

City of Bloomington Common Council
Committee on Council Processes, Thursday, December 11, 2025, 6:00 pm
Allison Conference Room (#225), Showers Building, 401 N. Morton Street

The public may also access the meeting at the following Zoom link:
<https://bloomington.zoom.us/j/89553549600?pwd=BLkKacbZe0sRKBbVhewa8ZGaLMLVJ8.1>

AGENDA

Chair: Isabel Piedmont-Smith

- 1) Agenda review and approval
- 2) Old business
 - a) Code of conduct for boards and commissions*
 - b) Changes to City code
 - Plan to get feedback from 6 commissions
 - Draft code revision to move language regarding general provisions*
 - Public comment
 - Vote
 - c) Allowing discussion of legislation at first reading
 - Discussion of draft code revision and implications*
 - Public comment
 - Vote
 - d) Allowing a consent agenda for regular sessions
 - Discussion of draft code revision and implications*
 - Public comment
 - Vote
- 3) 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 Council's website
<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

CODE OF CONDUCT FOR CITY OF BLOOMINGTON

BOARDS AND COMMISSIONS

Citizen-led Boards and Commissions are a vital part of municipal government. They provide opportunities for citizen representation and bring the skills of subject matter experts to bear on the workings of the city. By serving on a board or commission, a Bloomington resident can provide valuable insights to the Mayor and City Council on a variety of important issues.

Code of Conduct:

Members appointed to City Boards and Commissions shall comply with all applicable federal laws, state laws, city ordinances and resolutions, and city policies in the performance of their public duties.

Members shall be patient, respectful, polite, and courteous to each other, as well as to members of the public and City staff and shall act ethically in all matters before the body.

Members shall respect the rule of the chair, follow the procedures set forth in code, bylaws, or rules and regulations, and in Robert's Rules of Order.

When speaking, members shall be mindful of the public's time and of fellow members' time, and shall remain on topic and without unnecessary repetition to facilitate the work of the board or commission.

Representing the Commission: Authority is granted to a board or commission as a body, not to individual members. No individual member of the board or commission may speak on behalf of the body, or on behalf of the city, unless specifically authorized to do so. Individual members should not include their commission membership on their personal email signature block.

Conflict of Interest: No member shall participate in the discussion or the vote on an issue in which he or she stands to personally gain. This includes business interests as well as interests of family members and dependents. Members must disclose the conflict, submit required paperwork to the state or the city, and recuse him/herself from deliberation and voting on the matter.

Political Involvement: Any member may participate in a political or campaign activities as an individual, but shall refrain from representing themselves as a member of a board or commission, or a representative of the city, while engaging in political activities.

Confidentiality: Members shall maintain confidentiality and shall not share or discuss any confidential information received as a member of a board or commission.

Attendance: Members shall attend regularly scheduled meetings of the board or commission and, unless otherwise excused, shall be removed from the board or commission after failure to attend three consecutive regularly scheduled meetings or four regularly scheduled meetings in any twelve-month period.

Member Pledge:

I, _____ have been appointed to the

(appointee's name)

_____ by _____ for the term beginning

(name of board)

(who appointed)

_____ and ending _____.

(start date)

(end date)

I pledge to follow this Code of Conduct during the tenure of my public service as an appointed member of a City of Bloomington Board or Commission.

Signature

Date

Chapter 2.08 - EXECUTIVE BRANCH

2.08.020 - General provisions.

~~For the executive branch and the city's boards, commissions and councils, the following general provisions apply unless otherwise specified by statute or ordinance.~~

- (1) Appointments. All department heads shall be appointed by the mayor, subject to commission or board approval when required by this title, and serve at the pleasure of the mayor. Department heads shall appoint deputies and other employees within their departments with the approval of the mayor.
- ~~(1) Terms. The terms for all boards, commissions, and councils established under this title shall, after having been established in a staggered manner, be for a period of two years and expire on January 31st. For all such boards, commissions, and councils in effect on December 1, 2014, the terms shall be as set forth in the Proposed Board and Commission Term Expiration Dates, which is hereby adopted and incorporated by reference into the code. In compliance with Indiana Code § 36-1-5-4, two copies of the proposal shall be on file in the office of city clerk for public inspection. For all boards, commissions, and councils established after December 1, 2014, the manner for achieving staggered terms shall be set forth in the enabling legislation and shall spread the expiration dates as evenly as is practicable between the appointing authorities and over all of the appointments.~~
- ~~(2) 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.~~

