

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 ~~(e)~~ —

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

23 ~~(g)~~ (h) The mayor shall serve as chairperson of the committee of
24 the whole.

1 ~~(h)~~ (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) members of the city council and, except in
9 cases of a long-term absence or disability of any member of the
10 council, each alderman shall serve on at least one (1) but not
11 more than three (3) 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

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 ~~(e)~~ (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 ~~the city's monies~~ city funds, the
3 library budget and tax levy, the city's operating,
4 pension, insurance, motor fuel tax and capital
5 budget, tax levies, development agreements, tax
6 increment and business improvement districts, other
7 incentive agreements, real property acquisition,
8 and special service areas except those required by
9 the Kane County Stormwater Ordinance.
10 Notwithstanding any provision of this section, the
11 Finance Committee shall have exclusive jurisdiction
12 over all departmental budgets.

13 ~~B.A. Except for expenditures related to public works~~
14 ~~projects specifically included in the city's annual~~
15 ~~budget, the Finance Committee shall give its advice~~
16 ~~on matters involving the expenditure of city funds~~
17 ~~in amounts greater than twice the amount requiring~~
18 ~~council authorization. and matters that required~~
19 ~~budget amendments or transfers.~~

20 ~~C.B.~~ The Finance Committee shall have jurisdiction over
21 all matters requiring city council approval
22 initiated by the Finance Department or the Human
23 Resources Department.

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

1 A. The Public Health, Safety, and Transportation
2 Committee shall have jurisdiction over all matters
3 requiring city council approval involving public
4 safety, including police, fire and emergency
5 management, the number and classifications of
6 liquor or tobacco licenses, housing, rental
7 licensing, public transportation, including
8 commuter rail and busing, neighborhood
9 redevelopment, youth and senior services, customer
10 service, waste management contracts, animal
11 control, property standards, neighborhood
12 redevelopment, and human and community services.

13 B. The Public Health, Safety, and Transportation
14 Committee shall have jurisdiction over all matters
15 requiring city council approval initiated by the
16 Innovation and Core Services Department, excluding
17 the Information Technology Division, the Police
18 Department, the Fire Department, the Divisions of
19 Animal Control and Property Standards.

20 5. The Infrastructure and Technology Committee.

21 A. The Infrastructure and Technology Committee shall
22 have jurisdiction over all matters requiring city
23 council approval pertaining to the city's
24 technological infrastructure, its fiber optic

1 network, communication and data transfer, public
2 parks and open spaces, public roadways, traffic,
3 and parking, public works, including street,
4 sanitation, public utilities and public buildings
5 and grounds, rights-of-way, the environment,
6 flooding, water treatment and distribution and
7 storm and sanitary sewers, and special service
8 areas related thereto.

9 B. The Infrastructure and Technology Committee shall
10 have jurisdiction over all matters requiring City
11 Council approval initiated by the Public Works
12 Department and the Division of Information
13 Technology.

14 C. The Infrastructure and Technology Committee shall
15 have all power and authority the city council
16 previously conferred upon or vested in the former
17 Buildings, Grounds, and Infrastructure Committee.
18 All references to the Buildings, Grounds, and
19 Infrastructure Committee in all city ordinances and
20 resolutions shall be construed and understood to be
21 references to the Infrastructure and Technology
22 Committee.

23 Sec. 2-124. - Special committees.

1 The council from time-to-time may establish special
2 committees by resolution. The resolution shall establish the
3 number of members of the special committee and their manner of
4 selection, the jurisdiction of the special committee, and the
5 duration of the special committee, which shall not extend beyond
6 the qualification of aldermen following the next consolidated
7 general election. The jurisdiction of a special committee shall
8 supersede the jurisdiction of a standing committee conferred by
9 Section 2-123 during the time the special committee is in
10 existence.

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

12 (a) The chairperson of each special or standing committee
13 shall preside at its meetings and prepare and submit all reports
14 therefrom to the committee of the whole. A committee vice
15 chairperson shall perform the duties of the committee chairperson
16 in the chairperson's absence.

17 (b) Each standing and special committee shall conduct its
18 regular meetings at the times and in the locations designated by
19 resolution of the council. A committee chairperson shall have the
20 discretion to cancel regular meetings of the committee, to convene
21 a regular meeting at a time earlier or later than specified by
22 council resolution to the extent authorized by the Open Meetings
23 Act. Special committee meetings may be called by the committee

1 chairperson, three (3) of the committee's members, or by the mayor
2 in the manner authorized by law.

3 (c) Whenever the location of a standing or special committee
4 meeting is insufficient to accommodate the public, the committee
5 shall immediately adjourn to a more suitable location, providing
6 due notice to the public present.

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

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

23 (f) Each standing or special committee shall report to the
24 committee of the whole on matters referred to the committee within

1 thirty (30) days of the matter first appearing on the committee's
2 agenda. A report of the committee shall briefly describe the
3 matter, a summary of the committee's conclusions or findings, and
4 a recommendation, motion, resolution, ordinance, or other distinct
5 proposition that the committee of the whole may consider when
6 recommending action to the council.