

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: May 12, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt an amendment to the Apex Town Council's Rules of Procedures to incorporate direction previously provided at the April 21, 2026, Town Council Work Session which clarified the Council Committee membership and the Role of the Council Committee Chair position.

Approval Recommended?

Yes

Item Details

During the April 21, 2026, Town Council Work Session, the Council voted to confirm the Mayor's recommended appointments to the various committees and self-nominated to fill the remaining positions. Afterwards, the Council voted to confirm the Council Committee structure for 2026-2027.

In addition, Councilmembers discussed how they view the role of the Chair of Council Committees. Following this discussion, the Town Clerk reached out to various municipalities to seek guidance on how they defined the role of the Chair specifically in municipalities that have Council Committees. Very few municipalities specifically define the role of a Council Committee Chair and Roberts Rules speak vaguely to the position in terms of authority.

Possible language has been prepared to establish a clear definition for the role of the Council Committee Chair. An excerpt of the proposed language is included below for convenience and the full Rules of Procedures document which includes the proposed amendment is included as Attachment (CN7-A1).

Part XI. Appointments and Appointed Bodies

Rule 35. Committees and Boards

(a) Establishment and Appointment. The council may establish temporary and standing committees to help carry on the work of town government. Unless otherwise provided by law or the council, the power of

appointment of vacancies to such bodies lies with the mayor, **subject to confirmation by the Town Council**. The council may prescribe the membership of temporary or non-standing committees at the time of establishment by resolution.

At the time of adoption of these rules, the current council committees consist of the following:

- (i) Governance, Fiscal Stewardship, and Internal Support
- (ii) Environmental Leadership
- (iii) Responsible Development
- (iv) Vibrant Community and Economic Vitality
- (v) Public Safety

(b) Committee Membership. Council Committees shall consist of two (2) members of the elected body. The Mayor shall be eligible to serve on Council Committees and may serve in the role of the Council Committee Chair. Committee Chairs and Membership shall be equitably distributed among Councilmembers, with assignment preferences informed by councilmember seniority.

(c) Role of the Committee Chair. The Committee Chair shall preside over all committee meetings, facilitate orderly and productive discussions, coordinate with staff on meeting agendas and committee priorities, and communicate committee discussions, recommendations, and recent actions to the full elected body as timely as possible. A committee Chair shall not have the authority to halt, delay, or otherwise stop matters, nor provide immediate direction to staff or outside parties without prior authorization, consensus, or formal action of the full governing body.

Attachments

- CN6-A1: Proposed Amendment to Apex Town Council Rules of Procedure - Council Committees