~~In the event a member of a board, commission, or council no longer resides in the city, the member shall resign immediately and notify the appropriate appointing official or body.~~
- ~~(3) Removal for Cause. Except for appointees who serve at the pleasure of the mayor, a member of a board, commission or council may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the board, commission, or council or four regularly scheduled meetings in any twelve-month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within~~

~~five business days before the formal decision to remove is reached.~~
~~Acceptance of extenuating factors by the appointing official or body puts the member on notice that further excessive absenteeism shall result in removal.~~

- ~~(4) Vacancies by Death, Resignation—Failure to Appoint. In the event that a vacancy occurs in the membership of a board, commission, or council through resignation or death, the appointing authority shall appoint a person to fill the unexpired term of the resigned or deceased member. If a member's term has expired, but the appointing authority has failed to act, the appointment of the member whose term has expired carries over until the appointing authority reappoints or appoints a successor.~~
- ~~(5) Majority Vote. Majority vote means a majority of the members of a board, commission or council who are present and voting.~~
- ~~(6) Quorum. Unless otherwise specified, a majority of the members serving on a board, commission or council, excepting the nonvoting ex officio members, constitute a quorum for purpose of conducting the official business of the board, commission or council.~~
- ~~(7) Parliamentary Procedure. Meetings of all boards, commissions and councils shall be conducted according to procedures set forth in Roberts Rules of Order.~~
- ~~(8) Officers. Each board, commission and council shall elect a chairperson, secretary, treasurer, and such other officers as may be necessary. Such entity may appoint a non-member to serve as secretary.~~
- ~~(9) Duties of the Secretary. The secretary of each board, commission or council shall keep for every meeting written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions are set forth.~~
- ~~(10) Special Meetings. A special meeting of a board, commission or council may be called by the chairperson, the mayor, or by a majority of the members then serving on the board, commission or council requesting such meeting in writing. Upon receiving such request, the chairperson shall thereafter call a special meeting to be held within twenty days.~~
- ~~(11) Office Space and Staff. Provision of office space and staff to boards, commissions and councils shall be at the discretion of the mayor, subject to common council appropriation approval.~~

(2) Budget. All departments, divisions of departments, boards, commissions and councils shall prepare and submit annual budgets in accordance with the forms, timetables, and procedures promulgated by the mayor.

(3) The intentional display of firearms is prohibited at any public meeting of the city's boards, commissions and councils.

(Ord. 97-03 §§ 1, 2, 1997; Ord. 83-6 § 2 (part), 1983).

(Ord. No. 11-15, § 3, 9-14-2011; Ord. No. 14-26, §§ 1–5, 12-10-2014)

Chapter 2.12 - BOARDS, COMMISSIONS AND COUNCILS

2.12.010 - General Provisions

(1) Terms. The terms for all boards, commissions, and councils established under this title shall, after having been established in a staggered manner, be for a period of two years and expire on January 31st. For all such boards, commissions, and councils in effect on December 1, 2014, the terms shall be as set forth in the Proposed Board and Commission Term Expiration Dates, which is hereby adopted and incorporated by reference into the code. In compliance with Indiana Code § 36-1-5-4, two copies of the proposal shall be on file in the office of city clerk for public inspection. For all boards, commissions, and councils established after December 1, 2014, the manner for achieving staggered terms shall be set forth in the enabling legislation and shall spread the expiration dates as evenly as is practicable between the appointing authorities and over all of the appointments.

(2) 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.

In the event a member of a board, commission, or council no longer resides in the city, the member shall resign immediately and notify the appropriate appointing official or body.

(3) Removal for Cause. Except for appointees who serve at the pleasure of the mayor, a member of a board, commission or council may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the board, commission, or

council or four regularly scheduled meetings in any twelve-month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing official or body puts the member on notice that further excessive absenteeism shall result in removal.

- (4) Vacancies by Death, Resignation—Failure to Appoint. In the event that a vacancy occurs in the membership of a board, commission, or council through resignation or death, the appointing authority shall appoint a person to fill the unexpired term of the resigned or deceased member. If a member's term has expired, but the appointing authority has failed to act, the appointment of the member whose term has expired carries over until the appointing authority reappoints or appoints a successor.
- (5) Majority Vote. Majority vote means a majority of the members of a board, commission or council who are present and voting.
- (6) Quorum. Unless otherwise specified, a majority of the members serving on a board, commission or council, excepting the nonvoting ex officio members, constitute a quorum for purpose of conducting the official business of the board, commission or council.
- (7) Parliamentary Procedure. Meetings of all boards, commissions and councils shall be conducted according to procedures set forth in Roberts Rules of Order.
- (8) Officers. Each board, commission and council shall elect a chairperson, secretary, treasurer, and such other officers as may be necessary. Such entity may appoint a non-member to serve as secretary.
- (9) Duties of the Secretary. The secretary of each board, commission or council shall keep for every meeting written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions are set forth.
- (10) Special Meetings. A special meeting of a board, commission or council may be called by the chairperson, the mayor, or by a majority of the members then serving on the board, commission or council requesting such meeting in writing. Upon receiving such request, the chairperson shall thereafter call a special meeting to be held within twenty days.

