

Committee on Council Processes Meeting Agenda

City of Bloomington Common Council

Thursday, May 21, 2026 at 4:00 pm

McCloskey Room, #135, City Hall, 401 North Morton Street, Bloomington, Indiana

The meeting may also be accessed remotely¹.

Chair: Isabel Piedmont-Smith

Topics to be Discussed:

- 1. Agenda review and approval**
- 2. Committee member and Clerk updates**
- 3. Councilmember sponsorship of legislation**
 - A. Report from meeting with Deputy Mayor Knapp
 - B. Review revised legislation
 - C. Public comment
 - D. Vote
- 4. Consent agendas**
 - A. Legal review of legislation (if available) - Attorney Allen
 - B. Outstanding questions and issues
 - C. Public comment
 - D. Next steps
- 5. Title 2 review**
 - A. Background
 - B. Review of Title 2 redline (as time allows)
 - C. Public comment
 - D. Next steps
- 6. Adjournment**

¹ <https://bloomington.zoom.us/j/89975909986?pwd=bQ8M0jRIKOVFsTxt16aUapbbPY2ab3.1>

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

- Isabel Piedmont-Smith (Chair), Appointed by Council President, Term 01/07/2026-01/06/2027
- Courtney Daily, Appointed by Council President, Term 01/07/2026-01/06/2027
- Hopi Stosberg, Appointed by Council President, Term 01/07/2026-01/06/2027
- Sydney Zulich, Appointed by Council President, Term 01/07/2026-01/06/2027

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

- [Community Access Television Services \(CATS\)](#)²
- [City's YouTube Channel](#)³

[Materials for meetings](#)⁴ are available on the committee website.

Posted Date: **May 19, 2026**

² <https://catstv.net/index.php>

³ <https://youtube.com/@citybloomington>

⁴ <https://bloomington.in.gov/council/processes>

Ordinance 2026-xx to Amend Title 2 of the Bloomington Municipal Code Entitled “Administration and Personnel” to Require Councilmember Sponsorship of Legislation Under Chapter 2.04

Preamble

Whereas, the Common Council, as the legislative body for the City of Bloomington, Indiana, should work closely with the Mayor’s administration to bring forward legislation; and

Whereas, currently legislation brought forward by the Mayor’s administration does not require sponsorship or other explicit support from any individual Councilmember; and

Whereas, the Council finds that requiring a Councilmember to sponsor all items of legislation would improve communication between the Mayor’s administration and the Council; and

Whereas, the Council finds that legislation brought forward by the Mayor’s administration sometimes does not include sufficient context and/or explanation in layperson’s terms of the issue(s) at hand, **and the input of a Councilmember sponsor could clarify language and context**; and

~~Whereas, the Council holds that legislation proposed by the Mayor’s administration may be improved through Councilmember sponsorship by clarifying language and context; and~~

Whereas, the Common Council of many Class 2 cities in the State of Indiana require sponsorship of legislation by a Councilmember or a Council committee;

Be It Ordained by the Common Council of the City of Bloomington, Monroe County, Indiana, That:

Section 1: Add the following ~~paragraph~~ sentence at the start of ~~section~~ paragraph 2.04.270 “Ordinances and resolutions – Filing, copies and agendas”:

No proposed ordinance or resolution shall be considered by the council unless sponsored by a member of the council. **Exceptions: No councilmember sponsorship shall be required for the annual budget-related legislation, nor for appropriation ordinances brought forward outside the annual budget process.**

Section 2: Severability.

If any section, 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: Effective date.

This ordinance shall be in full force and effect on July 1, 2026.

Passed

Passed by the Common Council of the City of Bloomington, Monroe County, Indiana, upon the _____ day of _____, 2026.

Isak Nti Asare

Signature of Common Council President, City of Bloomington

Attestation of Bloomington City Clerk:

Nicole Bolden
Signature of Clerk, City of Bloomington

Presented by me to the Mayor of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2026:

Nicole Bolden
Signature of Clerk, City of Bloomington

Signed and approved by me upon this upon the _____ day of _____, 2026:

Kerry Thomson
Signature of Mayor, City of Bloomington

SYNOPSIS

This ordinance sponsored by Councilmember Piedmont-Smith adds a new ~~paragraph~~ sentence to the Bloomington Municipal Code paragraph 2.04.270 to require Councilmember sponsorship of each item of legislation, **except for the annual budget legislation and appropriation ordinances.**

Article IV. Ordinances and Resolutions

2.04.260 Ordinances—Title and enacting clause.

Each ordinance to be submitted to the council shall have a title indicating the nature of the subject matter and an enacting clause in substantially the following style: "Be It Ordained by the Common Council of the City of Bloomington, Monroe County, Indiana, That:."

(Ord. 79-97 § 2 (part), 1979).

2.04.270 Ordinances and resolutions—Filing, copies and agendas.

No proposed ordinance or resolution shall be considered by the council unless sponsored by a member of the council. Exceptions: No councilmember sponsorship shall be required for the annual budget-related legislation, nor for appropriation ordinances brought forward outside the annual budget process.

Each ordinance or resolution submitted to the council shall be in an editable, electronic form, accompanied by any relevant documents, and filed with the council office at least ten days before the meeting at which the legislation is to be introduced. That time frame may be extended by a vote of the council or at the request of the president. The president shall approve the agendas for regular sessions, special sessions called by the president or voted upon by the council, and committees convened to consider legislation referred to them, and the council staff shall prepare and distribute copies of the agendas and legislation to the council members, the mayor, and corporation counsel. The president may, at the meeting when ordinances are introduced for first reading, announce that the council will consider any of those ordinances as well as any resolutions expected to be considered during that legislative cycle at the next two regularly scheduled committees of the whole before receiving formal action at the following regularly scheduled regular session.

(Ord. 83-15 § 1 (part), 1983).

(Ord. No. 13-05, § 5, 3-6-2013; Ord. No. 21-03, § 6, 2-17-2021)

2.04.280 Ordinances and resolutions—Synopsis required.

(a) Each ordinance and resolution submitted to the council shall be accompanied by a short, nontechnical synopsis of the legislation which is comprehensible to the average citizen and suitable for publication. The council staff may edit the synopsis to clarify information or standardize format.

(b) The edited synopsis shall be read whenever the legislation it accompanies is introduced at a council meeting for first or second reading and it shall become a part of the official record, but shall not have the legal effect of being part of the legislation.

(Ord. 79-97 § 2 (part), 1979).

2.04.290 Ordinances and resolutions—Fiscal impact statement required.

All proposed legislation must be accompanied by a statement describing the impact of that legislation on the city's finances, including but not limited to revenues, expenditures, and any new debt obligations.

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 13-05, § 6, 3-6-2013; Ord. No. 21-03, § 7, 2-17-2021)

Ordinance 2026-xx to Amend Title 2 of the Bloomington Municipal Code Entitled “Administration and Personnel” to Allow Use of Consent Agendas for Common Council Meetings Under Chapter 2.04

Preamble

Whereas, the Common Council, as the legislative body for the City of Bloomington, Indiana, is tasked with approval of routine administrative items that often do not require discussion or deliberation, such as approval of meeting minutes and appointments to the City’s boards and commissions; and

Whereas, Common Council finds that approval of such items into a single item requiring only one vote will enhance meeting efficiency; and

Whereas, Common Council finds that establishing a process for a Councilmember to remove an item from a consent agenda to be considered separately will preserve the ability to discuss and deliberate agenda items as needed; and

Whereas, Common Council finds that these procedures will appropriately balance meeting efficiency with transparency and accountability to City residents.

Be It Ordained by the Common Council of the City of Bloomington, Monroe County, Indiana, That:

Section 1: Add new section 2.04.375 of the Bloomington Municipal Code to allow use of consent agendas.

Add section 2.04.375 to the Bloomington Municipal Code, to be entitled “Consent agenda,” to allow summary approval of certain enumerated items, as reflected in Attachment A.

Section 2: Amend section 2.04.380 of the Bloomington Municipal Code to add consent agenda to the order of business at regular sessions.

Section 2.04.380 of the Bloomington Municipal Code, entitled “Order of business at regular sessions,” is hereby amended to include consent agenda, as reflected in Attachment A.

Section 3: Severability.

If any section, 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 4: Effective date.

This ordinance shall be in full force and effect from and after its adoption by the Common Council and approval by the Mayor.

Passed

Passed by the Common Council of the City of Bloomington, Monroe County, Indiana, upon the _____ day of _____, 2026.

Isak Nti Asare

President, City of Bloomington

Attestation of Bloomington City Clerk:

Nicole Bolden

Clerk, City of Bloomington

Presented by me to the Mayor of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2026:

Nicole Bolden

Clerk, City of Bloomington

Signed and approved by me upon this upon the _____ day of _____, 2026:

Kerry Thomson

Mayor, City of Bloomington

SYNOPSIS

This ordinance sponsored by Councilmember Zulich adds a new section 2.04.375 to the Bloomington Municipal Code to allow the Common Council to summarily approve certain items by consent agenda. It also amends 2.04.380 of the Bloomington Municipal Code to include consent agenda in the order of business at regular sessions.

ATTACHMENT A

Chapter 2.04 - Common Council

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) Routine interlocal agreements;
 - (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.
- (c) Any council member may, by request stated during the Consent Agenda section of the meeting, 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;
- (2) Agenda summation;
- (3) Approval of ~~minutes~~ consent agenda;
- (4) Consideration of items removed from the consent agenda;
- (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*;

~~(6) Appointments to boards and commissions;~~

(6) Legislation for first readings;

(7) Second **and subsequent** 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.

Title 2 ADMINISTRATION AND PERSONNEL

Chapters:

Chapter 2.04 COMMON COUNCIL

Sections:

Article I. Officers ~~and Employees~~

2.04.010 Election of officers.

The council shall hold a meeting no later than the second Wednesday in January, subject to the exceptions noted in Section 2.04.050, to elect from its members a president, a vice president, and a parliamentarian. The length of term for these offices begins with the election in January and ends with the election the following January.

(Ord. 90-48 § 1, 1990).

(Ord. No. 13-05, § 1, 3-6-2013)

2.04.020 Duties of president.

The president shall have general direction of the council chambers and shall ~~preserve order and decorum~~ **ensure that council rules and procedures are followed**. The president shall rule on all points of order subject to an appeal to the council by any two members, shall state all questions properly proposed, shall put all questions which come to a vote, and shall declare the results of each vote. After any ordinance, resolution, address or order is adopted by the council, the president shall certify such action and certification shall be attested by the city clerk. ~~In the absence of the president, the vice president shall preside.~~

(Ord. 90-48 § 2, 1990; Ord. 83-15 § 1 (part), 1983).

2.04.030 Duties of vice president.

The vice president shall assume the duties and responsibilities of the president whenever the president is absent or otherwise unable to act.

~~**2.04.030 Duties of sergeant-at-arms.**~~

~~The chief of police or his designee shall act as sergeant-at-arms. It shall be the duty of the sergeant-at-arms to preserve order in the council chambers under the direction of the presiding officer, to act as a messenger of the council under the direction of the city clerk by serving notices of special meetings upon council members, and to procure the attendance of absent members when a quorum is not present. The sergeant-at-arms may request any~~

~~person in attendance at a council meeting to surrender any dangerous weapon other than a firearm (as defined by the Indiana Code). ¶~~

~~(Ord. 79-97 § 2 (part), 1979).~~

~~(Ord. No. 11-15, § 1, 9-14-2011) ¶~~

~~2.04.040 Duties of city clerk. ¶~~

~~In addition to any other duties imposed by state law or local ordinance, the clerk shall perform the following duties with respect to the proceedings of the council: ¶~~

- ~~(1) — Serve as secretary of the council and keep an accurate record of all proceedings; ¶~~
- ~~(2) — Cause all notices of regular and special meetings of the council and its committees to be served according to law and the directions of the presiding officer of the council; ¶~~
- ~~(3) — Publish all notices of public hearings and ordinances and post upcoming legislation as required by law; ¶~~
- ~~(4) — Serve as the legal custodian of all records of the council; ¶~~
- ~~(5) — Maintain complete and orderly files containing all papers and documents pertaining to the business of the council and make them available to the council and the public; ¶~~
- ~~(6) — Take roll call, record motions, and perform other statutory functions at council meetings; and ¶~~
- ~~(7) — Obtain necessary signatures and attest to legislation immediately after its passage, and provide copies of signed legislation to all interested persons. ¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶~~

2.04.035 Duties of the Parliamentarian

The parliamentarian shall serve as an advisor to the council on matters of parliamentary procedure and interpretation of council rules. The parliamentarian shall ensure that all actions of the council adhere to established parliamentary authority and provide guidance to the presiding officer and council members when procedural questions arise.

Article II. Meetings and Rules of Procedure

2.04.050 Regular meetings.

- ~~(a) With the exceptions noted in subsections (b) through (g), of this section, the council shall meet in regular session on the first and third Wednesday of each month at 6:30 p.m. local time at least once a month. The council may, agree by majority vote, to dispense with any regular session or to change the day or hour of any date of a meeting, but the council shall meet at least once a provided that at least one meeting is held each month.~~
- ~~(b) The council shall not meet on legal holidays as enumerated in Indiana Code § 1-1-9-1. The council may agree by majority vote to meet at an alternative time should such a holiday fall on a Wednesday. If a scheduled meeting falls on a legal holiday, the council may, by majority vote, reschedule the meeting.~~

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- (c) ~~In accordance with Indiana Code § 36-4-6-7, in~~ In the year following its election, the council shall hold its first regular meeting ~~at 6:30 p.m. one evening~~ no later than the second ~~Wednesday in week of~~ January to elect officers. ~~Should the~~ The council president of the previous year ~~still be a member of the council, he or she~~ shall preside over the election of new officers. If the president of the previous year is no longer ~~serving~~ on the council, the ~~election shall be~~ majority party shall designate a councilmember to ~~presided over by the~~ councilmember with the greatest total years of service on the Council, regardless of whether those years were consecutive ~~election of officers. The council may decide by majority vote to reschedule a regularly scheduled Wednesday meeting and conduct other official business at this first meeting of the year.~~
 - (d) In ~~accordance with Indiana Code § 36-4-6-8, in years~~ subsequent to the year immediately following its ~~election,~~ years the council shall ~~meet at 6:30 p.m. one evening~~ hold its first regular meeting no later than the second ~~Wednesday in week of~~ January to elect officers. The council president of the previous year shall preside over the election ~~of officers. The council may decide by majority vote to reschedule a regularly scheduled Wednesday meeting and conduct other official business at this meeting.~~
 - (e) The council may, **by majority vote, adjust its meeting schedule to accommodate holidays or other scheduling needs, provided it meets at least once per month.** ~~choose to schedule a summer recess, provided the council meets at least once a month. If such a recess is scheduled, no legislation shall be heard for first reading at the final regular session prior to the recess.~~
 - ~~(f) The council shall not meet on the Wednesday before Thanksgiving Day. The council may by majority vote decide to combine the meeting scheduled for this date with the meeting scheduled for the previous or following Wednesday. ¶¶~~
 - ~~(g) The council shall go into recess upon adjournment of the second regular session held in December and reconvene in January. No legislation for first reading shall be heard at the last regular session of December.~~

(Ord. 90-48 § 3, 1990).

(Ord. No. 13-05, § 2, 3-6-2013; Ord. No. 16-42, § 1, 11-16-2016; Ord. No. 21-03, § 4, 2-17-2021)

2.04.060 Special meetings—Emergency meetings.

- (a) Special meetings of the council may be held on call of the mayor, the president, or any three members of the council. It shall be the duty of the president or the members calling the special session to notify the city clerk of the meeting, its date, hour, and agenda. The city clerk shall, at least forty-eight hours before the time set for the meeting, notify each member of the council, either in person, **by email, or** by telephone, ~~or by notice left at the member's place of residence~~. Notice shall also be given at least forty-eight hours in advance of the meeting to the news media and to the public as required by state law.
- (b) Emergency meetings may be held provided there is compliance with the notice requirements of state law.

(Ord. 83-15 § 1 (part), 1983).

2.04.070 Budget meetings. ¶¶

~~The council shall perform its duties in regard to fixing the budget, tax rate, and tax levy in accordance with Indiana Code § 6-1.1-17-1 et seq. ¶¶~~

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 13-05, § 3, 3-6-2013)

2.04.075 ~~Adoption of Council Rules of Procedure~~

(a) ~~The council shall adopt and maintain a Council Rules of Procedure document, which shall govern the procedures and operations of the council and its committees. This document shall be formally adopted by the council ~~organizational meeting~~ and may be amended as necessary by a majority vote of the council.~~

(b) ~~The council shall conduct its meetings in accordance with its Council Rules of Procedure.~~

(c) ~~The Council Rules of Procedure may be suspended by a two-thirds vote of the members of the council. If a rule is suspended, a majority of the members present shall decide the procedure to follow in lieu of the suspended rule.~~

(d) ~~The power to suspend the Council Rules of Procedure shall not apply to any rules required by state or federal statutory or constitutional law.~~

2.04.080 ~~Parliamentary authority.~~

~~All meetings of the council and its committees shall be conducted in accordance with the procedures set forth in "Robert's Rules of Order" except where a different procedure is required by state law, this chapter, or other ordinances of the city. A majority of the members of the council shall decide all matters of procedure not covered by the authorities stated in this section.~~

(a) ~~The council shall conduct its meetings in accordance with its Council Rules of Procedure, a document formally adopted and maintained by the council.~~

(b) ~~The Council Rules of Procedure shall be reviewed periodically and may be amended by a majority vote of the council.~~

(Ord. 79-97 § 2 (part), 1979).

2.04.090 ~~Amendment and suspension of rules.~~

~~These rules may be amended only by adopting an amending ordinance. These rules may be suspended by a two-thirds vote of the members of the council. If a rule is suspended, a majority of the members present shall decide the procedure to follow in lieu of the suspended rule. The power to suspend these rules shall not apply to rules which are required by state or federal statutory or constitutional law.~~

(a) ~~The Council Rules of Procedure may be amended by a majority vote of the council.~~

(b) ~~The Council Rules of Procedure may be suspended by a two-thirds vote of the members of the council. If a rule is suspended, a majority of the members present shall decide the procedure to follow in lieu of the suspended rule.~~

(c) ~~The power to suspend the Council Rules of Procedure shall not apply to any rules required by state or federal statutory or constitutional law.~~

(Ord. 79-97 § 2 (part), 1979).

2.04.100 ~~Convening meeting~~—Quorum.

(a) ~~The presiding officer shall take the chair at the hour designated for convening and shall call the members to order. The roll shall then be called by the city clerk who shall enter in the minutes of the meeting the names of the members present.~~

(b) A majority of the members of the council shall constitute a quorum. If the roll call establishes that a quorum is present, the presiding officer shall proceed in the manner and order prescribed by [the Council Rules of Procedure](#)~~this chapter~~. In the absence of a quorum, the members present may, by a majority vote of those present, adjourn, set a time at which to adjourn, ~~or take a recess, or direct the sergeant at arms to procure the attendance of the absent members.~~

(Ord. 79-97 § 2 (part), 1979).

~~2.04.110 Seating of members.~~ ¶¶

~~Members shall occupy the seats assigned them by the presiding officer, but any two or more members may exchange seats by joining in a written memorandum to that effect. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.120 Limits on debate.~~ ¶¶

~~No member shall speak more than twice upon a question without leave of the council, and no more than once until every other member has had the opportunity to speak. No member shall speak longer than five minutes for the first speech on a question and no more than two minutes for a second speech on the same question, unless further time is granted by the council. The council may, before debate begins, decide by a two-thirds vote of all members to set time limits on debate upon a particular pending question, but time spent in answering questions shall not be counted against the speaker. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~(Ord. No. 2024-16, § 1, 6-18-2024) ¶¶~~

2.04.130 Absence from meeting—Leaving meeting in session.

No member shall be absent from a properly convened meeting of the council without notifying the city clerk. Any member desiring to be excused while the council is in session shall notify the presiding officer [and the city clerk](#).

(Ord. 79-97 § 2 (part), 1979).

~~2.04.140 Orderliness of members.~~ ¶¶

~~Members shall confine their remarks to the question under consideration and avoid personalities. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.150 Conflict of interest.~~ ¶¶

~~In the event a council member would be required to take any action that would directly affect a financial interest of the member other than an interest of a minimal nature or an interest that is not distinct from that of the general public, the member shall either explain the potential conflict and ask that ~~he they~~ be excused from voting, deliberating, or taking action on the matter, or shall explain the potential conflict and state why ~~he is they are~~ able to participate fairly, objectively, and in the public interest despite the potential conflict. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.160 Expressing dissent.~~

~~Any member shall have the right to express dissent from or protest against any ordinance or resolution and have the reasons entered into the record. Such dissent or protest shall be in respectful language and may be filed in writing and presented to the council not later than the next regular meeting following the date of passage of the ordinance or resolution.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

~~2.04.170 Violation of rules.~~

~~If any member, in speaking or otherwise, transgresses the rules of the council or the limits of debate, the presiding officer or any other member may call the member to order and that member shall immediately surrender the floor. The council shall, if there is an appeal by the member called to order, decide the question without debate. Only if the decision is in favor of the member called to order shall the member be at liberty to proceed.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

~~2.04.180 Address on personal privilege.~~

~~The right of a member to address the council on a question of personal privilege shall be limited to cases in which integrity, character, or motives are assailed, questioned, or impugned.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

2.04.190 Expulsion of member.

The council shall have the power to expel any of its members for violation of official duty, including gross neglect, and it may declare the seat of any member vacant by reason of disability to perform official duties. The council shall in such cases first, by resolution, direct the city attorney to draw up a bill of impeachment setting forth the charges and alleged conditions of disability, after which the council shall in special session try the charges, following in such trial the rules of courts of law as closely as possible. A vote of two-thirds of the members of the council shall be required to expel a member or vacate a member's seat.

(Ord. 79-97 § 2 (part), 1979).

2.04.200 Investigatory powers—Removal of officers.

The council shall have the power to supervise and investigate all departments, officers, and employees of the government of the city and to remove any officer or employee against whom charges are sustained. Investigations shall be conducted in accordance with the rules and procedures set forth in state law. A vote of two-thirds of the members of the council shall be required to impeach or remove an officer or employee.

(Ord. 79-97 § 2 (part), 1979).

Article III. Committees

2.04.210 Standing committees—Establishment.

To facilitate the transaction of business, the council may by resolution establish standing committees and define the duties and responsibilities of each committee. If such committees are established, the presiding officer shall appoint at least three council members to each committee, observing the preference of each member as closely as possible, and shall appoint a chairperson for each committee. Legislation and questions before the

council may be referred for investigation and report to the standing committees and the committees may investigate other areas within their jurisdiction. The council may create or abolish standing committees by adoption of subsequent resolutions.

(Ord. 79-97 § 2 (part), 1979).

2.04.220 Standing committees—Meetings.

A committee shall meet on call of its chairperson or any two of its members. Notice shall be communicated by the city clerk, who shall keep a record of such notices. A majority of the membership of a committee shall constitute a quorum, which shall be necessary to conduct the business of the committee. The chairperson may act as secretary of the committee or the committee may appoint a secretary, who shall keep a memorandum of the proceedings and the recommendations made at the committee meeting. In committee meetings the rules of debate shall be relaxed in order to encourage discussion but general procedural decorum shall prevail.

(Ord. 79-97 § 2 (part), 1979).

2.04.225 Intentional display of firearms prohibited.

The intentional display of firearms is prohibited at any public meeting of the council.

(Ord. No. 11-15, § 2, 9-14-2011)

~~**2.04.230 Standing committees—Reports.**~~ ¶¶

- ~~(a) The reports of standing committees shall be in writing and signed by a majority of the committee. Documents referred to the committee shall be returned with the report.~~ ¶¶
- ~~(b) Matters or questions referred to standing committees shall normally be reported back to the council not later than the second regular session after being referred to the committee, but the council may extend the time for reporting. When a committee to which a matter or question has been referred with instructions to report at a specific time is not ready to report at that time, the matter referred shall, unless further time is granted, be considered as though reported back without recommendation.~~ ¶¶
- ~~(c) The council may agree by majority vote to discharge any committee from further consideration of any matter referred to it. The matter referred shall be brought back before the council and take its proper place in the order of business.~~ ¶¶
- ~~(d) When an ordinance or resolution is reported back from a committee with recommendations, the recommendation of the committee shall have no force unless adopted by the council at a properly convened session.~~ ¶¶
- ~~(e) Any member of a committee may file a minority report and may move that the minority report be substituted for the recommendations of the majority.~~ ¶¶

~~(Ord. 79-97 § 2 (part), 1979).~~ ¶¶

2.04.240 Special committees.

Any three council members or the ~~council president~~~~presiding officer~~ may form a special committee for any specific purpose proper for council consideration. ~~The special committee shall be considered to be established at a regular session of the council when it is either (a) created by the council president or (b) proposed by a member with verbal support from at least two additional members. Special committees shall continue to function until the following January organizational meeting, at which time the new council president may continue the special committee for another calendar year. If the president does not continue the special committee, it shall be~~

~~disbanded. The committee shall cease to function when it has completed its duties and made a report or recommendation to the council.~~

(Ord. 79-97 § 2 (part), 1979).

2.04.250 Committee of the whole.

- (a) ~~With the exceptions noted in this section, the council may resolve itself into a committee of the whole to consider ordinances, resolutions, or other matters with the freedom of committee procedures.~~ The council may decide by majority vote to cancel any such committee meeting or to meet at an alternative date and time. The council may by majority vote resolve itself into a committee of the whole at any other time and for any other legitimate purpose.
- (b) Whenever the council resolves itself into a committee of the whole the presiding officer shall leave the chair. Chair of the committee meetings scheduled for Wednesday evenings and city budget hearings shall rotate by alphabetical order among all councilmembers except the council president and such rotation will be tracked by the city clerk. Should a councilmember be unable to attend a committee meeting the next member on the rotation shall preside and the rotation shall proceed from that point. The council president will designate the chair for any unscheduled committee meetings.
- (c) When the council resolves itself into the committee of the whole, the rules of the council shall govern except that:
 - (1) The committee of the whole may consider only matters and questions referred to it, and the only motions in order shall be to amend or adopt, or that the committee rise and report;
 - (2) No limit shall be placed on frequency of speaking, but no member may speak for longer than five minutes at a time;
 - (3) Interested ~~citizens~~ residents may be heard on the question under consideration if they address the chair and ask permission to speak;
 - (4) The previous question may not be moved;
 - (5) ~~The clerk shall keep a memorandum of proceedings and recommendations in a manner consistent with Indiana Code § 5-14-1.5-4. ¶~~
- (d) When the committee of the whole rises, the residing officer of the council shall resume the chair, and the chairperson of the committee shall report its recommendations to the council. The question shall then be on agreeing the recommendations of the committee and adopting the action or measures recommended.

