

**CITY OF GUSTAVUS
ORDINANCE FY25-09**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 2 ADMINISTRATION, CHAPTER 2.40 CITY COUNCIL PROCEDURES, SECTION
2.40.150 COMMITTEES**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2, Chapter 2.40.150 be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 2 - ADMINISTRATION

Chapter 2.40 – City council procedures

Section 2.40.150 – Committees

- (a) Standing committees shall be created and dissolved by resolution.
- (b) Special committees shall be created by resolution. The city council shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment as defined in the resolution.
- (c) Any member of the city council may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.
- (d) Selection, process, and duties of committees of the city council.
- (1) Standing committees.
- (A) There shall be not more than two (2) city council members appointed to each standing committee of the city council. **City council members appointed to the committee shall serve as a liaison, without voting privileges.**
- (B) **Volunteers interested in filling a vacancy on a committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.**

~~(C)(B)~~ Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the mayor **from applications received and** subject to ratification by the city council.

~~(D)(C)~~ A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the city council. Matters not within the scope of any standing committee or within the scope of more than one (1) standing committee shall be assigned by the mayor.

~~(D)~~ Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the mayor must have the concurrence of a majority of the committee members.

(2) Special committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the mayor and shall be subject to ratification by the city council.

(A) There shall be not more than two (2) city council members appointed to each standing committee of the city council. City council members appointed to the committee shall serve as a liaison, without voting privileges.

(B) Volunteers interested in filling a vacancy on a committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.

(C) Nominations for special committee appointments and for the position of chair of each such committee shall be made by the mayor from applications received and subject to ratification by the city council.

(e) The council liaison is a nonvoting member who may participate in committee deliberation, provides a direct line of communication between the committee and the city council, and provides guidance about Open Meetings Act and Roberts Rules of Order.

~~(f)(e)~~ The **meeting** schedule will be made available in the office of the clerk and posted in at least three (3) public locations throughout the City of Gustavus five (5) days prior to meeting. All committees will prepare and present quarterly reports at city council meetings as scheduled by the council or at the request of the city council.

~~(g)(f)~~ Quorum of committees. For committees with seven (7) or eight (8) members, four (4) of the membership shall constitute a quorum; for committees with five (5) or six (6) members, three (3) of the membership shall constitute a quorum. For committees with four (4) or fewer members, two (2) of the membership shall constitute a quorum for the transaction of business. **Council members serving on committees will not count in the constitution of a quorum.**

~~(h)(g)~~ Voting. The minimum vote required to take official action shall be the same as that constituting a quorum.

(i) All committee members under this chapter shall take an oath of office prior to participation in any meeting.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: February 10th, 2025

Date of Public Hearing: March 10th, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk