

1 RESOLUTION NO. 7249

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

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

8 1. Purpose.

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

14 2. Standing Committees.

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

17 (1) Policy and Finance

18 (2) Economic and Community Development ~~Finance,~~
19 ~~Administration, and Audit~~

20 (3) Public Health and Safety

21 ~~(4) Community Development~~

22 ~~(5) Economic Development~~

23 ~~(6) Public Improvements~~

24 The Policy Committee shall be appointed by the Deputy Mayor. The
25 Deputy Mayor shall serve as Chair of the committee.

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

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

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

- 40 (1) Budget
- 41 (2) Long-Range Planning

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

46 3. Special Committees

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

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

54 4. Duties of Committees.

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

57 5. Committee Powers.

58 All committees shall have the power to hold hearings and order production of
59 books and papers relating to any subject within its jurisdiction (Charter Ordinance No. 65,
60 Section 2.5). Standing committees shall make suggestions to improve their effectiveness.
61 Standing committees may appoint subcommittees from their committee membership.

62 6. Committee Procedure.

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

67 B. Consideration by Committee: Each item referred to a committee shall
68 remain in that committee until the committee shall either act upon it or

69 it is dislodged from the committee's consideration as provided for in
70 the rules or until passage of sixty (60) calendar days, after which the
71 item shall automatically be placed on the next available City Council
72 agenda, whichever occurs first.

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

- 76 (1) DO PASS
- 77 (2) DO NOT PASS
- 78 (3) WITHOUT RECOMMENDATION
- 79 (4) AS AMENDED
- 80 (a) DO PASS
- 81 (b) DO NOT PASS
- 82 (c) WITHOUT RECOMMENDATIONS

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

88 An item may be reported out of a committee as
89 originally referred, or with amendments. An item amended in
90 committee and thereafter reported out of said committee must
91 show on the face of the item's cover sheet the fact that it has

92 been amended by the committee. This shall be the
93 responsibility of the Chair of the committee. Amendments
94 approved by the committee shall be separately attached to the
95 original item. Amendments must be voted on by the City
96 Council.

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

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

108 If during the course of a regular Council meeting, a majority of
109 the Council votes in the affirmative on said motion, the item shall be
110 immediately delivered to the City Clerk and before transacting any
111 other business the City Council shall determine by a majority vote of
112 the members present, whether it should be committed to any other
113 committee or shall proceed to be discussed and voted on by the City
114 Council at the next regular City Council meeting. No item removed

115 from a committee pursuant to this section shall receive final
116 consideration by the City Council during the same meeting in which it
117 was removed from committee.

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

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

- 135 (1) An alternate Councilmember of the absent member's request
136 (2) An alternate chosen by the Chair from those other
137 Councilmembers present at the meeting

138 (3) An alternate chosen by the Deputy Mayor at the request of the
139 absent member or the committee Chair

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

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

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

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

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

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

158 K. Rules: All rules of the City Council, including Robert's Rules of Order,
159 shall apply to the Committees.

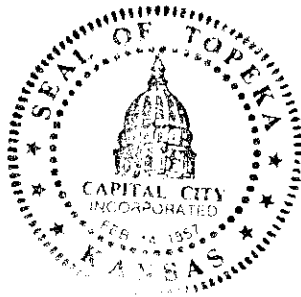
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161 7. Transition. In order to facilitate the transition from the committee structure as
162 provided for in City of Topeka Resolution 6797, the Public Improvements Committee is
163 merged with the Economic Development Committee to form the Economic and Community
164 Development Committee. The Policy Committee and the Finance, Administration and
165 Audit Committee is merged to form the Policy and Finance Committee. Transition would
166 occur on September 1, 2002.

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

169 ADOPTED and APPROVED by City Council July 23, 2002.

170 CITY OF TOPEKA, KANSAS



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Harry Felker
Harry Felker, Mayor

ATTEST:

Iris E. Walker
Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY DATE <u>7/26/02</u> BY <u>BBC</u>
