

62-R-00

## RESOLUTION

Amending Rules and Organization of  
the City Council of the  
City of Evanston

BE IT AND IT IS HEREBY RESOLVED, that the City Council of the City of Evanston, Cook County, Illinois, amends Rule 9 of its Rules and Organization, dated April 29, 1997, to read as follows:

9. **COMMITTEES**

9.1 Open Meetings. All regular and special meetings of committees, boards and commissions shall be open to the public and to the press, except closed sessions as authorized by the statutes of the State of Illinois.

9.2 Standing Committees. There shall be ~~four~~ *five* standing committees of the City Council: (1) Rules Committee; (2) Administration and Public Works; (3) Human Services; ~~and~~ (4) Planning and Development; *and (5) Budget Committee.* (Standing committees, other than the Rules Committee and Human Services, meet before the regular Council meetings and may also set additional Mondays and such other meeting times as necessary). The Planning and Development Committee and Administration and Public Works Committee shall meet before the regular Council meetings. The Human Services Committee and the Rules Committee shall meet in accordance with a published schedule, but in no event less than once per month. *The Budget Committee shall meet in accordance with a published schedule.* Standing Committees may establish subcommittees as needed to assist them in more efficiently conducting their business.

9.3 Rules Committee (nine members)

9.3.1 The jurisdiction of this committee shall be as follows:

- (1) Assignment of Aldermen to standing committees, the Northwestern Evanston Research Park Board, the Economic Development Committee, and the Community and Development Committee (CD Committee) which recommends to the Council expenditure of Federal funds.
- (2) Determination jurisdictional disputes between committees;
- (3) Revision of Council Rules;

- (4) Preparation and maintenance of the list of mayor pro tem;
- (5) Insure compliance with the Illinois Open Meetings Act.
- (6) Appointment of chairs to standing committees;
- (7) Coordination of the City Manager evaluation.
- (8) Such other matters as are referred to it by the Council or Mayor.

- 9.4 Administration and Public Works Committee. (five members) The duties of this committee shall include matters relating to bills and purchases; ~~budget policy~~; finance; fire; legal; licensing; personnel; public works, including: streets and alleys, lighting, refuse disposal, water and sewers, traffic control and parking; public buildings, public transportation; public utilities; safety (including civil defense); liaison with the police and fire pension boards; and capital improvements. This committee shall meet at 7:00 p.m. on the night of regular scheduled City Council meetings.
- 9.5 Human Services Committee. (five members) The duties of this committee shall include matters relating to the Department of Health and Human Services, including public health, mental health, youth, aging, emergency assistance and community purchased human services, liaison with human service-related boards and commissions; private and public organizations funding or providing human services within the City and matters relating to the arts, recreation, library, environment, unemployment, the Township, unified budgeting, the Farmers ' Market and Police services. The committee will sit as the Township Committee when dealing with all matters related to the Township. It will sit as the Police Services Committee when dealing with citizen review cases. The Human Services Committee shall meet on the first Monday of each month.
- 9.6 Planning and Development Committee. (four members) The duties of this committee will include matters relating to planning; physical development, zoning, building conservation, preservation, housing, and relocation. The Committee shall review and advise the City Council on the use and planning of all City park land. This Committee shall meet at 7:00 p.m. on the night of regular scheduled Council meetings.
- 9.7 ***Budget Committee ( \_\_\_ members) The duties of this committee will include matters relating to the creation and amending of a budget policy, the prioritization of services for the capital and operating budgets, and the review of the Comprehensive Annual Financial Report.***
- 9.8 Committee Chairman. The Rules Committee will establish a schedule of Standing Committee chairmanship, with no Alderman holding two chairmanships at the same time.
- 9.9 Committee of the Whole. By majority vote, the Council may resolve itself into a Committee of the Whole for the purpose of informally discussing any matter. The presiding official shall be the Mayor or the appropriate Committee Chairman.

9.10 Standing Committees' Priorities and Procedures.

9.10.1 The chair shall confer on a regular basis with staff to review the committee agenda.

9.10.2 Each committee shall adopt guidelines for the conduct of its meeting and for public participation. The chair shall report committee deliberations and actions to the Council and may appoint, as necessary, a speaker to present majority or minority committee reports to the Council.

9.10.3 References - Committees, Boards, and Commissions composed entirely of Aldermen shall consider matters referred to them by the Mayor, Aldermen, or staff without the necessity of a vote of the Council. References to other Committees, Boards, or Commissions, which are approved by the City Council, shall be considered by that Committee, Board, or Commission. Prior to approval of such reference, the Council shall have the right to debate the motion for such references.

9.10.4 The Chair of the Standing Committees may appoint subcommittees with the approval of the committee for better operational efficiency and/or greater community involvement to consider particular issues or problems. The sub-committee shall report to the standing committee which created it.

9.11 Special Committees (Ad Hoc)

9.11.1 Special committees may be appointed to consider particular problems. At the time of creating of any special committees, the appointing body shall also designate to whom the special committee will report and the time frame within which its work should be completed. There shall be three types of special committees.

9.11.2 Special Committees of the Aldermen which shall be composed of Aldermen appointed by the City Council, or the Rules Committee, or by the Mayor.

9.11.3 Special Committees of Aldermen and citizens of the City which shall be appointed by Aldermen, by the City Council, the Rules Committee, or by the Mayor.

9.11.4 Special Committees appointed by the Mayor, with the advice and consent of the City Council, which may be composed entirely of citizens.

9.11.5 Except as provided in section 5.6 of these rules the chairs of these special committees shall be appointed by the Mayor with the advice and consent of the City Council.

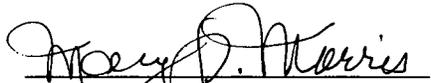
9.11.6 All appointments of the above committees shall be with the advice and consent of the City Council.

9.12 Special Meetings. Three or more members of a Committee, Board or Commission may call a meeting of that body when the Chair has canceled the meeting. Such call for a meeting shall be in writing, duly signed by the callers and shall be presented to the Chair. (Resolution 65-R-92).

This Resolution shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

  
Mayor Pro Tem

ATTEST:

  
City Clerk

Adopted: June 12, 2000