

**Sec. 2-43. Claims.**

All claims shall be allowed, approved and paid as provided in article VI, division 3, of this chapter.

(Code 1986, § 2.02(13))

**Sec. 2-44. Suspension of rules.**

Any rule under this article may be suspended by a two-thirds vote of the members present.

(Code 1986, § 2.02(14))

**Sec. 2-45. Alteration of rules.**

Any of the rules under this article may be altered or amended by a two-thirds vote of all the members of the council.

(Code 1986, § 2.02(15))

**Sec. 2-46. Robert's Rules of Order.**

When not otherwise covered by these rules of procedure, Robert's Rules of Order, Newly Revised, shall govern.

(Code 1986, § 2.02(16))

**Secs. 2-47—2-65. Reserved.**

**X** DIVISION 2. COMMITTEES

**Sec. 2-66. Established; meetings; responsibilities.**

(a) *Generally.* The committees set out in this section shall constitute the standing committees of the council. Such committees shall be responsible for the areas provided in this section.

(b) *Meetings and procedures.* The standing committees shall meet regularly at least once a month at a regularly scheduled meeting. Each committee will be responsible for reviewing and making recommendations to the council regarding the department's annual operating and CIP budgets; along with development of department's goals, policies and ordinances. The rules of procedure prescribed in division 1 of this article shall be followed in the standing committees so far as applicable. Two-thirds of the membership of the standing committee shall constitute a quorum for the transaction of business, although a lesser

number may adjourn. The mayor, as an ex-officio member of all committees, shall not be counted in determining a quorum. All committee members, including the chair, may make and second motions and shall vote aye, nay or abstain. Any meeting may be cancelled by the chair or vice-chair, in absence of chair, for cause shown. The clerk shall notify the official newspaper of such cancellation in a timely fashion.

**(c) Responsibilities.**

(1) *Public works committee.* The oversight responsibilities of the public works committee include street department, streets and alleys, signing of streets, sidewalks, disposal of stormwater, maintenance of municipally owned property, permits, installation and maintenance of traffic signs, public transportation, tree commission, planning department, Main Street enhancement committee, cemetery board, and all ordinances and policies concerning or affecting such subjects.

→ (2) *Community affairs/council policies committee.* The oversight responsibilities of the community affairs/council policies committee include food pantry, hall of fame, holiday fund, joining forces for families, sister city, opera house, cable commission, commission on aging, arts council, seniors in need, and other committees related to community or social projects, as well as rules and procedures to be followed by all standing committees and the council, policies to be followed by elected and appointed officials in the conduct of city business and all ordinances and policies concerning or affecting such subjects.

(3) *Public safety committee.* The oversight responsibilities of the public safety committee include licenses, ambulance, police, fire, judiciary, traffic regulation and related signage, safety committee, and all ordinances and policies concerning or affecting such subjects.

(4) *Finance committee.* The oversight responsibilities of the finance committee include finance department, financial transactions, treasurer's reports, claims for pay-

ment, claims for damages, contract approval/award/expenditure oversight, insurance purchasing and oversight, bonds, borrowing resolutions, financial policies, budgets, revenue generation, assessment/assessor selection/oversight, purchase, lease and sales of property, taxi grant, grant applications/expenditure oversight, facade improvement committee and all ordinances and policies affecting or concerning such subjects.

- (5) *Personnel committee.* The oversight responsibilities of the personnel committee include the clerk's department, policy decisions and necessary interpretation of work rules and union agreements, all personnel policies, hearings or decisions related to employee hiring, discipline, and status as required by ordinance and/or city policy union and employee negotiation personnel position requests, payroll questions, position description creation and appeals, any matter dealing with firms retained for personnel purposes, exclusive of their contract, and all ordinances and policies concerning or affecting such subjects.
- (6) *Parks and recreation committee.* The oversight responsibilities of the parks and recreation committee include parks and recreation department, parks, park development, recreation, river and trails task force, youth center, friends of Mandt Park, and all ordinances and policies concerning or affecting such subjects.

(Code 1986, § 2.01(1); Ord. No. 0-13-06, § 1, 3-28-2006; Ord. No. 0-09-07, § 1, 4-27-2007; 0-14-07, § 1, 5-22-2007; Ord. No. 0-01-08, § 1, 1-8-2008)

#### **Sec. 2-67. Appointments.**

(a) Appointments to the standing committees set out in section 2-66 will be comprised of four members, one from each aldermanic district. Whenever possible, the mayor will appoint a member of the previous year's committee as a hold over to insure committee continuity. Appointments to standing committees shall be made annually by the mayor at the reorganizational meeting of the city council, subject to confirmation by the council.

(b) Each committee shall elect its own chair and vice-chair at the first meeting following the reorganizational meeting. No alderperson shall serve as chair of more than one standing committee.

(Code 1986, § 2.01(2); Ord. No. 0-23-03, § 1, 6-10-2003; Ord. No. 0-13-06, § 1, 3-28-2006; Ord. No. 0-09-07, § 2, 4-27-2007; Ord. No. 0-01-08, § 1, 1-8-2008)

#### **Sec. 2-68. Committee reports.**

Each standing committee to which any matter shall be referred shall report thereon in writing at the next regular meeting of the common council. Such report shall be placed on file with the clerk and, after action thereon, shall be retained for the statutory period.

(Code 1986, § 2.01(3))

#### **Sec. 2-69. Committee of the whole.**

To form the council into a committee of the whole, the presiding officer shall leave the chair and the president of the council shall preside. The rules of procedure prescribed in division 1 of this article shall be followed in the committee of the whole so far as applicable.

(Code 1986, § 2.01(4))

#### **Secs. 2-70—2-100. Reserved.**