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 12-10, §§ 1, 2, 5-2-2012; Ord. No. 13-05, § 4, 3-6-2013)

~~2.04.255 Committees – Scheduling. ¶~~

- (a) ~~When a committee is to consider legislation referred by the council, it shall convene its meeting on the second or fourth Wednesday of the month. The council may decide by majority vote to cancel any such committee meeting, or to meet at an alternative date and time. ¶~~
- (1) ~~If more than one standing committee has had legislation referred to it during the same period of time, the committees shall not be scheduled at the same time, so that any council members may attend any meeting. ¶~~
- (2) ~~Such committee meetings shall not begin before 5:30 p.m. or after 9:45 p.m. ¶~~

~~(b) The president shall have the authority to refer legislation to the appropriate committee when the legislation is introduced for first reading, but such a referral may be changed by a motion approved by a majority of the council. The president shall have the authority to call and schedule committee meetings on second and fourth Wednesdays in anticipation of the introduction of legislation. ¶~~

~~(c) A council committee shall not meet on legal holidays as enumerated in Indiana Code § 1-1-9-1, and shall not meet to hear legislation during the council's official recess, on the Wednesday evening immediately before Thanksgiving Day, or on or between the fourth Wednesday in December and New Year's Eve. ¶~~

~~(Ord. No. 12-10, § 3, 5-2-2012; Ord. No. 16-42, § 2, 11-16-2016; Ord. No. 21-03, § 5, 2-17-2021) ¶~~

Article IV. Ordinances and Resolutions

2.04.260 Ordinances—Title and enacting clause.

Each ordinance to be submitted to the council shall have a title indicating the nature of the subject matter and an enacting clause in substantially the following style: "Be It Ordained by the Common Council of the City of Bloomington, Monroe County, Indiana, That:."

(Ord. 79-97 § 2 (part), 1979).

2.04.270 Ordinances and resolutions—Filing, copies and agendas.

Each ordinance or resolution submitted to the council shall be in an editable, electronic form, accompanied by any relevant documents, and filed with the council office at least ten days before the meeting at which the legislation is to be introduced. That time frame may be extended by a vote of the council or at the request of the president. The president shall approve the agendas for regular sessions and, special sessions called by the president or voted upon by the council, ~~and committees convened to consider legislation referred to them,~~ Agendas shall include notice of whether discussion and public comment will be allowed on each agenda item, and the council staff shall prepare and distribute copies of the agendas and legislation to the council members, the mayor, and corporation counsel. **Council members may motion to amend the schedule and introduce new items by a majority vote, provided that the ordinance or resolution is available in writing and meets the requirements specified in municipal code (section specifically 2.04.250 and 2.04.260).** The president may, at the meeting when ordinances are introduced for first reading, announce that the council will consider any of those ordinances as well as any resolutions expected to be considered during that legislative cycle at the next two regularly scheduled committees of the whole before receiving formal action at the following regularly scheduled regular session.

(Ord. 83-15 § 1 (part), 1983).

(Ord. No. 13-05, § 5, 3-6-2013; Ord. No. 21-03, § 6, 2-17-2021)

2.04.280 Ordinances and resolutions—Synopsis required.

- (a) Each ordinance and resolution submitted to the council shall be accompanied by a short, nontechnical synopsis of the legislation which is comprehensible to the average citizen and suitable for publication. The council staff ~~shall~~ may edit the synopsis to clarify information or standardize format.
- (b) The edited synopsis shall be read whenever the legislation it accompanies is introduced at a council meeting for first or second reading and it shall become a part of the official record, but shall not have the legal effect of being part of the legislation.

(Ord. 79-97 § 2 (part), 1979).

2.04.290 Ordinances and resolutions—Fiscal impact statement required.

All proposed legislation must be accompanied by a statement describing the impact of that legislation on the city's finances, including but not limited to revenues, expenditures, and any new debt obligations.

(Ord. 79-97 § 2 (part), 1979).

(Ord. No. 13-05, § 6, 3-6-2013; Ord. No. 21-03, § 7, 2-17-2021)

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) Upon motion made, seconded and approved by a majority of the members, 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).

(Ord. No. 2026-05, § 1(Att. A), 2-18-2026)

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 vote of all the elected members is required for adoption.

(Ord. 83-15 § 1 (part), 1983).

(Ord. No. 2026-05, § 2(Att. A), 2-18-2026)

2.04.320 Ordinances and resolutions—Public inspection and publication.

- ~~(a) For purpose of public inspection, the city clerk shall provide copies of ordinances and resolutions to the Monroe County Public Library no later than twenty-four hours after the legislation has been introduced at the council.~~
- ~~(b) Copies of proposed legislation shall be made available to the public prior to and during meetings when the legislation is being considered.~~
- ~~(c) All ordinances and resolutions passed by the council shall be recorded by the clerk and due proof of publication of all ordinances requiring publication shall be obtained by the clerk and attached to the original ordinance. Ordinances and resolutions shall be made available for public inspection and copying at all times during regular business hours.~~

Every ordinance and resolution shall be made available for public inspection at the office of the city clerk. The city clerk shall ensure that all adopted ordinances and resolutions are published or posted as required by law and shall make them available online no later than three (3) days after passage.

(Ord. 92-4 § 2, 1992; Ord. 79-97 § 2 (part), 1979).

(Ord. No. 13-05, § 7, 3-6-2013)

2.04.330 Ordinances and resolutions—Amendment.

The following rules shall govern the council when considering proposals for amendment of ordinances and resolutions:

- (1) All amendments to resolutions and ordinances must be reduced to writing before they may be considered to be properly before the council;
- (2) An amendment must be germane to the proposition to which it is to apply;
- (3) A primary amendment may be amended, but a secondary amendment (an amendment to an amendment) may not be amended;
- (4) When adopted, an amendment merely modifies the proposition or question to which it applies and the question before the council is then the consideration of the proposition or question as amended;
- (5) An amendment once rejected may not be moved again in the same form in the same meeting of the council without first reconsidering the vote by which the amendment was defeated.

(Ord. 79-97 § 2 (part), 1979).

2.04.340 Ordinances—Repeal or modification.

Whenever an ordinance or a part of an ordinance is repealed or modified by a subsequent ordinance, the part of an ordinance thus repealed or modified shall continue in force until due publication of the ordinance when required, unless otherwise expressly provided. No suit, proceeding, right, fine, forfeiture or penalty instituted, created, given, secured, or accrued under any ordinance previous to its repeal shall in any way be affected, released or discharged, but may be prosecuted, enjoyed, and recovered as fully as if such ordinance had continued in force, unless it shall be otherwise expressly provided.

(Ord. 79-97 § 2 (part), 1979).

