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Karen L. White, At Large
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2015 Council Officers:
Tim Scott, *Council President*

Derek D. Dieter, *Vice-President*

Karen L. White, *Committee of Whole*



2015 Standing Committee Chairpersons

Community Investment	Gavin Ferlic
Community Relations	Karen L. White
Health & Public Safety	Derek D. Dieter
Information & Technology	Gavin Ferlic
Residential Neighborhoods	Derek D. Dieter
Parks & Recreation	Dr. Fred Ferlic
Personnel & Finance	Karen L. White
Public Works/Vacation	Valerie Schey
Utilities	Dr. Dave Varner
Zoning & Annexation	Oliver J. Davis

Council Support Staff

John Voorde, City Clerk

Kareemah Fowler, Chief Deputy Clerk

Janice Talboom, Deputy City Clerk

Kathleen Cekanski Farrand, Council Attorney

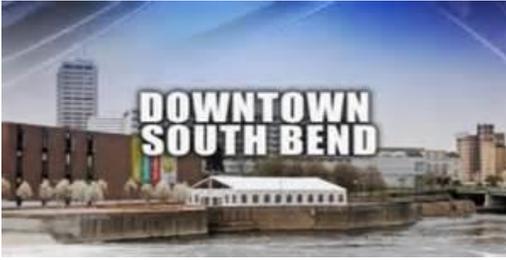


SOUTH BEND COMMON COUNCIL
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 Indiana 46601
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Council@southbendin.gov

**SOUTH BEND
 COMMON
 COUNCIL**

Rules of Procedure

2015



Welcome!

The Common Council *welcomes* you to a meeting of the legislative branch of our city government. We meet regularly on the 2nd & 4th Mondays of each month at 7 p.m. in the Council Chambers, 4th Floor County-City Building. All meetings are governed by the State of Indiana's Open Door Law.

The Council has eleven (11) Standing Committees which meet prior to the Council meeting to review and give an advisory recommendation on all proposed ordinances and resolutions referred to a committee.

All proposed Resolutions & Ordinances must be filed with the Office of the City Clerk by the filing deadline established by *City Code*.

Resolutions address such items as zoning special exceptions, tax abatements, and items required by law. They receive one reading by title only at a public Council meeting.

Ordinances may establish fees & charges, rules, procedure, penalties, salaries, appropriations and budgets. Proposed ordinances are required to have three readings by title only at a public meeting.

The Council sits as a Committee of the Whole to conduct public hearings on all proposed

ordinances. The title of each is read, a Committee report is given followed by a formal presentation by the person filing the Bill. The public then has the opportunity to speak and must give his/her name and address with comments being limited to 5 minutes. Those in favor of the Bill speak first; those who wish to speak in opposition speak thereafter. The total time for those speaking in opposition shall be equal to the time spent by those speaking in favor or thirty (30) minutes, whichever is greater. Any questions raised will be addressed by the presenter during Rebuttal which is limited to 5 minutes. The public portion is then closed. The Council portion then begins where questions & comments on the Bill take place followed by motions to amend, recommend favorably, unfavorably, or to continue and send back to committee for further review & hearing date.

A motion to reconvene is required for the body to deliberate as the Common Council following the Committee of the Whole.

A 3rd reading of the title of each proposed ordinance is then given where the final disposition of the Bill is made. A majority of the Council [five votes] is required to pass an ordinance or adopt a resolution, unless Indiana state law or local ordinance require otherwise.

All persons attending a Council meeting are requested to turn all electronic devices to their silent mode and are also requested to stay behind the Council railing.

“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” ***- Council Mission Statement***



Common Council Meeting Order of Business

- Invocation
- Pledge to the Flag
- Roll Call
- Report from Subcommittee on Minutes.
- Special Business
- Reports of City Offices
- Resolve into the Committee of the Whole where proposed ordinances receive 2nd reading by title only & public hearings
- 3rd Readings & votes on proposed ordinances
- Resolutions
- 1st Readings on proposed ordinances where each is read by title only. By proper motion & vote each is referred to a Standing Committee for review & advisory recommendation & a date is set for public hearings
- Unfinished business
- New Business
- Privilege of the Floor where topics not on the agenda may be addressed. Time is limited to 3 minutes per person for a 30 minute total & is governed by § 2-12 of the *City Code*.
- Adjournment