

City of Bloomington Common Council
Committee on Council Processes, Monday, Oct. 6, 2025, 12:15-1:45 pm
Allison Conference Room (#225), Showers Building, 401 N. Morton Street

The public may also access the meeting at the following link:
<https://bloomington.zoom.us/j/81856368669?pwd=yZJcXAhq7Fy1vCUJjCZb8VvS1TqpgX.1>

AGENDA

Chair: Isabel Piedmont-Smith

- 1) Agenda review and approval
- 2) Updates
 - a) Sign-in for public comment at meetings (Clerk's office)
 - b) Proposal for the planning and scheduling of deliberation sessions* (Sam Roll, Council intern)
 - c) Revision to 2.04.380 (4)(b) to clarify the report section*
- 3) City residency requirement for service on boards and commissions*
 - a) Report from Council staff on legal ramifications
 - b) Public comment
- 4) City Council staff processes*
- 5) Order of business at regular sessions of Council
 - a) Allowing discussion of legislation at First Reading (2.04.300)*
 - Possible code revisions
 - Public comment
 - Vote (if we are ready)
 - b) Consent Agenda Research Update
- 6) Public comment
- 7) Adjournment

*Denotes attachment included in the meeting packet

Bloomington City Committee on Council Processes meetings can be watched on the following websites:

- Community Action Television Services (CATS) – <https://catvstv.net>
- YouTube – <https://youtube.com/@citybloomington>

Background materials and packets are available at <https://bloomington.in.gov/council/processes/meetings?year=2025>

Pursuant to applicable law and policy, the following details are provided regarding the officers serving on this committee:

- Committee Members: Isabel Piedmont-Smith (Chair), Matt Flaherty, Sydney Zulich, Courtney Daily
- Appointed by: Council President
- Term: Beginning 1/8/2025; Expiration 1/7/2026

This memo outlines a proposed new process for councilmembers to submit and collect suggestions for topics to be discussed at future deliberative sessions. The goal is to provide an efficient, transparent method while ensuring compliance with Indiana's Open Door Law (ODL).

Proposed Process

Under this new method, all 9 councilmembers would have submission access to a Google Form that collects:

- **Required fields:** Topic suggestion, topic description, ~~and~~ explanation of why the topic is relevant for a deliberative session, stage of the legislative process the submitting CM is in, type of meeting envisioned, type of public engagement envisioned, format of session, and whether or not there is a need for facilitator(s).
- **Optional fields:** Proposed meeting date or timeframe, whether or not any other CMs are onboard with the topic or helping, additional resources or attachments, and any relevant links.

All responses will be collected automatically in a linked Google Response Sheet. The sheet will be owned by one designated councilmember, who will be responsible for managing the suggestions.

ODL Compliance Considerations

There are known concerns about ODL violations when using shared online documents among councilmembers. Specifically, in Formal Complaint 23-FC-62, the Indiana Public Access Counselor found that sharing a Google Doc among members constituted sharing information outside of a public meeting, which violated ODL.

To avoid similar violations, this process incorporates the following safeguards:

1. **Submission-only access:** All councilmembers will have access to submit suggestions via the Google Form, but will not have access to view any responses, including their own.
2. **Single point of management:** Only 1 councilmember will have view-only access to the Response Sheet. This person will be responsible for organizing and presenting the submitted suggestions. They will not have the ability to edit or delete any responses.

An example of the Google Form and the linked Response Sheet is attached to this memo for your reference.

Deliberative Session Topic Suggestions

Please submit your suggestions for deliberative session topics below. Deliberative sessions are intended for in-depth discussion of topics, not for immediate action or voting.

Note that once your suggestion is submitted, it cannot be edited or deleted.

After submitting your topic, you will be expected to help coordinate the meeting in which your topic is discussed.

All submissions will be made publicly available exactly as they are received.

Once you submit this form, your suggestion will automatically appear in a publicly available response sheet. The sheet is managed by one designated councilmember, who will organize the suggestions for consideration at a future deliberative session. All submissions are visible to the public in real time and will also be included in the council's agenda planning materials.

samuel.roll@bloomington.in.gov [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Topic Suggestion *

Your answer

Please describe the topic in detail, including any relevant background information, *, data, or examples

Your answer



Why is this topic timely or relevant for a future deliberative session? *

Your answer

Stage you are in the legislative process *

Choose

Type of meeting envisioned *

Choose

Type of public engagement *

- ☐ Break-out groups
- ☐ Comments at the mic
- ☐ Include in discussion at the table
- ☐ Other:



Format of session *

- ☐ Break-out groups
- ☐ CMs around a table
- ☐ CMs at the dais
- ☐ Other:

Need for facilitator(s)? *

Choose ▼

Proposed meeting date, month or timeframe (optional)

Your answer

Any other CMs onboard with this topic and helping? (optional)

Your answer

Additional resources or attachments (optional)

Upload up to 5 supported files. Max 10 MB per file.

[Add file](#)



Relevant links / websites (optional)

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of City of Bloomington, Indiana. - [Contact form owner](#)

Google Forms



ORDINANCE 2025-xx

**TO AMEND TITLE 2 OF THE BLOOMINGTON MUNICIPAL CODE ENTITLED
“ADMINISTRATION AND PERSONNEL”**

Re: Amending BMC 2.04.380 (Order of Business at Regular Sessions)

- WHEREAS, Bloomington Municipal Code (“BMC”) 2.04.380 establishes the order of business for regular sessions of the City of Bloomington Common Council (“Council”); and
- WHEREAS, BMC 2.04.380(4) entitled “Reports” contemplates that Council will receive reports from Councilmembers, the Mayor and city offices, Council committees, and the public, but it does not identify reports from the City Clerk and City boards and commissions; and
- WHEREAS, in practice, the Council would like to specifically identify reports from the City Clerk and the City boards and commissions within the order of business during its regular sessions; and
- WHEREAS, the Council desires to amend the BMC so that the order of business explicitly includes these additional reports.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. Subsection (4) of Section 2.04.380 of the Bloomington Municipal Code entitled “Order of business at Regular Sessions,” is hereby deleted and replaced as reflected in the amended Section 2.04.380 in “Attachment A”, such that Subsection (4) reads in full as follows:

- (4) Reports (a maximum of twenty minutes is set aside for each part of this section):
 - (A) Council members,
 - (B) The Mayor, City Clerk, City offices and City Boards and Commissions,
 - (C) Council committees, and
 - (D) Public*;

SECTION 2. If any sections, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION 3. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval of the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2025.

HOPI STOSBERG, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2025.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2025.

KERRY THOMSON, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends BMC 2.04.380 to update the Council’s Regular Session agenda, expanding subsection (4)(B) to include the Mayor, City Clerk, City offices, City Boards and Commissions, and City Partnership Entities in reports.

2.04.380 Order of business at regular sessions.

The council shall transact its business in the following order, but it may by majority vote amend the normal order of business and time limits set forth below:

- (1) Roll call;
- (2) Agenda summation;
- (3) Approval of minutes;
- ~~(4) Reports (a maximum of twenty minutes is set aside for each part of this section):~~
 - ~~(A) Council members,~~
 - ~~(B) The mayor and city offices,~~
 - ~~(C) Council committees, and~~
 - ~~(D) Public*;~~
- (4) Reports (a maximum of twenty minutes is set aside for each part of this section):
 - (A) Council members,
 - (B) The Mayor, City Clerk, City offices and, City Boards and Commissions,
 - (C) Council committees, and
 - (D) Public*;
- (5) Appointments to boards and commissions;
- (6) Legislation for first readings;
- (7) Second readings and resolutions;
- (8) Additional reports from the public* (a maximum of twenty-five minutes is set aside for this section of the agenda);
- (9) Council schedule;
- (10) Adjournment.

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two reports from the public opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed up to three minutes each.

(Ord. 92-4 § 1, 1992; Ord. 85-2 § 1, 1985).

(Ord. No. 10-14, § 1, 9-23-2010; Ord. No. 2024-13, §§ 1, 2, 6-5-2024)

Boards and Commissions Research

Contents

1. Animal Care and Control Commission	3
2. Bloomington Arts Commission	3
3. Bloomington Digital Underground Advisory Committee.....	4
4. Bloomington Historic Preservation Commission	4
5. Redevelopment Commission	4
6. Urban Enterprise Association.....	5
7. Bloomington/Monroe County Human Rights Commission.....	6
8. Board of Housing Quality Appeals	6
9. Board of Park Commissioners	6
10. Board of Public Safety	7
11. Board of Public Works	7
12. Board of Zoning Appeals.....	8
13. CDBG Funding Citizens Advisory Committee.....	9
14. Capital Improvement Board (CIB)	9
15. Commission on Aging.....	9
16. Commission on Hispanic and Latiné Affairs	10
17. Commission on Sustainability.....	10
18. Commission on the Status of Black Males.....	11
19. Commission on the Status of Children & Youth.....	11
20. Commission on the Status of Women	12
21. Community Advisory on Public Safety Commission.....	12
22. Council for Community Accessibility	12
23. Dispatch Policy Board	13
24. Dr. Martin Luther King Jr. Birthday Commission.....	13
25. Economic Development Commission	13
26. Environmental Commission	14
27. Environmental Resources Advisory Council	14
28. Farmers' Market Advisory Council	15
29. Fire Merit Commission	15
30. Hearing Officer	15
31. Housing Authority Board.....	16
32. MPO Citizens Advisory Committee	16

33. MPO Policy Committee 17

34. MPO Technical Advisory Committee 17

35. Plan Commission..... 18

36. Plat Committee..... 18

37. Public Transit Corporation Board of Directors 19

38. Transportation Commission..... 19

39. Tree Commission 20

40. Utilities Service Board..... 20

General rules in BMC: 21

Conclusion: 22

1. Animal Care and Control Commission

A. Duty:

- (1) Formulate, adopt, and implement policies control of all animals in the city; review decision of the director of the animal care...; make recommendations to the Council and the Mayor. ([Bloomington Municipal Code \(BMC\) 2.12.010](#))
- (2) Hold hearing for the purpose of determining whether or not the animal in question should be declared potentially dangerous, dangerous, or vicious. ([BMC 7.26.010](#))
- (3) Be an advisory body of Animal shelter to formulate, adopt and implement policies, principles and standards for humane treatment and control of all animals in the city. ([BMC 7.52.040](#))

B. Seats: 6 (2 Council, 3 Mayor, 1 Monroe County Board) ([BMC 2.12.010](#))

C. Qualifications:

- (1) General provisions: Residential Requirement. All appointments to city boards, commissions and councils shall be made from residents of the city except those positions that are directed otherwise by state law or city ordinance. If a city employee is appointed to a city board, commission or council by virtue of the employment position, the residency requirement may be waived. ([BMC 2.08.020](#))
- (2) One of the mayor's appointees shall be a licensed veterinarian who is a resident of Monroe County and one shall be a member of the Monroe County Humane Association. The representative from the Monroe County board of commissioners must reside in Monroe County. ([BMC 2.12.010](#))

D. City Funds: Does not directly allocate or control city funds.

E. Indiana Law: No separate state statute creating this specific Commission.

2. Bloomington Arts Commission

A. Duty: Adopt administrative rules and regulations, adopt procedures; Develop, administer, and promote programs to achieve the commission's purpose; advise the Council and administration. ([BMC 2.12.020](#) (f))

B. Seats: 11 (6 Mayor, and 5 Council) ([BMC 2.12.020](#) (c))

C. Qualifications:

(1) City Residential Requirement ([BMC 2.08.020](#))

- (2) All members of the commission shall have a demonstrated commitment to the arts. ([BMC 2.12.020](#) (d))

D. City Funds: Does not directly allocate or control city funds.

E. Indiana Law: No separate state statute creating this specific Commission.

3. **Bloomington Digital Underground Advisory Committee**
 - A. Duty: To provide advice and recommendations on the usage, pricing, and management of the City's fiber optic assets to Board of Public Works. (Resolution 03-28 – Attachment: Policies for Bloomington Digital Underground, Section 3.1)
 - B. Seats:
7 representatives (Resolution 03-28 – Attachment: Policies for Bloomington Digital Underground, Section 3.1);
2 appointed by Common Council, 5 appointed by Board of Public Works (Onboard)
 - C. Qualifications:
 - (1) Representatives from the business, technology, economic development, and Indiana University communities, and from not-for-profit groups serving a public, educational, or charitable interest. (Resolution 03-28 – Attachment: Policies for Bloomington Digital Underground, Section 3.1)
 - (2) Residential Requirement is on **Onboard, but [BMC 2.08.020](#) didn't specifically mentioned advisory committees.**
 - D. City Funds: Advisory; does not directly allocate or control city funds.
 - E. Indiana Law: No separate state statute creating this specific Commission.
4. **Bloomington Historic Preservation Commission**
 - A. Duty: responsible for developing and coordinating the municipality's historic preservation activities; promulgate standards for architectural review; draw and submit to the common council for its approval a map or maps describing the boundaries of an historic district or conservation district; issue certificates of appropriateness for any actions required by BMC 8.08.020. ([BMC 2.16.030](#))
 - B. Seats:
 - (1) 9 voting members, all appointed by the mayor subject to the approval of the common council. ([BMC 2.16.010 \(c\)](#))
 - (2) Advisory members (non-voting): may be appointed to the commission by the Council. ([BMC 2.16.010 \(c\)](#)) No more than 4 members (BMC 2.02.040 (a))
 - C. Qualifications: Must be residents. ([BMC 2.16.010 \(c\)](#))
 - D. City Funds: Yes. The commission has the authority to receive funds in order to promote its stated mission. ([BMC 2.16.030 \(b\)](#))
 - E. Indiana Law: allows city to establish a historic preservation commission. And requires the members must be residents of the unit who are interested in the preservation and development of historic areas. ([Indiana Code \(IC\) 36-7-11-4](#))
5. **Redevelopment Commission**
 - A. Duty: Control the housing and neighborhood development.
 - B. Seats: 5 members
 - C. Qualifications:
 - (1) City resident ([BMC 2.16.010 \(c\)](#))

- (2) Must be at least eighteen years of age and a resident of the city ([BMC 2.16.020](#))
- D. City Funds: Yes. Controls redevelopment district funds, including Community Development Block Grant, HOME funds, Neighborhood Improvement Grants and Tax Increment Districts.
- E. Indiana Law:
 - (1) Allows city to establish a redevelopment commission ([IC 36-7-14-3](#))
 - (2) 5 commissioners for municipal commission: 3 appointed by the Mayor, 2 appointed by the Council. 1 nonvoting adviser to the commission appointed by the Mayor. ([IC 36-7-14-6.1](#))
 - (3) Certain bonds or leases; special tax levy; disposition of accumulated revenues; review of sufficiency of levies ([IC 36-7-14-27](#))

6. Urban Enterprise Association

- A. Duty: Coordinate zone development activities; serve as a catalyst for zone development; promote the zone to outside groups and individuals; establish a formal line of communication with residents and businesses in the zone; act as a liaison between residents, businesses, the municipality, and the board. ([IC 5-28-15-14](#))
- B. Seats: 12 members (2 by the governor, 6 by the Mayor, 4 by the Council) ([IC 5-28-15-13](#))
- C. Qualifications:
 - (1) For Council's appointments: 1 member of the municipality's legislative body whose district includes all or part of the zone. 1 representative of a business located in the zone. 2 residents of the zone, who must not be members of the same political party.
 - (2) For Mayor's appointments: 1 representative of the plan commission having jurisdiction over the zone, if any exists. 1 representative of the municipality's department that performs planning or economic development functions. 2 representatives of businesses located in the zone, one of whom shall be from a manufacturing concern, if any exists in the zone. 1 resident of the zone. 1 representative of organized labor from the building trades that represent construction workers.
- D. City Funds: Yes. Recommend how zone-generated funds should be used. (expenditure of funds generated under IC 36-7-14-39(g) or IC 36-7-15.1-26(g), [IC 5-28-15-14](#))
- E. Indiana Law:
 - (1) [IC 5-28-15-13](#) established in each enterprise zone an urban enterprise association (U.E.A.)
 - (2) BMC still lists IC 4-4-6.1-4 as relevant state statute, but this was repealed.

7. Bloomington/Monroe County Human Rights Commission

- A. Duty: Investigates discrimination complaints, holds hearings, issues orders and penalties, and works to conciliate disputes. It can create subcommittees, publish reports, subpoena witnesses, and enforce cease-and-desist or consent agreements. The commission also advises on human rights issues and promotes programs to reduce discrimination. ([BMC 2.23.160](#))
- B. Seats: 7 members, 3 by the mayor, 2 by the Council, and 2 by Monroe county commissioners. ([BMC 2.23.130](#))
- C. Qualifications: Members of the commission shall be representative of the community and shall be city or, in the case of the Monroe County Commissioner appointees, city or county residents. ([BMC 2.23.140](#))
- D. City Funding: No. Only stating the penalties are deposited into the City's general fund. ([BMC 2.23.160](#))
- E. Indiana Law: No separate state statute creating this Commission.

8. Board of Housing Quality Appeals

- A. Duty: Hear appeals of rulings/decisions under the Property Maintenance Code (Title 16 BMC). May overrule or affirm administrative decisions of enforcement officers (including HAND). Authorize variances when consistent with public health, safety, and welfare. Report annually to the Mayor and Common Council on trends in housing quality appeals. ([BMC 2.19.040](#)(1), (5), (6), (7), (E))
- B. Seats: 7 members, 4 appointed by the Mayor, 3 appointed by the Common Council. ([BMC 2.19.040](#)(2)).
- C. Qualifications:
 - (1) Members must be residents of the city. ([BMC 2.19.040](#)(3); [BMC 2.08.020](#))
 - (2) Appointments should consider tenants, owners, or persons with experience in building, managing, or leasing housing. ([BMC 2.19.040](#)(3))
 - (3) Members may be (but not required to be) city officials or employees, but they cannot form a majority.
- D. City Funding: No. The board does not allocate or control city funds.
- E. Indiana Law: No separate state statute creating this Board.

9. Board of Park Commissioners

- A. Duty: Exercise powers and duties as set forth in Indiana Code 36-10-4 (Parks Department in Certain Cities). Oversee the Department of Parks and Recreation, establish rules, hold meetings, and manage park property and operations. May create advisory councils and committees. Accept gifts and donations, and manage special non-reverting funds for operations and capital improvements. ([BMC 2.20.000](#), [2.20.070](#), [2.20.095](#), [2.20.110](#); [IC 36-10-4](#))
- B. Seats: 4 commissioners, all appointed by the Mayor. ([BMC 2.20.010](#))

- C. Qualifications:
 - (1) Residency & ownership: Each commissioner must be a freeholder (property owner) residing in the city. (BMC 2.20.020)
 - (2) Interest/knowledge requirement: Appointees should show interest in and knowledge of parks and recreation. (BMC 2.20.020)
 - (3) Political balance: No more than two members may be affiliated with the same political party. (BMC 2.20.020)
- D. City Funding: Yes. Authorized to use special nonreverting operating fund (BMC 2.20.090; IC 36-10-4-16). Authorized to use special nonreverting capital fund for land acquisition and capital improvements (BMC 2.20.100; IC 36-10-4-16). May accept gifts, donations, subsidies, and direct them into the park funds. (BMC 2.20.095).
- E. Indiana Law:
 - (1) IC 36-10-4, et seq. adopted by the Common Council in its entirety.
 - (2) The board consists of four (4) commissioners appointed by the city executive. Each commissioner must be a freeholder residing in the city, and no more than two (2) commissioners may have the same political affiliation. ([IC 36-10-4-3](#))

10. Board of Public Safety

- b. Duty: Have control and oversee the police and fire department of the city pursuant to statute, and shall have the authority to allow and approve claims. (BMC 2.17.030)
- c. Seats: 5 members, appointed by the Mayor. ([BMC 2.17.010](#))
- d. Qualifications: Members shall have been voters of the city for at least one year immediately preceding the appointment. (BMC 2.17.010)
- e. City Funding: Yes. Board has authority to approve claims relating to police and fire.
- f. Indiana Law:
 - (1) the legislative body of a second class city may by ordinance establish as separate boards: a board of public works; and a board of public safety. ([IC 36-4-9-5](#))
 - (2) The board of public works and safety may be composed of 3 members or 5 members appointed by the executive. A member may hold other appointive positions in city government during the member's tenure. IC 36-4-11-2 applies to board member appointments under this section. (IC 36-4-9-6(c))

11. Board of Public Works

- A. Duty: Have control of the day to day operation of the department of public works and shall have the authority to allow and approve claims for the department of public works and the engineering department. (BMC 2.09.030)

- B. Seats: 3 members appointed by the mayor. ([BMC 2.09.010](#))
- C. Qualifications: Appointees shall have been voters of the city for at least one year immediately preceding the appointment. ([BMC 2.09.010](#))
- D. City Funding: Yes. The board may allow and approve claims for department of public works and engineering. Handles day to day fiscal oversight.
- E. Indiana Law:
 - (1) the legislative body of a second class city may by ordinance establish as separate boards: a board of public works; and a board of public safety. ([IC 36-4-9-5](#))
 - (2) The board of public works and safety may be composed of 3 members or 5 members appointed by the executive. A member may hold other appointive positions in city government during the member's tenure. IC 36-4-11-2 applies to board member appointments under this section. (IC 36-4-9-6(c))

12. Board of Zoning Appeals

- A. Duty: Review determinations made by the Planning and Transportation Department. Hear and determine requests for special exceptions and variances. Exercise powers and duties as outlined in Title 20 BMC (Unified Development Ordinance, UDO). ([BMC 2.15.000](#), 2.15.050)
- B. Seats: 5 members (BMC 2.15.010 - .020)
- C. Qualifications:
 - (1) 3 appointed by the Mayor (1 must also be a member of the Plan Commission, 2 must not).
 - (2) 1 appointed by the Common Council (must not be a member of the Plan Commission).
 - (3) 1 appointed by the Plan Commission.
 - (4) **Must be city resident ([BMC 2.08.020](#))**
- D. City Funding: No direct funding authority.
- E. Indiana Law: ([IC 36-7-4-902](#))
 - (1) 3 citizen members appointed by the executive of the municipality or county, of whom 1 must be a member of the plan commission and 2 must not be members of the plan commission.
 - (2) 1 citizen member appointed by the fiscal body of the municipality or county, who must not be a member of the plan commission.
 - (3) 1 member appointed by the plan commission from the plan commission's membership, who must be a county agricultural agent or a citizen member of the plan commission other than the member appointed under subdivision (1).

13. CDBG Funding Citizens Advisory Committee

- A. Duty: Reviews and recommends Community Development Block Grants (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for various community development projects. (website)
- B. Seats:
 - (1) 2 City Council members, 2 Redevelopment Commission members, and up to 18 community members appointed by the Mayor. (website, but advisory committee is not specified in BMC)
 - (2) Commission on the status of children and youth makes 2 appointments to the city's citizen advisory committee (CAC) for community development block grants. (BMC 2.23.050)
- C. Qualifications:
 - (1) Must be a City of Bloomington resident (website)
 - (2) Residential Requirement. (Onboard, but BMC 2.08.020 didn't specifically mentioned advisory committees.)
- D. City Funding: Yes. Recommendation for funds from the HUD.
- E. Indiana Law: No separate state statute creating this Committee.

14. Capital Improvement Board (CIB)

- A. Duty: Pursuant to IC 36-10-8 et seq. to manage and direct the affairs of the Monroe County Convention Center ("Convention Center") and its expansion.
- B. Seats: 7 members, 3 members shall be appointed by the executive of the second class city, 3 members shall be appointed by the executive of the county. Those members shall select the seventh member, who serves as president. (IC 36-10-8-4)
- C. Qualifications:
 - (1) 1 of the members appointed by the city executive must be engaged in the hospitality industry in the city.
 - (2) No more than 2 of the members appointed by the city executive may be affiliated with the same political party and no more than 2 of the members appointed by the county executive may be affiliated with the same political party. (IC 36-10-8-4)
 - (3) City resident requirement: BMC 2.08.020 (board)
- D. City Funding: Capital improvement fund.
- E. Indiana Law: IC 36-10-8-4 restrictions.

15. Commission on Aging

- A. Duty: implement policy against discrimination; investigate complaints, determine probable cause with city legal, hold hearings, issue cease-and-desist and affirmative relief orders, subpoena, issue temporary emergency orders, seek court enforcement,

publish reports, create sub committees. ([BMC 2.23.110](#), 2.23.150, 2.23.160, 2.23.170)

- B. Seats: 7 members, 3 appointed by the Mayor, 2 by the Council, 2 by Monroe County Commissioners.
- C. Qualifications: Members of the commission shall be representative of the community and shall be city or, in the case of the Monroe County Commissioner appointees, city or county residents. (BMC 2.23.140)
- D. City Funding: No direct power.
- E. Indiana Law: No separate state statute for this commission.

16. Commission on Hispanic and Latiné Affairs

- A. Duty: Examine and represent the needs and challenges of Hispanic/Latiné communities (education, health, employment, public safety). Promote public and private solutions to address issues facing the community. Network with other state and local groups, share ideas, collaborate on projects. Submit an annual written report to the Mayor and Council. ([BMC 2.23.080](#)(5), (6))
- B. Seats: 7 members. (BMC 2.23.080(1)); 4 appointed by the Mayor, 3 by the Common Council. (BMC 2.23.080(2))
- C. Qualifications:
 - (1) Must be residents of Monroe County. (BMC 2.23.080(3));
 - (2) Should represent organizations serving Bloomington's Hispanic/Latiné residents or have expertise/interest in related quality-of-life issues. (BMC 2.23.080(3))
- D. City Funding: No direct fund allocation authority.
- E. Indiana Law: No separate state statute creates this Commission.

17. Commission on Sustainability

- A. Duty: Promote and advance sustainable policies and practices across environmental, social, and economic dimensions. Use the United Nations Sustainable Development Goals (SDGs) and local plans (comprehensive plan, climate action plan, sustainability action plan) as guiding frameworks. Coordinate and promote sustainability initiatives, provide policy advice, assess city sustainability status, consult with other entities, adopt rules, apply for grants, and submit an annual report to the Mayor and Common Council. ([BMC 2.12.100](#)(1), (8))
- B. Seats: 14 members total, 6 appointed by the Mayor, 6 appointed by the Common Council, 1 appointed by Monroe County Commissioners, and 1 ex-officio from Indiana University (Director of IU Office of Sustainability or designee) (BMC 2.12.100(3)).
- C. Qualifications:

No more than 2 of the Mayor's appointees and 2 of the Council's appointees may live outside city limits but within Monroe County. All others must be city residents.
(BMC 2.12.100(3))

- D. City Funding: No direct fund allocation authority.
- E. Indiana Law: No separate state statute creates this Commission.

18. Commission on the Status of Black Males

- A. Duty: Study challenges faced by Black males in education, health, criminal justice, and employment. Promote positive public and private remedies to address these challenges. Organize and convene community forums and focus groups. Network with other civic groups to share ideas, information, data, and plans. Submit an annual report to the Mayor and Council. ([BMC 2.23.070\(5\)](#), (6))
- B. Seats: 7 members. (BMC 2.23.070(1)) 3 appointed by the Mayor. 2 appointed by the Council. 1 appointed by the Bloomington/Monroe County Human Rights Commission. 1 appointed by the Bloomington Martin Luther King, Jr. Birthday Celebrations Commission. (BMC 2.23.070(2))
- C. Qualifications:
 - (1) Residency: Members must be residents of Monroe County. (BMC 2.23.070(3))
 - (2) Expertise: Preference for those with backgrounds in education, health, employment, criminal justice, Black history, faith community, or social services. (BMC 2.23.070(3))
- D. City Funding: No direct fund allocation authority.
- E. Indiana Law: No separate state statute creates this Commission.

19. Commission on the Status of Children & Youth

- A. Duty: May adopt rules and procedures (public hearing + majority vote). ([BMC 2.23.050\(4\)](#)).
Specific duties: Appoint 2 members to the city's Citizen Advisory Committee (CAC) for CDBG funds (one to Social Services Subcommittee, one to Physical Improvement Subcommittee). (BMC 2.23.050(5)(a)) Gather and distribute information; issue publications. Apply for grants/appropriations/gifts (with approval of Community and Family Resources Director). Cooperate with other government units and private organizations. Refer individuals to appropriate agencies. Submit an annual written report to the Mayor and Council. (BMC 2.23.050(5)) May also prepare educational programs. (BMC 2.23.050(6))
- B. Seats: 9 members. 5 appointed by the mayor, 4 appointed by the Council. (BMC 2.23.050(2)).
- C. Qualifications: Must be Monroe County residents. (BMC 2.23.050(3)).
- D. City Funding: No direct fund allocation authority.
- E. Indiana Law: No separate state statute establishes this commission.

20. Commission on the Status of Women

- A. Duty: Ensure equal opportunity for women and men across all areas of civic life (economy, politics, government, education, social development, justice, etc.).
- B. Seats: 9 members, 5 appointed by the mayor, and 4 appointed by the Common Council. ([BMC 2.23.060\(2\)](#))
- C. Qualifications: Must be residents of Monroe County (BMC 2.23.060(3))
Membership may include both women and men to reflect the full community. (BMC 2.23.060(3)).
- D. City Funding: This commission is advisory but has grant-application powers with city approval, so while it doesn't allocate city funds, it can bring external funding into city initiatives. (BMC 2.23.060(5)(e))
- E. Indiana Law: No separate state statute establishes this commission.

21. Community Advisory on Public Safety Commission

- A. Duty: Research and gather data on public safety perceptions and preferences, with focus on marginalized groups (minority residents, disabled, etc.).
Research evidence-based alternatives to traditional policing. Identify best practices in public safety globally and assess their applicability in Bloomington.
Make recommendations to the Common Council, Board of Public Safety, and Mayor (or designee). ([BMC 2.12.120\(a\), \(i\)](#)).
- B. Seats: 9 voting members, appointed by the Council. (BMC 2.12.120(c)).
- C. Qualifications: Must be at least 18 years old and a City of Bloomington resident. (BMC 2.12.120(d)).
- D. City Funding: No direct fund allocation authority.
- E. Indiana Law: No separate state statute establishes this commission.

22. Council for Community Accessibility

- A. Duty: CCA is a volunteer body that works to identify needs and available services for people with disabilities; educate the community about disability issues; promote access to public facilities, housing, programs, and services; build coalitions with like-minded groups; advocate for specific accessibility issues; serve as a community resource; and take concrete actions to address barriers.
- B. Seats: open board (website)
- C. Qualifications: no formal requirement listed (in those public sources) such as being a resident, a voter, or any other statutory qualification.
- D. City Funding: None. CCA is advisory/advocacy only.
- E. Indiana Law: It appears to be a local volunteer advisory group, not a statutory commission under the state law.

23. Dispatch Policy Board

- A. Duty: The Policy Board shall meet at least every other month to review claims, examine contracts, receive information about dispatch operations, and discuss issues pertaining to dispatch services. (Resolution 18-03 (2018), Interlocal Cooperation Agreement, Section IV(A)).
- B. Seats: 5 members, 3 appointed by the City and 2 by the County (Resolution 18-03, Section 1)
- C. Qualifications: 1 appointee of the County must be a fire chief who serves in Monroe County); majority of members shall be law enforcement officers who are current employees of law enforcement agency located in Monroe County; at least one of each County's and Mayor's appointee must have knowledge of public safety (Resolution 18-03, Section 1)
- D. City Funding: Yes. The Board participates in the management of the Dispatch Center budget and reviews claims and contracts.
- E. Indiana Law: The Policy Board exists under the Interlocal Cooperation Act (IC 36-1-7 Interlocal Cooperation).

24. Dr. Martin Luther King Jr. Birthday Commission

- A. Duty: Promote and honor Martin Luther King, Jr.'s birthday and legacy in Bloomington. Focus on fostering diversity, inclusivity, and advancing racial equity and justice for historically marginalized communities. May appoint volunteers and associates to support these goals. Must submit an annual written report to the Mayor and Common Council. ([BMC 2.12.090\(3\)](#))
- B. Seats: 7 members, 3 appointed by the Mayor, 3 appointed by the Common Council, 1 appointed by the NAACP (National Association for the Advancement of Colored People). ([BMC 2.12.090\(1\)](#))
- C. Qualifications: Preference for appointments shall be given to persons belonging to local religious organizations, the Bloomington/Monroe County Human Rights Commission, **Monroe County Government**, local community school corporations, and the National Association for the Advancement of Colored People. **Must be city resident** ([BMC 2.08.020- Commission](#))
- D. City Funding: Advisory/celebratory role only; cannot allocate city funds.
- E. Indiana Law: No state statute creates this Commission.

25. Economic Development Commission

- A. Duty: Finance economic development facilities and pollution control facilities within the City of Bloomington.
- B. Seats: 5 members. 3 appointed directly by the mayor, 1 nominated by the Monroe County Council and appointed by the mayor, 1 nominated by the Bloomington Council and appointed by the mayor. ([BMC 2.30.020](#))

- C. Qualifications:
 - (1) **Must be city resident ([BMC 2.08.020](#))**
 - (2) **IC requirement:** members shall be appointed by the city executive.
- D. City Funding: Yes (indirect role). The EDC issues bonds for economic development projects. Funding powers derive from IC 36-7-12, which authorizes municipalities to issue revenue bonds for development projects.
- E. Indiana Law:
 - (1) 1 of the members shall be selected by the city executive, 1 shall be nominated by the fiscal body of the county in which the city is located, and 1 shall be nominated by the city fiscal body. ([IC 36-7-12-5](#))
 - (2) An economic development commissioner shall disclose any pecuniary interest in any employment, financing agreement, or other contract made under this chapter before any action by the commission on it and shall not vote on any such matter. ([IC 36-7-12-16](#))

26.Environmental Commission

- A. Duty: Promote stewardship and preservation of Bloomington's environment and natural resources by identifying emerging issues, making long-term policy recommendations, raising public awareness/engagement, conducting and synthesizing studies, collaborating with city departments on environmental impacts, issuing reports/memos/resolutions, cooperating with partners on biodiversity/air/water/land-use matters, and submitting an annual report. (BMC 2.12.050(1), (5)(a)-(g))
- B. Seats: 12 members: 6 appointed by the mayor and 6 by the Common Council. (BMC 2.12.050(2))
- C. Qualifications:
 - (1) Preference to persons with expertise in environmental fields. (BMC 2.12.050(3))
 - (2) Must be city resident ([BMC 2.08.020](#)).
- D. City Funding: No direct appropriation/control of city funds.
The commission may apply for, accept, receive, and administer grants or other funds or gifts (public or private) to carry out this section; such funds are deposited per the commission's administrative regulations and city procedures. (BMC 2.12.050(5)(e))
- E. Indiana Law: No separate state statute creates this commission.

27.Environmental Resources Advisory Council

- A. Duty: The ERAC also assists in the formulation of policies relating to the use and protection of environmentally sensitive and natural areas. (website)
- B. Seats: 10 members

- C. Qualifications: 5 regular voting members, 4 special voting members (representing the City of Bloomington's Environmental Commission, the City of Bloomington Utilities Service Board, 1 member with expertise in natural resource management, and 1 member with expertise in outdoor recreation and environmental education), and 1 special, non-voting member serves as the liaison from the Bloomington City Council. (onboard)
- D. City Funding: Acts only in an advisory capacity to the Board of Park Commissioners.
- E. Indiana Law: No state statute establishes this council.

28. Farmers' Market Advisory Council

- A. Duty: Serves in an advisory capacity to the Bloomington Parks and Recreation Department and the Board of Park Commissioners on matters related to the Bloomington Community Farmers' Market.
- B. Seats: 11 members
- C. Qualifications: representing Market vendors, customers and food and beverage artisans.
- D. City Funding: acts only in an advisory capacity.
- E. Indiana Law: No state statute establishes this council.

29. Fire Merit Commission

- A. Duty: Establishes a merit commission for each department of a unit, district, or territory that has a merit system.
- B. Seats: 5 commissioners ([IC 36-8-3.5-6](#)), 2 persons of different political parties, appointed by the mayor. 1 person appointed by the Council. 2 persons of different political parties, elected by the active members of the department. Political affiliation is determined by voter registration from the three most recent primaries. (IC 36-8-3.5-6(b))
- C. Qualifications:
 - (1) Must have been a legal resident of the unit/district/territory for 3 consecutive years before the term.
 - (2) Must be at least 21 years old.
 - (3) May not be an active member of a police or fire department/agency.
 - (4) No more than two commissioners may be past members of a police or fire department/agency.
 - (5) May not serve if the person receives any salary from the unit. (IC 36-8-3.5-6(d))
- D. City Funding: Merit Commission itself has no funding or appropriation power.
- E. Indiana Law: ([IC 36-8-3.5-6](#)).

30. Hearing Officer

- A. Duty: hears and makes the final decision on certain conditional uses, as specified in the Plan Commission rules.

- B. Seats: 2 members
- C. Qualifications: Planning and Transportation Department staff member that is appointed by the Plan Commission.

31. Housing Authority Board

- A. Duty: To provide decent, safe and sanitary housing to low-income families. Director of Housing Authority reports to this Board with budgets, employee issues and modernization programs.
- B. Seats: 7 commissioners (mayor appointment)
- C. Qualifications: Must be a resident of the jurisdiction (Bloomington/Monroe County) where the housing authority operates. ([IC 36-7-18-5](#) (c)), At least 1 resident of a housing project under the authority's jurisdiction. No more than 4 may belong to the same political party. ([IC 36-7-18-5](#) (a)(1))
- D. Funding: BHA operates as a separate municipal corporation, primarily funded through: Federal HUD allocations (public housing operating funds, Housing Choice Vouchers). Program revenues (rents, fees).
- E. Indiana Law: ([IC 36-7-18-4](#)) ([IC 36-7-18-5](#))

32. MPO Citizens Advisory Committee

- A. Duty: Provides direct citizen input to the MPO Policy Committee on transportation issues.
- B. Seats:
 - (1) Membership is open to citizens of the City of Bloomington, Monroe County, and the Town of Ellettsville.
 - (2) Stakeholder groups strongly encouraged to appoint representatives include: Bloomington Traffic Commission, Monroe County Traffic Commission, Indiana University Student Association, Commission on Sustainability, Chamber of Commerce, Environmental Commission, League of Women Voters, Historic Preservation Commission, Council of Neighborhood Associations, Bicycle Club, Realtors, Council for Community Accessibility, Downtown Bloomington, Inc., Area 10 Agency on Aging, Bloomington Urban Enterprise Association, and Monroe County Soil & Water Conservation District. (Bloomington/Monroe County Metropolitan Planning Organization Operational Bylaws § 4.3(A)–(C))
- C. Qualifications:
 - (1) Any individual or representative of an organization may join by completing the MPO membership form. (Bylaws § 4.3(A))
 - (2) Voting rights are granted only after attending three consecutive meetings. (Bylaws § 4.3(D))
 - (3) A voting member who misses three consecutive meetings may have their voting privileges revoked by decision of the Chair and Vice-Chair. (Bylaws § 4.3(D))

- (4) Officers (Chair and Vice-Chair) must be selected from among voting members.
(Bylaws § 4.3(E))
- D. Funds: The CAC does not have independent funding authority.
- E. Indiana Law:
MPOs are mandated under 23 U.S.C. § 134 and 49 U.S.C. § 5303 (federal law).
Indiana Governor Robert D. Orr designated the City of Bloomington Plan
Commission as the MPO for the Bloomington urban area on March 4, 1982.

33.MPO Policy Committee

- A. Duty: The Policy Committee is the final decision-making body of the
Bloomington/Monroe County MPO. (Bloomington/Monroe County Metropolitan
Planning Organization Operational Bylaws § 2.1)
- B. Seats: Membership consists of representatives from:
 - (1) City of Bloomington (Mayor, Council, Plan Commission, Public Works, Transit.)
 - (2) Monroe County (Commissioners, Council, Plan Commission, Highway.)
 - (3) Town of Ellettsville (Town Council President)
 - (4) Indiana University (Vice President & Chief Administrative Officer)
 - (5) Bloomington/Monroe County MPO Citizens Advisory Committee (CAC Chair)
 - (6) INDOT (District Director)
 - (7) FHWA and FTA (ex officio, non-voting)(Bylaws §2.3)
- C. Qualifications: Members must be official representatives of their
jurisdictions/agencies, appointed by their respective governing bodies. (Bylaws §
2.2)
- D. Funding: The Policy Committee itself does not control or appropriate funds.
- E. Indiana Law: N/A. Required by [23 U.S.C. § 134](#) and 49 U.S.C. § 5303 (federal
metropolitan transportation planning statutes).

34.MPO Technical Advisory Committee

- A. Duty: Provides technical advice to the MPO Policy Committee on transportation
planning issues. (Bloomington/Monroe County Metropolitan Planning Organization
Operational Bylaws § 3.1)
- B. Seats: Membership includes:
 - (1) City of Bloomington (Engineer; Deputy Director of Public Works; Controller;
Planning Director; Parks & Recreation – Director of Ops & Development;
Assistant Utilities Director; GIS Coordinator; Streets Superintendent)
 - (2) Monroe County (Highway – Assistant Director; Planning Director; Auditor;
Parks & Recreation Administrator; GIS Coordinator)
 - (3) Town of Ellettsville (Director of Planning Services; Town Engineer)
 - (4) Indiana University (Executive Director of Transportation)

- (5) Transit Agencies (Bloomington Transit – General Manager; Rural Transit – Manager)
- (6) Monroe County Airport (Director)
- (7) School Corporations (Monroe County Community – Transportation Director; Richland-Bean Blossom – Transportation Director)
- (8) MPO Committees (Citizens Advisory Committee – Vice-Chair)
- (9) INDOT (Planning/Programming Representative; Public Transportation Representative; Seymour District Office – Planning & Programming Director)
- (10) Federal Agencies (Non-Voting) (FHWA Indiana Division; FTA Region V) (Bylaws § 3.3)
- C. Qualifications: Members are professional/technical staff officially designated by their respective jurisdictions/agencies. (Bylaws § 3.2 (A)-(B))
- D. Funding: The TAC itself does not control or allocate funds.
- E. Indiana Law: N/A. TAC is part of MPO structure mandated under 23 U.S.C. § 134 and 49 U.S.C. § 5303 (federal transportation planning statutes).

35. Plan Commission

- A. Duty: City's statutory planning body in the Executive Department.
- B. Seats: 10 members: ([BMC 2.13.010](#))
 - (1) 1 member appointed by and from the Common Council.
 - (2) 1 member appointed by and from the Board of Park Commissioners.
 - (3) 1 member appointed by the Board of Public Works (from its membership or as a designated representative).
 - (4) The City Civil Engineer or a qualified assistant.
 - (5) 5 citizens, no more than three of whom may be of the same political party, appointed by the mayor.
 - (6) 1 nonvoting member appointed by and representing the Monroe County Plan Commission.
- C. Qualifications: Citizen appointees: Must be city residents. No more than 3 may belong to the same political party. ([BMC 2.13.010](#))
- D. City Funding: The Plan Commission itself does not allocate funds. Administrative and staffing support provided through the Planning & Transportation Department, funded by the City budget.
- E. Indiana Law: Bloomington's code follows [IC 36-7-4-207](#)(a) but adds one non-voting member representing the Monroe County Plan Commission, bringing the total to 10 members (9 voting, 1 non-voting).

36. Plat Committee

- A. Duty: The Plat Committee hears and makes final decisions on preliminary and final plat (subdivision) requests. ([BMC 20.01.410](#))

- B. Seats: 3 members that represent the Plan Commission, Planning and Transportation Department.
- C. Qualifications: Members must be designated by the Plan Commission. (IC 36-7-4-701(e))
- D. City Funding: The Plat Committee has no independent funding authority.
- E. Indiana Law: Allows a plan commission to establish a Plat Committee and delegate subdivision review powers. The committee consists of 3 or 5 persons, with at least 1 of the members being a member of the commission. (IC 36-7-4-701(e))

37. Public Transit Corporation Board of Directors

- A. Duty: A public transportation corporation is managed by Board of Directors. The Board holds executive and legislative authority over the corporation. It oversees policy, budgets, operations, and governance. ([IC 36-9-4-14\(a\)](#))
- B. Seats: 5 directors. ([BMC 2.76.050](#))
- C. Qualifications:
 - (1) 5 directors: 2 appointed by the mayor (city executive), 3 appointed by the Council. (IC 36-9-4-15(b))
 - (2) Members must be residents of the taxing district of the Bloomington Public Transportation Corporation and must be a resident of the City of Bloomington. (IC 36-9-4-14(b))
- D. Funding: Yes. The Board oversees and controls corporate funds, including revenues, fares, state/federal transit funding, and local property tax levies for transit (authorized under IC 36-9-4).
- E. Indiana Law:
 - (1) IC 36-9-4-14: Establishes Board of Directors' control and residency requirement.
 - (2) IC 36-9-4-15: Establishes board composition, appointment, and terms for cities.

38. Transportation Commission

- A. Duty: Guides the City's transportation policy and planning, prioritizing non-automotive modes, safety, sustainability, and equity. Provides recommendations to the Mayor and Common Council on transportation and parking policies. ([BMC 2.12.070\(a\), \(d\)](#))
- B. Seats: 9 members.
 - 1 from Council for Community Accessibility (appointed by Mayor).
 - 1 from Public Transportation Corporation Board of Directors.
 - 1 from Plan Commission.
 - 1 from Board of Public Works.
 - 1 from Common Council (from its membership).

2 city residents appointed by Council (must be regular users of non-automotive modes).

2 city residents (1 appointed by Mayor, 1 by Council), with preference for individuals connected to schools or groups serving marginalized populations.

(BMC 2.12.070(b))

C. Qualifications:

(1) Must not hold any employment, elected, or appointed position with the City, except where explicitly permitted (as representatives from boards/commissions above).

(2) Residency required: appointees must live within city limits (for citizen seats). (BMC 2.12.070(b))

D. City Funding: Yes. May request appropriations through the mayor and communicate needs to Council. (BMC 2.12.070(d)(8))

E. Indiana Law: No separate Indiana statute creates this Commission.

39. Tree Commission

A. Duty: Advising the Board of Park Commissioners on urban forestry policies and practices (BMC 12.24). Promoting public education on tree care (Tree Care Manual). ([BMC 2.20.150\(1\)](#))

B. Seats: 7 members. (BMC 2.20.150(2))

2 appointed by the Mayor.

2 appointed by the Council.

1 appointed by the Board of Park Commissioners.

1 appointed by the Board of Public Works.

1 appointed by the Environmental Commission.

The Urban Forester serves as staff liaison.

C. Qualifications: Residential Requirement (BMC 2.08.020 (3))

D. City Funding: Assist the city in its efforts to fund urban forestry projects by assisting the urban forester in finding grants, and through the application process (BMC 2.20.150(1)(c))

E. Indiana Law: No separate Indiana statute establishes the Bloomington Tree Commission.

40. Utilities Service Board

A. Duty: Policy-making board for the Utilities Department, established under IC 8-1.5-3-3. The Utilities Service Board shall serve in an advisory capacity to City Officials, Boards, Councils and Commissions concerning utilities matters. ([BMC 2.24.020](#))

B. Seats: 7 members, 4 members appointed by the Mayor and 3 appointed by the Council (BMC 2.24.030).

- C. Qualifications:
- (1) All members of the utilities service board, whether or not city residents, shall be residents of the area served by the board and users of one or more services provided by the municipal utilities under the control of the utilities service board. ([BMC 2.24.040](#))
 - (2) No more than two-thirds of the members may be of the same political party. (BMC 2.24.040)
- D. Funding: USB controls utility revenues, may approve contracts, issue bonds, and apply for grants. (IC 8-1.5-3) Each year the Board with the advice of the Director shall submit to the Common Council a budget and salary ordinance for the Utilities Department at the same time that the city budget and salary ordinance are presented to the Common Council. (BMC 2.24.100)
- E. Indiana Law: IC 8-1.5-3-3 "All members must be residents of the area served by the board."

General rules in BMC:

1. BMC 2.08.020 (3) - Residential Requirement. **All appointments to city boards, commissions and councils shall be made from residents of the city** except those positions that are directed otherwise by state law or city ordinance. If a city employee is appointed to a city board, commission or council by virtue of the employment position, the residency requirement may be waived.
2. BMC 2.02.040 - Advisory appointments: councils may expand their membership by no more than four members to serve in a non-voting advisory capacity.
 - (1)Plan commission (Indiana Code § 36-7-4-207);(2)Board of zoning appeals (Indiana Code § 36-7-4-902-903; 906);(3)Board of public works (Indiana Code § 36-4-9-6);(4)Utilities services board (Indiana Code § 8-1-2-100);(5)Redevelopment commission (Indiana Code § 36-7-14-6.1 &7);(6)Common council;(7)Economic development commission (Indiana Code § 36-7-12);(8)Board of park commissioners (Indiana Code § 36-10-4-7);(9)Housing authority (Indiana Code § 36-7-18);(10)Bloomington industrial advisory commission (Indiana Code § 36-7-13);(11)Public safety board (Indiana Code § 36-8);(13)Bloomington Urban Enterprise Association (Indiana Code § 4-4-6.1-4);(14)Firefighters pension board (Indiana Code § 36-8-7);(15)Police pension board (Indiana Code § 36-8); and(16)Public transportation corporation (Indiana Code § 36-9-4-15).

Conclusion:

1. Current Boards and Commissions:

Based on research into the current boards and commissions, it appears that the question of county resident membership has already been taken into account for each board/commission. More specifically:

- Several boards and commissions already include seats appointed by the county commissioners or allow county residents to apply.
- Some are required by state law to limit membership to city residents.
- Others focus on city-specific tasks or responsibilities tied to city funding, and therefore membership is restricted to city residents.

2. County Resident:

A general requirement for boards and commissions to include at least one county resident may be challenging, given the many potential exceptions. Establishing a single rule that applies to all boards and commissions is difficult; it is more practical to consider each board or commission individually.

3. Bloomington Arts Commission:

This body could be amended separately in the BMC to address the issue, with options such as:

- Adding an advisory seat for a county resident; or
- Allowing one county appointment, either to a mayoral or council-designated seat.

4. BMC 2.08.020 (3) Residential Requirement:

There is some ambiguity in interpreting this provision, particularly as to whether certain “advisory committees” fall under the boards and commissions referenced here. Clarification might be helpful.

Council and Committees Meeting Related Administrative Process

* This does not include additional accessibility steps effective April 2026.

1. Reserve Room
2. Create Zoom Link
3. Scheduling & Calendaring:
 - (1) Meeting Confirmation:
 - Confirm attendance for select meetings. For example, in CAPS meetings, the Council office verifies attendance with committee members to ensure a quorum is met.
 - Ensure the meeting calendar and website display the correct date, time, and Zoom link.
 - (2) Cancel a meeting: If a quorum cannot be met, potentially cancel the meeting. This includes posting a public cancellation notice, updating the official meeting calendar promptly.
4. Public Meeting Notice Posting:
 - (1) Website Posting: Ensure timely posting of meeting notices on the official website and physical posting at City Hall, in full compliance with the Open Door Law.
 - (2) Required Information:
 - Include in all notices the meeting date, time, location, and remote participation details.
 - Additionally, provide terms and appointments of officers, as well as livestreaming and archiving information, to meet Open Door Law requirements.
5. Agenda Creation:
 - (1) Content: Work with the Council President or Committee Chair to develop the agenda. Begin drafting approximately one week before the meeting. Release the finalized agenda on the Friday before the meeting.
 - (2) Compliance Review: Ensure agendas meet state law requirements, including listing terms of committee members and livestreaming and archiving information, as required by the new state law.
6. Draft or Collect Packet materials:
 - (1) Request and collect documents from relevant departments via email.
 - (2) The current deadline for receiving packet materials is the Monday of the week prior to the Council meeting. After receiving materials, prepare Council the Office Memos for legislations.
 - (3) Convert all received documents to PDF format.
 - (4) Accessibility Check: Confirm that all submitted documents are accessible to persons with disabilities and meet required accessibility standards.
7. Packet Preparation in Adobe Acrobat:
 - (1) Organize the materials including Council Office Memos in agenda order.
 - (2) Add bookmarks for easy navigation.
 - (3) Follow detailed instructions to conduct a final accessibility check to ensure compliance.
 - (4) Post the finalized packet on the Friday before the meeting.

8. Onboarding Materials on Website:
Once a notice, agenda, or packet is finalized, upload it to the onboarding system to ensure it is properly recorded and accessible on the official website.
9. Distribution:
Once a packet or addendum is finalized and posted to the City's website (typically on Friday), distribute it promptly to the established distribution list, including Councilmembers, relevant staff, and other key stakeholders.
10. Drafting & Reviewing Amendments:
Draft and/or review amendments upon request from Councilmembers.
11. Packet Addendum (for each newly received material after the initial packet release, the following must be done, so often on Mondays, Tuesdays, or the morning of the meeting):
 - (1) Presentation Slides: The current submission deadline for presentations is the Monday before the meeting. Because the initial packet is released the Friday before, these slides must be collected afterward, organized, checked for accessibility compliance, and assembled into a packet addendum.
 - (2) Additional Materials: Include any other late submissions, amendments, reports, or supporting documents received after the Friday packet release.
 - (3) Onboarding and Distribution: Upload additional materials for onboarding and distribute them promptly to the relevant parties as needed. This process addresses previous concerns and complaints from public regarding materials not being released prior to meetings.
12. Post-Legislative Collaboration with the Clerk's Office and Planning Staff:
Coordinate with the Clerk's Office on all follow-up actions after meetings, ensuring compliance with statutory timelines and proper processing of legislation:
 - (1) Legislation with Amendments: Update and process the amended version for the official record.
 - (2) Legislation without Amendments:
 - Confirm the final version of the legislation along with any attachments.
 - Archive the finalized materials accordingly.
 - (3) UDO Ordinances:
 - Monitor and note the applicable statutory timeline for processing.
 - When amendments are made, prepare and submit a return package to the Plan Commission that includes: a cover letter, and the adopted-as-amended legislation and relevant attachments.
 - If no amendments occur, process the ordinance under the Legislation without Amendments procedure described in (2).
 - (4) UDO Resolutions:
 - Follow the same procedures as either (1) Legislation with Amendments or (2) Legislation without Amendments, depending on the situation.
 - Additionally, monitor the statutory timeline specific to UDO resolutions.

- Ensure compliance with all procedural requirements, including tracking public hearings before the Plan Commission.

13. Post-Meeting Packet Management:

- (1) When additional or unexpected materials are presented during the public meeting, Council staff must promptly upload these materials to the official website.
- (2) Ensure that these materials are made available to the public as soon as possible after the meeting.

14. Uploading Zoom Recording to Google Drive:

In compliance with the new Open Door Law, livestreaming and archiving are required for all committee and commission meetings. Collaborate with CATS to fulfill these requirements. After each meeting, upload the Zoom recording from the Council's account to Google Drive and share it with CATS to ensure proper archiving and public accessibility.

ORDINANCE 2025-__
TO AMEND BMC 2.04.300 “ORDINANCES AND RESOLUTIONS—READINGS REQUIRED”

Section 1. BMC 2.04.300 shall be amended to read as follows (additions shown here as full text):

2.04.300 Ordinances and resolutions – Readings; debate; amendments.

~~(a) Every ordinance shall be given two readings before a vote may be taken on its passage and no ordinance shall be passed on the same day or at the same meeting as it is introduced except by unanimous consent of the members present, at least two-thirds of the members being present and voting. A two-thirds (2/3) vote of all the elected members, after unanimous consent of the members present to consider the ordinance, is required to pass an ordinance on the same day or at the same meeting at which it is introduced, except for zoning ordinances or amendments to zoning ordinances adopted under IC 36-7, and cases where otherwise mandated by applicable state or federal law¹. An ordinance may not be debated or and amended at its first reading. or introduction unless state or federal requirements provide otherwise. Upon motion made and seconded and approved by a majority of members, the Clerk shall read the title of the ordinance and its synopsis at each reading of the ordinance.~~

~~(b) At each reading of an ordinance the synopsis shall be read and the clerk shall read the ordinance by title only, provided there is unanimous consent.~~

~~(c)-(b)~~ Each resolution submitted to the council shall be read by title and synopsis only ~~provided there is unanimous consent~~ and may be debated and amended at the meeting of introduction.²

¹ IC 36-4-6-13 Ordinance; two-thirds vote with unanimous consent of members present: Sec. 13. (a) A two-thirds (2/3) vote of all the elected members, after unanimous consent of the members present to consider the ordinance, is required to pass an ordinance of the legislative body on the same day or at the same meeting at which it is introduced. (b) Subsection (a) does not apply to a zoning ordinance or amendment to a zoning ordinance that is adopted under IC 36-7.

² Carmel City Code § 3-33(a) allows motions to amend an ordinance at first reading, and § 3-36 authorizes amendments at either first or second reading by simple majority vote.

From § 3-33(a), “No vote shall be taken on any ordinance at its “first reading”, except on motions to amend the ordinance, unless otherwise permitted by Council rules.”

From § 3-36, “Amendments to ordinances may be added at either first or second reading by simple majority vote.”