2.04.350 Veto procedure.

- (a) In the event the mayor disapproves any ordinance, order, or resolution requiring mayoral approval, such ordinance, order, or resolution shall not become law unless at the next properly convened meeting or special meeting held at least ten days following presentation of the ordinance, order, or resolution to the mayor, the council again passes the ordinance, order, or resolution by two-thirds vote of all members of the council.
- (b) Further, in conformance with Indiana Code 36-7-4-609 "Vote Required for Legislative Action," as amended, each zoning ordinance adopted by the city under Indiana Code 36-7-4-606, 36-7-4-607, or 36-7-4-608 may be vetoed by the executive of the city. The executive must exercise the veto:
 - (1) In a case in which the legislative body adopted (as certified) the proposal, within ten days after the legislative body acts;

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- (2) In a case in which the legislative body amends the proposal and the plan commission approves the amendment or fails to act, within fifty-five days after the proposal is returned to the plan commission for its consideration;
 - (3) In a case in which the legislative body amends the proposal and confirms its original amendment by another vote, within ten days after the legislative body confirms its original amendment; or
 - (4) In a case in which the proposal is to take effect because of the legislative body's failure to act within a period of days, within ten days after the expiration of that period.
- (c) If a city zoning ordinance is not vetoed under subsection (b), it takes effect without any action being taken by the executive of the city.
 - (d) If a city zoning ordinance is vetoed under subsection (b), it is defeated unless the city legislative body, at its first regular or special meeting after receiving the veto message, passes the ordinance over the veto by a two-thirds vote.
- (Ord. 89-14 § 1, 1989; Ord. 86-57 § 1, 1986; Ord. 83-15 § 1 (part), 1983).

Article V. Proceedings and Motions

~~2.04.360 Voting procedure.~~

- ~~(a) All votes upon the passage of ordinances and resolutions, upon motions to suspend the rules, and upon motions to reconsider shall be by roll call vote. Any two members may demand a roll call vote upon any question to be voted upon by the council and when such demand is made the clerk shall call the roll.~~
- ~~(b) The council may by a majority vote of the members present adopt any method for tabulating the vote, including a random or alphabetical order of calling the roll.~~
- ~~(c) During a roll call vote on any question, it shall be out of order for any member to offer remarks as the member is voting other than a short and concise explanation of his vote. After a roll call vote, it shall be out of order for any member to offer any remarks on the question that had been voted upon.~~
- ~~(d) Members shall vote on all questions before the council except in situations where there is a conflict of interest or for other good cause. If a member fails to vote upon any matter, any other member may raise the question and insist that the member either vote or state the reason for not voting and be excused.~~
- ~~(e) Any member may change a vote before the result is announced, and afterwards by leave of the council provided that the change will not affect the result. In no case shall a member absent when the question is put be allowed to vote after the result is announced.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

2.04.370 Appointments to boards and commissions.

Vacancies on boards and commissions to be filled by the council shall be filled by a majority vote of the members in a properly convened session of the council.

(Ord. 79-97 § 2 (part), 1979).

~~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*;~~
 - ~~(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)~~

~~2.04.390 Motions generally.~~

- ~~(a) When a motion is made and seconded it shall be stated by the presiding officer before it shall be debated. The name of the member making the motion or offering any business shall be entered into the minutes.~~
- ~~(b) A motion may be withdrawn by the maker, but if there is any objection to the withdrawal, it may not be withdrawn until a motion to that effect has been passed.~~
- ~~(c) A motion shall be reduced to writing upon request of any member or city clerk.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

~~(Ord. No. 13-05, § 8, 3-6-2013)~~

~~2.04.400 Motions when question is under debate.~~

~~When a question is under debate, no motion other than pertinent incidental motions shall be entertained except to adjourn or recess, to lay on the table, for the previous question, to postpone for a definite time, to refer to committee, to amend, or to postpone indefinitely, which motions shall have precedence in the order above named and only the motions to postpone for a definite time, to refer to committee, to amend, and to postpone indefinitely shall be debatable.~~

~~(Ord. 79-97 § 2 (part), 1979).~~

~~2.04.410 Motion for the previous question. ¶¶~~

~~The motion for the previous question shall only be admitted when demanded by a two-thirds vote, and until it is decided, shall preclude all further amendments and debate of the main question. The effect of the previous question shall be to bring the council to a vote on the immediate question under discussion. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.420 Motion to adjourn or recess. ¶¶~~

~~(a) A motion to adjourn or recess shall be decided without debate and shall be in order at any time, except when it is repeated without intervening business or discussion, when a member is speaking, when the previous question has been ordered, or during roll call. A motion to recess shall take precedence over a motion to adjourn. ¶¶~~

~~(b) No legislation may be introduced for council action after 10:30 p.m. local time without a two-thirds vote of the members of the council. ¶¶~~

~~(c) When a motion to adjourn, or a motion to rise and report in committee of the whole, is made and seconded after five and one-half hours from the meeting's call to order or after 11:59 p.m. local time, whichever occurs first, it shall not require a vote, shall take precedence over a motion to recess, and shall have the effect of ending the meeting, regardless of what items on that meeting's agenda have not yet been voted on or taken up. ¶¶~~

~~(1) A motion to recess to another day, which requires a second and a majority vote, shall not be in order unless the meeting's time of resumption is at least twenty-four hours after its initial call to order. ¶¶~~

~~(2) Paragraph (c) shall not be subject to suspension under Section 2.04.090. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979) ¶¶~~

~~(Ord. No. 21-34, § 1, 10-6-2021) ¶¶~~

~~2.04.430 Division of question. ¶¶~~

~~Any member may move that a question under consideration covering two or more distinct propositions be divided. If the motion is adopted by a majority of the members present, the question shall be divided. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.440 Motion to table. ¶¶~~

~~A motion to lay a question under consideration on the table shall take precedence over all amendments or debate of the question. Any matter laid on the table may be taken up by a vote of the council at any meeting after the meeting at which it is tabled. The motion to table may not be debated. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.450 Motion to postpone indefinitely. ¶¶~~

~~If a motion to postpone indefinitely is adopted or a motion to reconsider a negative vote has been laid on the table, the main question shall be declared defeated and removed from before the council for that session. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

~~2.04.460 Motion to reconsider. ¶¶~~

~~When any question has been decided in the affirmative or negative, any member voting with the majority may move a reconsideration of the vote before adjournment. Concurrence of a majority of the members present shall be sufficient to order reconsideration of a vote, but if a motion to reconsider is defeated, it shall not again be entertained. ¶¶~~

~~(Ord. 79-97 § 2 (part), 1979). ¶¶~~

Article VI. Council Districts

2.04.500 Definition of councilmanic districts.

The City of Bloomington is hereby divided into six councilmanic districts which shall be known as the First District, Second District, Third District, Fourth District, Fifth District, and Sixth District. A copy of the map of these districts and the associated precinct populations are attached to this ordinance (Ordinance 22-24) as Exhibit "A." These districts shall consist of precincts as they were set forth in the "Order Establishing Precincts" of the Monroe County Commissioners dated December 15, 2021. This Order and the associated precinct map, and the IEC-8 forms are incorporated by reference into this ordinance and, in accordance with IC 36-1-5-4, two copies of this material shall be kept on file in the office of the City Clerk and Council for inspection by the public. These districts and their component precincts are as follows:

FIRST DISTRICT. The First Councilmanic District shall consist of the following designated precincts:

- (a) Perry Township Precincts 3, 5, 6, 8, 29 & 31;
- (b) Van Buren Township Precinct 2.

