said office.

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

14          E. In carrying out its duties under Subparagraphs C  
15          and D of this Paragraph 1, the Rules,  
16          Administration, and Procedures Committee shall have  
17          final action authority on behalf of the city  
18          council.

19          2. The Building, Zoning, and Economic Development  
20          Committee.

21          A. The Building, Zoning, and Economic Development  
22          Committee shall have jurisdiction over all matters  
23          requiring city council approval involving the  
24          airport, annexation, boundary agreements, business

1 development, building code development and  
2 enforcement economic development, historic  
3 preservation, permitting, planning, and zoning.

4 B. The Building, Zoning, and Economic Development  
5 Committee shall have all power and authority the  
6 city council previously conferred upon or vested in  
7 the former Planning and Development Committee. All  
8 references to the Planning and Development  
9 Committee in all ordinances and resolutions shall  
10 be construed and understood to be references to the  
11 Building, Zoning, and Economic Development  
12 Committee.

13 C. The Building, Zoning, and Economic Development  
14 Committee shall have jurisdiction over all matters  
15 requiring city council approval initiated by the  
16 Development Services Department, excluding Animal  
17 Control and Property Standards.

18 3. The Finance Committee.

19 A. The Finance Committee shall have jurisdiction over  
20 all matters requiring city council approval  
21 pertaining to collective bargaining, personnel and  
22 civil service matters, not otherwise under the  
23 jurisdiction of the Civil Service Commission,  
24 taxation, city indebtedness, fees and service

1 charges, risk management, purchasing policies,  
2 management of city funds, the library budget and  
3 tax levy, the city's operating, pension,  
4 insurance, motor fuel tax and capital budget, tax  
5 levies, development agreements, tax increment and  
6 business improvement districts, other incentive  
7 agreements, real property acquisition, and special  
8 service areas except those required by the Kane  
9 County Stormwater Ordinance. Notwithstanding any  
10 provision of this section, the Finance Committee  
11 shall have exclusive jurisdiction over all  
12 departmental budgets and matters that required  
13 budget amendments or transfers.

14 B. The Finance Committee shall have jurisdiction over  
15 all matters requiring city council approval  
16 initiated by the Finance Department or the Human  
17 Resources Department.

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

19 A. The Public Health, Safety, and Transportation  
20 Committee shall have jurisdiction over all matters  
21 requiring city council approval involving public  
22 safety, including police, fire and emergency  
23 management, the number and classifications of  
24 liquor or tobacco licenses, housing, rental

1           licensing, public transportation, including  
2           commuter rail and busing, neighborhood  
3           redevelopment, youth and senior services, customer  
4           service, waste management contracts, animal  
5           control, property standards, neighborhood  
6           redevelopment, and human and community services.

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

14          5. The Infrastructure and Technology Committee.

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

1 storm and sanitary sewers, and special service  
2 areas related thereto.

3 B. The Infrastructure and Technology Committee shall  
4 have jurisdiction over all matters requiring City  
5 Council approval initiated by the Public Works  
6 Department and the Division of Information  
7 Technology.

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

17 Sec. 2-124. - Special committees.

18 The council from time-to-time may establish special  
19 committees by resolution. The resolution shall establish the  
20 number of members of the special committee and their manner of  
21 selection, the jurisdiction of the special committee, and the  
22 duration of the special committee, which shall not extend beyond  
23 the qualification of aldermen following the next consolidated  
24 general election. The jurisdiction of a special committee shall

1 supersede the jurisdiction of a standing committee conferred by  
2 Section 2-123 during the time the special committee is in  
3 existence.

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

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

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

19 (c) Whenever the location of a standing or special committee  
20 meeting is insufficient to accommodate the public, the committee  
21 shall immediately adjourn to a more suitable location, providing  
22 due notice to the public present.

23 (d) Each standing or special committee may adopt rules  
24 permitting the public to address the committee during its meeting

1 and shall include public comment as a regular order of business on  
2 all meeting agendas. In the absence of rules adopted by a  
3 committee, the rules adopted by the city council pertaining to  
4 public comment at its meetings shall govern. The Office of the  
5 Aldermen shall maintain copies of each committee's public comment  
6 rules and furnish them to the public upon oral or written request.

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

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