(4)(11) Office Space and Staff. Provision of office space and staff to boards, commissions and councils shall be at the discretion of the mayor, subject to common council appropriation approval.

MARKUP

2.04.300 Ordinances and resolutions—Readings required.

(a) Every ordinance shall be given at least 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 unless there is unanimous consent of the members present, at least to proceed to a vote after first reading, in which case a two-thirds (2/3) vote of all the members being present and voting is required to pass the ordinance on the same day or at the same meeting at which it is introduced. This procedure does not apply to zoning ordinances or amendments to zoning ordinances adopted under Indiana Code 36-7 and cases where otherwise prohibited by state or federal law.

(a)(b) An ordinance may not be debated or and amended at its first reading or introduction unless state or federal requirements provide otherwise and at subsequent readings. Upon motion made, seconded and approved by a majority of members, the city clerk shall read the title and synopsis of the ordinance at each reading.

(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) Each Every resolution submitted to the council shall be read by title and synopsis only provided there is unanimous consent and may be debated, amended and adopted at the meeting of introduction.

(Ord. 79-97 § 2 (part), 1979).

2.04.310 Ordinances and resolutions—Vote required.

A majority vote of the members of the council shall be necessary to adopt any resolution, order or ordinance, unless state or federal requirements provide otherwise. If there is a vote on an ordinance on the same day or at the same meeting at which it is introduced, a two-thirds (2/3) vote of all the elected members is required for adoption.

(Ord. 83-15 § 1 (part), 1983).

CLEAN VERSION

2.04.300 Ordinances and resolutions—Readings required.

- (a) Every ordinance shall be given at least two readings before a vote may be taken on its passage unless there is unanimous consent of the members present to proceed to a vote after first reading, in which case a two-thirds vote of all the members is required to pass the ordinance. This procedure to pass an ordinance on the same day or in the same meeting at which it is introduced does not apply to zoning ordinances or amendments to zoning ordinances adopted under Indiana Code 36-7 and cases where otherwise prohibited by state or federal law.
- (b) An ordinance may be debated and amended at its first reading and at subsequent readings. Upon motion made, seconded and approved by a majority of members, the city clerk shall read the title and synopsis of the ordinance at each reading.
- (c) Every resolution shall be read by title and synopsis only and may be debated, amended and adopted at the meeting of introduction.

(Ord. 79-97 § 2 (part), 1979).

2.04.310 Ordinances and resolutions—Vote required.

A majority vote of the members of the council shall be necessary to adopt any resolution, order or ordinance, unless state or federal requirements provide otherwise. If there is a vote on an ordinance on the same day or at the same meeting at which it is introduced, a two-thirds (2/3) vote of all the elected members is required for adoption.

(Ord. 83-15 § 1 (part), 1983).

NEW SECTION:

2.04.375 - Consent agenda.

(a) A consent agenda may be used for summary adoption of the following items:

- (1) Approval of meeting minutes and memoranda;
- (2) Appointments to boards and commissions;
- (3) First readings of ordinances, which shall be read by number, title, and synopsis before adoption of the Consent Agenda, unless there is unanimous consent to waive reading in full;
- (4) Acceptance of reports from the Mayor, City Clerk, City offices, City Boards and Commissions, and other entities;
- (5) Job description changes without classification changes, and
- (6) Other non-controversial or administrative actions designated by the Council President.

(b) The Consent Agenda shall be presented to the Council as a single action item. The consent agenda shall be considered and voted on by one vote.

~~(a)~~(c) Any Council member may, by request, remove an item from the consent agenda and place it on the regular agenda.

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;
- ~~(1)~~(2) Agenda summation;
- ~~(2)~~(3) Consent agenda;
- ~~(3)~~(4) Approval of minutes (if removed from consent agenda);
- ~~(4)~~(5) 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)~~(6) Appointments to boards and commissions (if removed from consent agenda);

~~(6)~~(7) Legislation for first readings (if removed from consent agenda);

~~(7)~~(8) Second readings and resolutions;

~~(8)~~(9) Additional reports from the public* (a maximum of twenty-five minutes is set aside for this section of the agenda);

~~(9)~~(10) Council schedule;

~~(10)~~(11) 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)