SECOND DISTRICT. The Second Councilmanic District shall consist of the following designated precincts:

- (a) Bloomington Township Precincts 2, 6, 13, 14, 17, & 20;
- (b) Perry Township Precinct 1;
- (c) Richland Township Precinct 9.

THIRD DISTRICT. The Third Councilmanic District shall consist of the following designated precincts:

- (a) Bloomington Township Precincts 7, 8, 9, 10, 16, 21, 22, & 23.

FOURTH DISTRICT. The Fourth Councilmanic District shall consist of the following designated precincts:

- (a) Perry Township Precincts 7, 9, 14, 15, 16, 17, 20, 30, & 32.

FIFTH DISTRICT. The Fifth Councilmanic District shall consist of the following designated precincts:

- (a) Perry Township Precincts 10, 11, 12, 13, 18, 19, 21, 26, & 28.

SIXTH DISTRICT. The Sixth councilmanic District shall consist of the following designated precincts:

- (a) Bloomington Township Precincts 1, 3, 4, 5, 18, & 19.

(Ord. 93-10 § 1, 1993; Ord. 92-63 § 1, 1992; Ord. 90-44 § 2, 1990).

(Ord. No. 12-29, § 1, 12-19-2012; Ord. No. 22-24, § 1, 10-6-2022)

2.04.510 Reserved.

Editor's note(s)—Ord. No. 12-29, adopted Dec. 29, 2012, § 1, repealed § 2.04.510 in its entirety. The former § 2.04.510 pertained to the repeal of former council districts and derived from Ord. No. 90-44, § 3, 1990.

Notes for Rules of Procedure

Provisions from the Current BMC Title 2 Under Consideration for Inclusion in the Rules:

Regular text = from BMC

Italicized text = recommended information to include

2.04.050 Regular meetings.

(a) ...The council shall meet in regular session at least once a month.

Adoption of annual schedule

Meetings generally the 1st and 3rd Wednesday of the month

No legislation for first reading at last session of the year

2.04.070 Budget meetings.

The council shall perform its duties in regard to fixing the budget, tax rate, and tax levy in accordance with Indiana Code § 6-1.1-17-1 et seq.

Procedures for budget hearings

Role of Fiscal Committee

Budget planning sessions of Council (with and without Mayor)

2.04.080 Parliamentary authority.

All meetings of the council and its committees shall be conducted in accordance with the procedures set forth in "Robert's Rules of Order" except where a different procedure is required by state law, this chapter, or other ordinances of the city. A majority of the members of the council shall decide all matters of procedure not covered by the authorities stated in this section.

Robert's Rules (or other)

2.04.090 Amendment and suspension of rules

These rules may be amended only by adopting an amending ordinance. These rules may be suspended by a two-thirds vote of the members of the council. If a rule is suspended, a majority of the members present shall decide the procedure to follow in lieu of the suspended rule. The power to suspend these rules shall not apply to rules which are required by state or federal statutory or constitutional law.

Amendment of Rules of Order

2.04.100 Convening meeting—Quorum.

(a) The presiding officer shall take the chair at the hour designated for convening and shall call the members to order. The roll shall then be called by the city clerk

who shall enter in the minutes of the meeting the names of the members present.

Roll call is part of Order of Business, so we can do away with this paragraph. Quorum is still covered in 2.04.100.

2.04.110 Seating of members.

Members shall occupy the seats assigned them by the presiding officer, but any two or more members may exchange seats by joining in a written memorandum to that effect.

2.04.120 Limits on debate.

No member shall speak more than twice upon a question without leave of the council, and no more than once until every other member has had the opportunity to speak. No member shall speak longer than five minutes for the first speech on a question and no more than two minutes for a second speech on the same question, unless further time is granted by the council. The council may, before debate begins, decide by a two-thirds vote of all members to set time limits on debate upon a particular pending question, but time spent in answering questions shall not be counted against the speaker.

2.04.140 Orderliness of members.

Members shall confine their remarks to the question under consideration and avoid personalities.

2.04.150 Conflict of interest.

In the event a council member would be required to take any action that would directly affect a financial interest of the member other than an interest of a minimal nature or an interest that is not distinct from that of the general public, the member shall either explain the potential conflict and ask that **they** be excused from voting, deliberating, or taking action on the matter, or shall explain the potential conflict and state why **they are** able to participate fairly, objectively, and in the public interest despite the potential conflict.

2.04.160 Expressing dissent.

Any member shall have the right to express dissent from or protest against any ordinance or resolution and have the reasons entered into the record. Such dissent or protest shall be in respectful language and may be filed in writing and presented to the council not later than the next regular meeting following the date of passage of the ordinance or resolution.

2.04.170 Violation of rules.

If any member, in speaking or otherwise, transgresses the rules of the council or the limits of debate, the presiding officer or any other member may call the member to order and that member shall immediately surrender the floor. The council shall, if there is an appeal by the member called to order, decide the question without debate. Only if the decision is in favor of the member called to order shall the member be at liberty to proceed.

2.04.180 Address on personal privilege.

The right of a member to address the council on a question of personal privilege shall be limited to cases in which integrity, character, or motives are assailed, questioned, or impugned.

2.04.210 Standing committees—Establishment.

Terms of appointment to these committees.

2.04.230 Standing committees—Reports.

- (a) The reports of standing committees shall be in writing and signed by a majority of the committee. Documents referred to the committee shall be returned with the report.
- (b) Matters or questions referred to standing committees shall normally be reported back to the council not later than the second regular session after being referred to the committee, but the council may extend the time for reporting. When a committee to which a matter or question has been referred with instructions to report at a specific time is not ready to report at that time, the matter referred shall, unless further time is granted, be considered as though reported back without recommendation.
- (c) The council may agree by majority vote to discharge any committee from further consideration of any matter referred to it. The matter referred shall be brought back before the council and take its proper place in the order of business.
- (d) When an ordinance or resolution is reported back from a committee with recommendations, the recommendation of the committee shall have no force unless adopted by the council at a properly convened session.
- (e) Any member of a committee may file a minority report and may move that the minority report be substituted for the recommendations of the majority.

2.04.250 Committee of the Whole.

- (a) With the exceptions noted in this section, the council may resolve itself into a committee of the whole to consider ordinances, resolutions, or other matters with the freedom of committee procedures. The council may decide by majority vote to cancel any such committee meeting or to meet at an alternative date and time. The council may by majority vote resolve itself into a committee of the whole at any other time and for any other legitimate purpose.

