

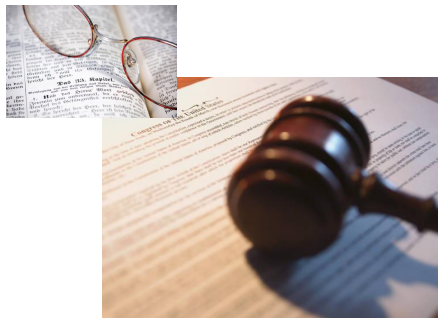
SB Council Information
<http://www.southbendin.gov>

The South Bend Common Council

WELCOMES and encourages the public to attend and participate at all of the Council's Standing Committee meetings and all regular and special sessions of the Common Council.

The South Bend Common Council MEETS on the 2nd & 4th Mondays of each month at 7 p.m. in the Council Chambers, 4th Floor County-City Building in downtown South Bend.

An Organizational Meeting of the South Bend Common Council takes place on the first Monday of January where the Council Officers are elected and the Council Attorney is formally appointed. All of these meetings are open to the Public.



2011 Common Council Members:

Derek D. Dieter, 1st District, President

Henry Davis, Jr., 2nd District

Thomas LaFountain, 3rd District

Ann Puzzello, 4th District

Dr. David A. Varner, 5th District

Oliver Davis, 6th District, Vice-President

Timothy A. Rouse, At Large, Committee of the Whole Chairperson

Al "Buddy" Kirsits, At Large

Karen L. White, At Large

Council Support Staff:

John Voorde, City Clerk

Mary Beth Wisniewski, Chief Deputy

Janice Talboom, Deputy Clerk

Winona Hays, OVB Clerk * Kareemah Fowler, City Clerk Secretary

Kathleen Cekanski-Farrand, Council Attorney

**South Bend
Common Council**

441 County-City Building
227 West Jefferson Boulevard
South Bend, Indiana 46601-1830

Phone: (574) 235-9321
Fax: (574) 235-9173

**South Bend
Common Council**



2011 Common Council Meeting Rules and Procedures



"To make certain that our City Government is always responsive to the needs of our residents & that the betterment of South Bend is always our highest priority".

**-Mission Statement of the
South Bend Common Council**



4th Floor County-City Bldg
Downtown South Bend
(574)- 235-9321

Revised 01-13-11

South Bend Common Council– 2011

The Common Council meets on the **2nd & 4th Mondays** of each month. Items for the Council agenda must be filed in the Office of the City Clerk, Room 455, County-City Building by **12 Noon on the Wednesday** prior to the 2nd and 4th Monday.



Filing Deadline:
Noon Wednesday

The Council is authorized by Indiana state law to act on two (2) types of legislation, namely: resolutions & ordinances. **Resolutions** are limited to matters relating to internal affairs or operations & are heard at one Council meeting. **Ordinances** address all matters which are of a general and permanent nature. Ordinances address topics in the *South Bend Municipal Code*; establish fees & charges; regulate conduct; establish penalties; and are required for the passage of budgets, the setting of salaries, and zoning changes. Each proposed ordinance must have 3 separate readings by the City Clerk. After the 1st reading, a proposed ordinance may be referred to a Council Standing Committee for public hearing, where review & advisory recommendation is made. At a subsequent Council meeting, a public hearing is held by the Committee of the Whole after the Bill's 2nd reading. Formal presentations in favor & or in opposition to a Bill, are not subject to a time limit. Members of the public may speak for a **maximum of 5 minutes** in favor or in opposition to a Bill, with those in favor speaking first. A person's name & address must be given for the public record. The public portion in opposition is limited to the time spent in favor of the Bill or 30 minutes, whichever is greater. A 5 minute rebuttal period follows the remonstrance. The public hearing is then closed & the Council debates the Bill. Motions on the Bill are made with a formal recommendation to the full Council. A majority of the Council [5 votes] is required for the passage of most ordinances.

Council Meeting Order of Business

1. **Invocation.**
2. **Pledge to the Flag.**
3. **Roll Call.**
4. **Report from Subcommittee on Minutes.**

5. **Special Business.**
6. **Reports of City Offices.**
7. **Committee of the Whole.**

2nd Readings of proposed ordinances are by title only & are read by the City Clerk; followed by a Committee Report; and Formal Presentation
Public Hearing: A member of the public must give her/his name & address & may speak for up to 5 minutes in favor, or in opposition;. The total time for remonstrators shall be equal to the time of the public portion of those speaking in favor or 30 minutes, whichever is greater. A 5 minute rebuttal period then follows.

Council Portion: Debate & motions on Bills by Council.

8. **Bills Receiving 3rd Reading** (title only), motion by the Council and a formal roll call vote of the Common Council.
9. **Resolutions.**
Committee Report Formal Presentation Public Hearing
Roll call vote of the Common Council.
10. **Bills Receiving First Reading.**
11. **Unfinished Business.**
12. **New Business.**
13. **Privilege of the Floor**-members of the public may speak on items NOT on the agenda for 3 minutes.
Thirty (30) minute maximum for this portion of the meeting
14. **Adjournment.**



Standing Committees of the Council:

Community & Economic Development

Community Relations

Council Rules

Health & Public Safety

Information & Technology

Parks, Recreation, Cultural Arts & Entertainment

Personnel & Finance

Public Works & Property Vacation Committee

Residential Neighborhoods

Utilities

Zoning & Annexation

Members of the public may serve as a citizen member on most committees. Contact the Office of the City Clerk for an application or go online to the City's

Website at <http://www.southbendin.gov>

Commitment to Service

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