RE  SOLUTION NO. 2449

A RESOLUTION introduced by Councilmember Gary Price amending the Rules of Procedure for City Council Committees.

BE IT RESOLVED by the Council of the City of Topeka that pursuant to Council Rules and Procedures 7.1, the following Rules of Procedure are hereby amended and adopted as the rules governing the conduct and operation of City Council standing committees and special committees.

1. **Purpose.**

The orderly and timely transactions of the city government, as called for by Charter Ordinance 65, shall be better served by having in place a committee framework whereby resolution of certain issues may be developed prior to consideration by the full City Council. The committee framework shall include the use of standing committees and special committees.

2. **Standing Committees.**

A. The Council shall have the following **three (3)** six (6) standing committees, comprised of at least three (3) members of the Council:

   (1) Policy and Finance

   (2) Economic and Community Development

   Administration, and Audit

   (3) Public Health and Safety

   (4) Community Development

   (5) Economic Development

   (6) Public Improvements
The Policy Committee shall be appointed by the Deputy Mayor. The Deputy Mayor shall serve as Chair of the committee.

The Deputy Mayor Policy Committee shall appoint the members of the standing committees. Appointments shall be made no later than by the first regular action meeting in May September following Council elections. Each Councilmember shall fill out a committee preference list for a standing committee and the Deputy Mayor Policy Committee shall make every effort to appoint Councilmembers to the committee of their choice.

Councilmembers shall serve on their assigned committees for a two one-year term. Councilmembers who wish to change committee assignments may do so with permission of the Deputy Mayor. Each standing committee, except the Policy Committee, shall elect designate the Chair from among its members.

B. The Council shall have the following standing committees comprised of all members of the Council:

(1) Budget
(2) Long-Range Planning

The Council shall select the Chair of the Budget Committee, who shall serve a two one (21) year term and can be reselected. The Mayor shall serve as Chair of the Long-Range Planning Committee, as called for by Charter Ordinance 65.
3. **Special Committees**

Special committees may be established when there is an issue which needs special focus and would be better handled outside standing committees. Special committees may be created by a majority vote of the Council or the Deputy Mayor. Any proposition addressed to the establishment of a special committee must state tasks and the time period in which the committee should complete its assignment.

The **Deputy Mayor Policy Committee** shall appoint the members of a special committee. The Chair shall be designated by committee membership.

4. **Duties of Committees.**

It shall be the duty of the committees to act promptly and faithfully in all matters referred to them by the governing body.

5. **Committee Powers.**

All committees shall have the power to hold hearings and order production of books and papers relating to any subject within its jurisdiction (Charter Ordinance No. 65, Section 2.5). Standing committees shall make suggestions to improve their effectiveness.

Standing committees may appoint subcommittees from their committee membership.

6. **Committee Procedure.**

A. **Reference to Committee:** Any item coming before the City Council may be referred to committee by the Deputy Mayor or by majority vote of the Council. The examination of any subject can be initiated by a committee upon majority vote of the committee.

B. **Consideration by Committee:** Each item referred to a committee shall remain in that committee until the committee shall either act upon it or
it is dislodged from the committee's consideration as provided for in the rules or until passage of sixty (60) calendar days, after which the item shall automatically be placed on the next available City Council agenda, whichever occurs first.

C. **Committee Action:** An item shall be, upon majority vote of the committee, reported out of such committee by the Chair. The action of the committee shall be reflected in one of the following manners:

1. **DO PASS**
2. **DO NOT PASS**
3. **WITHOUT RECOMMENDATION**
4. **AS AMENDED**
   
   (a) **DO PASS**
   
   (b) **DO NOT PASS**
   
   (c) **WITHOUT RECOMMENDATIONS**

An item reported out of committee shall be placed upon the agenda of the next action meeting of the City Council for action. Both majority and minority reports of a committee may be filed at the request of any committee member, with the report proceeding to the City Council.

An item may be reported out of a committee as originally referred, or with amendments. An item amended in committee and thereafter reported out of said committee must show on the face of the item's cover sheet the fact that it has
been amended by the committee. This shall be the responsibility of the Chair of the committee. Amendments approved by the committee shall be separately attached to the original item. Amendments must be voted on by the City Council.

When a committee makes substantial amendments to an item they may report a substitute item for consideration by the Council. The substitute item approved by the committee shall be separately attached to the original item. If the Council accepts a substitute ordinance, it must have both a first and second reading before final Council consideration.

D. **Discharge of an item from Committee:** The City Council at any meeting held thirty (30) days or more after any item has been referred to a committee can, upon motion of any Councilmember, determine by a recorded vote whether such committee shall be discharged from further consideration thereon.

If during the course of a regular Council meeting, a majority of the Council votes in the affirmative on said motion, the item shall be immediately delivered to the City Clerk and before transacting any other business the City Council shall determine by a majority vote of the members present, whether it should be committed to any other committee or shall proceed to be discussed and voted on by the City Council at the next regular City Council meeting. No item removed
from a committee pursuant to this section shall receive final consideration by the City Council during the same meeting in which it was removed from committee.

E. Standing Committee Meeting Times: Each standing committee shall meet as needed. The committee Chair shall determine the day(s) of the week and time(s) which will permit the highest attendance and most efficient work schedule and report this to the entire Council. Council staff shall arrange for a calendar to be maintained of all committee meetings. The Mayor and Chief Administrative Officer shall be notified of committee meetings at least 24 hours in advance. Any request for resource "staff" will be included in the notification. The City Clerk will be notified of the time, place, and items to be discussed at each committee meeting at least 24 hours in advance of the meeting. If a chair of a committee does not call a meeting of the committee in a timely fashion, and the Deputy Mayor deems it necessary, the Deputy Mayor may call a meeting of said committee.

F. Alternate Members of Committees: If a member of a standing committee cannot be present at a meeting, an alternate may be appointed to serve at that meeting, with full voting rights. The alternate shall be appointed in the following order of priority:

1. An alternate Councilmember of the absent member's request
2. An alternate chosen by the Chair from those other Councilmembers present at the meeting
(3) An alternate chosen by the Deputy Mayor at the request of the absent member or the committee Chair

G. Quorum: In order to meet and take action a majority of the committee members must be present.

H. Agenda Preparation: The Chair shall be responsible for establishing the agenda for each committee meeting. Members desiring an item to be placed on the agenda should contact the Chair directly or through the Council staff.

If a member disagrees with a decision made by the Chair concerning the agenda, the Councilmember may appeal the decision to the full committee. A majority vote of the members present shall decide the question.

I. Minutes: Minutes shall be kept of each meeting. Minutes shall be reviewed and approved by the Chair prior to submittal to the City Council. A majority of the committee may amend the minutes at the next regular meeting of the committee.

The minutes shall reflect the attendance of members and vote on each issue.

J. Committee Expenses: No committee shall incur any expense without having been authorized by a vote of a majority of the Council.

K. Rules: All rules of the City Council, including Robert’s Rules of Order, shall apply to the Committees.
7. Transition. In order to facilitate the transition from the committee structure as provided for in City of Topeka Resolution 6797, the Public Improvements Committee is merged with the Economic Development Committee to form the Economic and Community Development Committee. The Policy Committee and the Finance, Administration and Audit Committee is merged to form the Policy and Finance Committee. Transition would occur on September 1, 2002.

BE IT FURTHER RESOLVED that Resolution No. 6797 is hereby specifically rescinded.

ADOPTED and APPROVED by City Council July 23, 2002.

CITY OF TOPEKA, KANSAS

Harry Felker, Mayor

ATTEST:

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY DATE 7/26/02 BY BB