(b) Whenever the council resolves itself into a committee of the whole the presiding officer shall leave the chair. Chair of the committee meetings scheduled for Wednesday evenings and city budget hearings shall rotate by alphabetical order among all councilmembers except the council president and such rotation will be tracked by the city clerk. Should a councilmember be unable to attend a committee meeting the next member on the rotation shall preside and the rotation shall proceed from that point. The council president will designate the chair for any unscheduled committee meetings.

(c) When the council resolves itself into the committee of the whole, the rules of the council shall govern except that:

(1) The committee of the whole may consider only matters and questions referred to it, and the only motions in order shall be to amend or adopt, or that the committee rise and report;

(2) No limit shall be placed on frequency of speaking, but no member may speak for longer than five minutes at a time;

(3) Interested citizens may be heard on the question under consideration if they address the chair and ask permission to speak;

(4) The previous question may not be moved;

(5) The clerk shall keep a memorandum of proceedings and recommendations in a manner consistent with Indiana Code § 5-14-1.5-4.

(d) When the committee of the whole rises, the presiding officer of the council shall resume the chair, and the chairperson of the committee shall report its recommendations to the council. The question shall then be on agreeing the recommendations of the committee and adopting the action or measures recommended.

2.04.255 Committees—Scheduling.

(a) When a committee is to consider legislation referred by the council, it shall convene its meeting on the second or fourth Wednesday of the month. The council may decide by majority vote to cancel any such committee meeting, or to meet at an alternative date and time.

(1) If more than one standing committee has had legislation referred to it during the same period of time, the committees shall not be scheduled at the same time, so that any council members may attend any meeting.

(2) Such committee meetings shall not begin before 5:30 p.m. or after 9:45 p.m.

(b) The president shall have the authority to refer legislation to the appropriate committee when the legislation is introduced for first reading, but such a referral may be changed by a motion approved by a majority of the council. The president

shall have the authority to call and schedule committee meetings on second and fourth Wednesdays in anticipation of the introduction of legislation.

- (c) A council committee shall not meet on legal holidays as enumerated in Indiana Code § 1-1-9-1, and shall not meet to hear legislation during the council's official recess, on the Wednesday evening immediately before Thanksgiving Day, or on or between the fourth Wednesday in December and New Year's Eve.

2.04.270 Ordinances and resolutions—Filing, copies and agendas

The president shall approve the agendas for regular sessions, special sessions called by the president or voted upon by the council, and committees convened to consider legislation referred to them. The president may, at the meeting when ordinances are introduced for first reading, announce that the council will consider any of those ordinances as well as any resolutions expected to be considered during that legislative cycle at the next two regularly scheduled committees of the whole before receiving formal action at the following regularly scheduled regular session.

The council staff shall prepare and distribute digital copies of the agendas and legislation to the council members, the mayor, and corporation counsel

2.04.360 Voting procedure.

- (a) All votes upon the passage of ordinances and resolutions, upon motions to suspend the rules, and upon motions to reconsider shall be by roll call vote. Any two members may demand a roll call vote upon any question to be voted upon by the council and when such demand is made the clerk shall call the roll.
- (b) The council may by a majority vote of the members present adopt any method for tabulating the vote, including a random or alphabetical order of calling the roll.
- (c) During a roll call vote on any question, it shall be out of order for any member to offer remarks as the member is voting other than a short and concise explanation of his vote. After a roll call vote, it shall be out of order for any member to offer any remarks on the question that had been voted upon.
- (d) Members shall vote on all questions before the council except in situations where there is a conflict of interest or for other good cause. If a member fails to vote upon any matter, any other member may raise the question and insist that the member either vote or state the reason for not voting and be excused.
- (e) Any member may change a vote before the result is announced, and afterwards by leave of the council provided that the change will not affect the result. In no case shall a member absent when the question is put be allowed to vote after the result is announced.

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*;
- (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.

2.04.390 Motions generally.

- (a) When a motion is made and seconded it shall be stated by the presiding officer before it shall be debated. The name of the member making the motion or offering any business shall be entered into the minutes.
- (b) A motion may be withdrawn by the maker, but if there is any objection to the withdrawal, it may not be withdrawn until a motion to that effect has been passed.
- (c) A motion shall be reduced to writing upon request of any member or city clerk.

2.04.400 Motions when question is under debate.

When a question is under debate, no motion other than pertinent incidental motions shall be entertained except to adjourn or recess, to lay on the table, for the previous

question, to postpone for a definite time, to refer to committee, to amend, or to postpone indefinitely, which motions shall have precedence in the order above named and only the motions to postpone for a definite time, to refer to committee, to amend, and to postpone indefinitely shall be debatable.

2.04.410 Motion for the previous question.

The motion for the previous question shall only be admitted when demanded by a two-thirds vote, and until it is decided, shall preclude all further amendments and debate of the main question. The effect of the previous question shall be to bring the council to a vote on the immediate question under discussion.

2.04.420 Motion to adjourn or recess.

- (a) A motion to adjourn or recess shall be decided without debate and shall be in order at any time, except when it is repeated without intervening business or discussion, when a member is speaking, when the previous question has been ordered, or during roll call. A motion to recess shall take precedence over a motion to adjourn.
- (b) No legislation may be introduced for council action after 10:30 p.m. local time without a two-thirds vote of the members of the council.
- (c) When a motion to adjourn, or a motion to rise and report in committee of the whole, is made and seconded after five and one-half hours from the meeting's call to order or after 11:59 p.m. local time, whichever occurs first, it shall not require a vote, shall take precedence over a motion to recess, and shall have the effect of ending the meeting, regardless of what items on that meeting's agenda have not yet been voted on or taken up.
 - (1) A motion to recess to another day, which requires a second and a majority vote, shall not be in order unless the meeting's time of resumption is at least twenty-four hours after its initial call to order.
 - (2) Paragraph (c) shall not be subject to suspension under Section 2.04.090.

2.04.430 Division of question.

Any member may move that a question under consideration covering two or more distinct propositions be divided. If the motion is adopted by a majority of the members present, the question shall be divided.

2.04.440 Motion to table.

A motion to lay a question under consideration on the table shall take precedence over all amendments or debate of the question. Any matter laid on the table may be taken up by a vote of the council at any meeting after the meeting at which it is tabled. The motion to table may not be debated.

2.04.450 Motion to postpone indefinitely.

If a motion to postpone indefinitely is adopted or a motion to reconsider a negative vote has been laid on the table, the main question shall be declared defeated and removed from before the council for that session.

2.04.460 Motion to reconsider.

When any question has been decided in the affirmative or negative, any member voting with the majority may move a reconsideration of the vote before adjournment.

Concurrence of a majority of the members present shall be sufficient to order reconsideration of a vote, but if a motion to reconsider is defeated, it shall not again be entertained.

Additional notes:

- Add language to clarify the term of standing committee member and the start day and end day of the special committee.