

1 **RESOLUTION NO. 7950**

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3 A RESOLUTION introduced by Councilmember Brett Blackburn amending Topeka City
4 Council Rules and Procedures 7.1 concerning City Council
5 committees and the designation of the committee chair.
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7 BE IT RESOLVED by the Council of the City of Topeka, Kansas, that Topeka City
8 Council Rules and Procedures 7.1 is hereby amended to read as follows:

9 **7.1 Committees:**

10 (a) **Purpose:** The orderly and timely transactions of the city government, shall
11 be better served by having in place a committee framework whereby resolution of
12 certain issues may be developed prior to consideration by the full city council. The
13 committee framework shall include the use of standing committees and special
14 committees.

15 (b) **Standing Committees:**

16 (i) The council shall have the following three (3) standing
17 committees, comprised of three (3) members of the council:

- 18 (1) Policy and Finance
- 19 (2) Economic and Community Development
- 20 (3) Public Health, and Safety

21 The deputy mayor shall appoint the members of the standing
22 committees. Appointments shall be made by the first meeting in
23 May. Each councilmember shall fill out a committee preference list for
24 a standing committee and the deputy mayor shall make every effort
25 to appoint councilmembers to the committee of their choice.

26 Councilmembers shall serve on their assigned committees for a one
27 (1) year term. Councilmembers who wish to change committee
28 assignments may do so with permission of the deputy mayor. Each
29 standing committee shall elect the chair from among its members.

30 (ii) The Council shall have the following standing committees
31 comprised of all members of the council:

32 (1) Budget

33 (2) Long-range planning

34 (3) Committee of the whole

35 The deputy mayor shall be the chair of the Budget, Long-range planning and
36 the Committee of the whole. The mayor shall serve as a non-voting,
37 advisory member of the Budget committee.

38 (c) **Special Committees:** Special committees may be established when
39 there is an issue which needs special focus and would be better handled
40 outside standing committees. Special committees may be created by a
41 majority vote of the council. Any proposition addressed to the establishment
42 of a special committee must state tasks and the time period in which the
43 committee should complete its assignment.

44 The deputy mayor shall appoint the members of a special committee. The chair
45 shall be designated by committee membership.

46 (d) **Duties of Committees:** It shall be the duty of the committees to act
47 promptly and faithfully in all matters referred to them by the governing body.

48 (e) **Committee Powers:** All committees shall have the power to hold hearings
49 and order production of books and papers relating to any subject within its
50 jurisdiction. Standing committees shall make suggestions to improve their
51 effectiveness. Standing committees may appoint subcommittees from their
52 committee membership. A committee may discuss and examine any subject or
53 item that has either been referred to the committee by council action, or which the
54 committee, by majority vote, has decided to place on a committee agenda for its
55 consideration.

56 (f) **Committee Procedure:**

57 (i) **Reference to Committee:** Any item coming before the city council
58 may be referred to committee by majority vote of the council. The
59 examination of any subject can be initiated by a committee upon majority
60 vote of the committee.

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

67 (iii) **Committee Action:** An item shall be, upon majority vote of the

68 committee, reported out of such committee by the chair. The action of the
69 committee shall be reflected in one (1) of the following manners:

- 70 (1) Do Pass
- 71 (2) Do Not Pass
- 72 (3) Without Recommendation
- 73 (4) As Amended
- 74 (A) Do Pass
- 75 (B) Do Not Pass
- 76 (C) Without Recommendations

77 An item reported out of committee shall be placed on a city council
78 action meeting agenda, as provided by Rule 7.1(f)(ii) above. Both
79 majority and minority reports of a committee may be filed at the
80 request of any committee member, with the report proceeding to the
81 city council.

82 An item may be reported out of a committee as originally referred, or
83 with amendments. An item amended in committee and thereafter
84 reported out of said committee must show on the face of the item's
85 cover sheet the fact that it has been amended by the committee.
86 This shall be the responsibility of the chair of the committee.
87 Amendments approved by the committee shall be separately
88 attached to the original item. The council may approve committee

89 amendments by either adopting the committee report or voting
90 separately on each amendment.

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

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

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

111 was removed from committee.

112 (v) **Standing Committee Meeting Times:** Each standing committee
113 shall meet as needed. Special meetings may be called by the committee
114 chair or by action of the committee. The city manager shall be notified of
115 special committee meetings at least twenty-four (24) hours in advance of
116 any meeting. Any request for resource staff will be included in the
117 notification. The city clerk will be notified of the time, place, and items to be
118 discussed at each committee meeting at least twenty-four (24) hours in
119 advance of the meeting.

120 (vi) **Alternate Members of Committees:** If a member of a standing
121 committee cannot be present at a meeting, an alternate may be appointed to
122 serve at that meeting, with full voting rights. The alternate shall be
123 appointed in the following order of priority:

124 (1) An alternate councilmember of the absent member's request.

125 (2) An alternate chosen by the chair from those other
126 councilmembers present at the meeting.

127 (3) An alternate chosen by the deputy mayor at the request of the
128 absent member or the committee chair.

129 (vii) **Quorum:** In order to meet and take action a majority of the
130 committee members must be present.

131 (viii) **Agenda Preparation:** The chair shall be responsible for establishing

132 the agenda for each committee meeting. Members desiring an item to be
133 placed on the agenda should contact the chair directly or through the council
134 staff.

135 If a member disagrees with a decision made by the chair concerning the
136 agenda, the councilmember may appeal the decision to the full committee.
137 A majority vote of the members present shall decide the question.

138 (ix) **Minutes:** Minutes shall be kept of each meeting. Minutes shall be
139 reviewed and approved by the chair prior to submittal to the city council. A
140 majority of the committee may amend the minutes at the next regular
141 meeting of the committee. The minutes shall reflect the attendance of
142 members and vote on each issue.

143 (x) **Public Comment:** Public comment may be allowed on any matter
144 on a committee agenda, based on rules to be established by the committee.
145 All rules of decorum and conduct for debate and comment established by
146 these Topeka City Council Rules and Procedures shall be applicable to
147 public speakers.

148 (xi) **Committee Expenses:** No committee shall incur any expense
149 without having been authorized by a vote of a majority of the council.

150 (xii) **Rules:** All rules of the city council, including Robert's Rules of Order,
151 shall apply to the committees.

152 ADOPTED and APPROVED by the City Council May 15, 2007.

153 CITY OF TOPEKA, KANSAS

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ATTEST:

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Brenda Younger, City Clerk

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**This resolution became effective without the Mayor's signature.*