

Exhibit B - Council Committee Rules

Committee Membership

- Each Council Committee will consist of 4 Council Members.
- One Committee Member will be designated as the “Chair” and one as the “Vice-Chair”.
- The Mayor or any Council Member can attend any Committee meeting.
- The Mayor will appoint the membership of each Council Committee, including designating the Chair and Vice-Chair.
- The City Council must ratify the Committee membership via Resolution. The City Council may approve the membership list in its entirety or reject it as a whole.

Role of the Committee Chair and Vice-Chair

- The Chair will preside over Committee meetings and in consultation with other Committee members will:
 - Set meeting times.
 - Determine role of applicable Citizen Commissions at Committee meetings:
 - Hear Commission “report” at Committee meeting,
 - Allow Commission Chair to engage in Committee discussion/deliberation.
 - Work with City Manager’s staff liaison (Assistant City Manager) to develop Committee agendas.
 - Work with City Manager’s staff liaison (Assistant City Manager) to develop post-meeting minutes and Committee reports (to inform Council non-Committee members regarding Committee work).
- The Vice-Chair will:
 - Act as the Chair in his/her absence.

Items presented for Committee consideration

- Will be held during a posted, public meeting (if public input will be taken or if any Committee action is contemplated).
- The following data shall be prepared and presented to the Committee:
 - Public Involvement/Input received at this point – including applicable Commission input.
 - To the extent applicable:
 - Fiscal Impacts - capital requirements, ongoing operational expenses including staffing requirements, etc. for existing and future budgets.
 - Legal Analysis.
 - Any further information/data necessary for review and/or requested by Committee members.

Committee Actions

- The Committee will act in an “advisory” role to the full Council. In that role, the Committee will analyze, review, make recommendations for change, and take public input. The Committee will take one of the following actions:
 - Send the item to the City Council with a recommendation,
 - Send the item to the City Council with no recommendation,
 - Hold the item for further review, or
 - Decline to take action

- At any time during Committee review, with endorsement from 4 Council members or at the discretion of the City Manager, the item will be routed to the City Council for consideration at the next available Council meeting.