

RESOLUTION NO. 7613

A RESOLUTION introduced by Councilmembers John Alcalá, Lana Kennedy and Sylvia Ortiz, amending City Council Rule 7.1 to include the Mayor as a non-voting, advisory member of the Council Budget Committee.

BE IT RESOLVED by the Council of the City of Topeka, Kansas, that Topeka City Council Rules and Procedures 4.1 is hereby amended to read as follows:

**7.1 Citizen Committees, Boards, and Commissions:**

1. Purpose

The orderly and timely transactions of the city government, as called for by Charter Ordinance 94 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) standing committees, comprised of three (3) members of the Council:

- (1) Policy and Finance
- (2) Economic and Community Development
- (3) Public Health and Safety

The Deputy Mayor shall appoint the members of the standing committees. Appointments shall be made by the first meeting in September. Each Councilmember shall fill out a committee preference list for a standing committee and the Deputy Mayor shall make every effort to

26 appoint Councilmembers to the committee of their choice.

27 Councilmembers shall serve on their assigned committees for a one-  
28 year term. Councilmembers who wish to change committee assignments  
29 may do so with permission of the Deputy Mayor. Each standing committee  
30 shall elect the Chair from among its members.

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

33 (1) Budget

34 (2) Long-Range Planning

35 The Council shall select the Chair of the Budget Committee, who  
36 shall serve a one (1) year term and can be reselected. The Mayor may  
37 serve as a non-voting, advisory member of the Budget committee until the  
38 first Tuesday in April, 2009. ~~The Mayor shall serve as Chair of the Long-~~  
39 ~~Range Planning Committee, as called for by Charter Ordinance 65.~~

40 3. Special Committees

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

47 The Deputy Mayor shall appoint the members of a special committee.

48 The Chair shall be designated by committee membership.

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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 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 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:

- 72 (1) DO PASS
- 73 (2) DO NOT PASS
- 74 (3) WITHOUT RECOMMENDATION
- 75 (4) AS AMENDED
- 76 (a) DO PASS
- 77 (b) DO NOT PASS
- 78 (c) WITHOUT RECOMMENDATIONS

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

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

92 When a committee makes substantial amendments to an item  
93 they may report a substitute item for consideration by the Council.  
94 The substitute item approved by the committee shall be separately

95 attached to the original item. If the Council accepts a substitute  
96 ordinance, it must have both a first and second reading before final  
97 Council consideration.

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

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

113 E. Standing Committee Meeting Times: Each standing  
114 committee shall meet as needed. The committee Chair shall  
115 determine the day(s) of the week and time(s) which will permit the  
116 highest attendance and most efficient work schedule and report this  
117 to the entire Council. Council staff shall arrange for a calendar to be

118 maintained of all committee meetings. The Mayor and ~~Chief~~  
119 ~~Administrative Officer~~ City Manager shall be notified of committee  
120 meetings at least 24 hours in advance. Any request for resource  
121 "staff" will be included in the notification. The City Clerk will be  
122 notified of the time, place, and items to be discussed at each  
123 committee meeting at least 24 hours in advance of the meeting. If a  
124 chair of a committee does not call a meeting of the committee in a  
125 timely fashion, and the Deputy Mayor deems it necessary, the  
126 Deputy Mayor may call a meeting of said committee.

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

- 131 (1) An alternate Councilmember of the absent member's  
132 request
- 133 (2) An alternate chosen by the Chair from those other  
134 Councilmembers present at the meeting
- 135 (3) An alternate chosen by the Deputy Mayor at the  
136 request of the absent member or the committee Chair

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

139 H. Agenda Preparation: The Chair shall be responsible for  
140 establishing the agenda for each committee meeting. Members

141 desiring an item to be placed on the agenda should contact the Chair  
142 directly or through the Council staff.

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

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

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

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

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

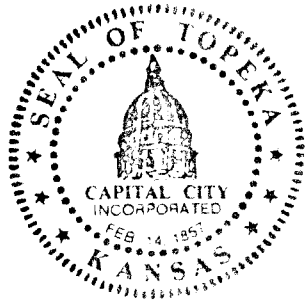
157 ~~7. Transition~~

158 ~~In order to facilitate the transition from the committee structure as~~  
159 ~~provided for in City of Topeka Resolution 6797, the Public Improvements~~  
160 ~~Committee is merged with the Economic Development Committee to form~~  
161 ~~the Economic and Community Development Committee. The Policy~~  
162 ~~Committee and the Finance, Administration and Audit Committee is merged~~  
163 ~~to form the Policy and Finance Committee. Transition would occur on~~

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~~September 1, 2002.~~

ADOPTED and APPROVED by the City Council APR 26 2005.



CITY OF TOPEKA, KANSAS

William W. Bunten  
William W. Bunten, Mayor

ATTEST:

Iris E. Walker  
Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY	
DATE <u>4/19/05</u>	BY <u>[Signature]</u>