

**COMMON COUNCIL
MEETING SCHEDULE AND LEGISLATION DEADLINES FOR THE YEAR 2018
(Subject to Revision by Common Council)**

LEGIS CYCLE	INTERNAL WORK SESSIONS ¹⁰	DEADLINE FOR ORDINANCES; E-MAILED TO CCL BY NOON	DEADLINE FOR RESOLUTIONS; E-MAILED TO CCL BY NOON	REGULAR SESSION 1 st READING FOR ORDS.	COMMITTEE OF THE WHOLE DISCUSSION	REGULAR SESSION 2 nd READINGS AND RESOLUTIONS	<i>* Note on Legislative Cycle</i>
1	Mon. Dec. 18 (2017)	Wed. Dec. 20 (2017)	Wed. Dec. 20 (2017)	¹ Jan. 10	¹ Jan. 10	Jan. 17	
2	Fri. Jan. 5	Mon. Jan. 8	Fri. Jan. 12	Jan. 17	Jan. 24	Feb. 7	
3	Fri. Jan 26	Mon. Jan. 29	Mon. Feb. 5	Feb. 7	Feb. 14	Feb. 21	
4	Fri. Feb. 9	Mon. Feb. 12	Mon. Feb. 19	Feb. 21	Feb. 28	Mar. 7	
5	Fri. Feb. 23	Mon. Feb. 26	Mon. Feb. 26	² Mar. 7	² Mar. 7	Mar. 21	
6	Fri. Mar. 9	Fri. Mar. 9	Mon. Mar. 19	Mar. 21	Mar. 28	Apr. 4	
7	Fri. Mar. 23	Fri. Mar. 23	Mon. Apr. 2	Apr. 4	Apr. 11	Apr. 18	
8	Fri. Apr. 6	Mon. Apr. 9	Mon. Apr. 16	Apr. 18	Apr. 25	May 2	
9	Fri. Apr. 20	Mon. Apr. 23	Mon. Apr. 30	³ May 2	May 9	May 16	
10	Fri. May 4	Fri. May 4	Mon. May 14	May 16	May 23	⁴ May 30	
11	Fri. May 18	Mon. May 21	Fri. May 25	⁴ May 30	⁴ June 6	⁴ June 13	
12	Fri. June 1	Mon. June 4	Mon. June 11	⁴ June 13	⁴ June 20	⁴ & ⁵ June 27	

**SUMMER RECESS AND
DEPARTMENTAL BUDGET HEARINGS (STARTING ON MONDAY, AUGUST 20TH) ³**

13	⁶ Fri. July 27	Mon. July 30	Mon. July 30	⁶ Aug 8	⁶ Aug. 8	⁶ Aug. 15	
14	Fri. Aug. 3	Mon. Aug. 6	Mon. Aug. 13	⁶ Aug. 15	Aug. 29	Sep. 5	
15	Fri. Aug. 17	Mon. Aug. 27	Fri. Aug. 31	Sep. 5	Sep. 12	⁸ Sep. 19	
16	N/A	Mon. Sep. 10	Mon. Sep. 10	⁷ Sep. 26	⁷ Sep. 26	⁷ Oct. 10	
17	Fri. Sept. 7	Mon. Sept. 10	Mon. Sept. 17	⁸ Sep. 19	⁸ Oct. 3	⁸ Oct. 17	
18	Fri. Oct. 5	Mon. Oct. 8	Mon. Oct. 15	Oct. 17	Oct. 24	⁹ Oct. 31	
19	Fri. Oct. 19	Mon. Oct. 22	Mon. Oct. 29	⁹ Oct. 31	⁹ Nov. 7	⁹ Nov. 14	
20	Fri. Nov. 2	Fri. Nov. 2	⁹ Wed. Nov. 14	⁹ Nov. 14	⁹ Nov. 28	Dec. 5	
21	Fri. Nov. 16	Mon. Nov. 19	Mon. Dec. 3	Dec. 5	Dec. 12	⁴ Dec. 19	

YEAR END RECESS

First Legislative Cycle for 2019:

1	Mon. Dec. 17 (2018)	Wed. Dec. 19	Wed. Dec. 19	¹ Wed. Jan. 9 (2019)	¹ Wed. Jan. 9 (2019)	Wed. Jan. 16 (2019)	
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Deadlines for Legislation: The deadline for submitting legislation and all accompanying materials, including a summary memo, is set at noon on the date listed. For information on the manner for submitting these materials, please inquire with the Council Office.

Usual Day, Location, and Time of Meetings: Unless otherwise indicated, the Council meets on the first four Wednesdays of the month in the Council Chambers in Room 115 of the Showers Center, 401 North Morton, at 6:30 p.m. It also meets for a Staff-Council Internal Work Session on Fridays about 10 days before the beginning of the next legislative cycle. (See the first column of the above chart and footnote #10 for the day, time, location of those meetings and the typical topics discussed at them.)

*** Note on the Legislative Cycle:** While it is typical for the Council to introduce and take final action on legislation during the same cycle, the Council may schedule legislation or other matters for further consideration at subsequent Committees of the Whole, Regular Sessions, or Special Sessions.

The following footnotes list and explain the exceptions to this general rule:

1. The Council will hold an annual Organizational Meeting on this date when, along with other matters, it elects officers, appoints its members to serve on boards and commissions, and gives legislation first reading. Under local code, the meeting must be held by the second Wednesday in January unless rescheduled by a majority of the Council. (BMC 2.04.010 and BMC 2.04.050[a, c & d]). This meeting will be immediately followed by a Committee of the Whole.

2. The Council will hold its first Regular Session and first Committee of the Whole in March on the first Wednesday (March 7th). This schedule calls for two meetings on one night in order to avoid meeting over Spring Break (when many residents are out-of-town).

3. The Council will hold a Council Budget Advance in the McCloskey Room (Room 135) of City Hall at 5:30 p.m. on Tuesday, May 1st and Departmental Budget Hearings in the Council Chambers at 6:00 p.m. on Monday, August 20th, Tuesday, August 21st, Wednesday, August 22nd, and Thursday, August 23rd, 2018. Budget Books are scheduled to be delivered on Monday, August 13th, which is one week before the start of the Departmental Budget Hearings.

4. BMC 2.04.050[e] & [g] call for the Council to take a brief recess after the first Regular Session in August and the second Regular Session in December, and not introduce legislation for first reading at these meetings. By approving this Annual Schedule, the Council will be starting and ending the Summer Recess earlier than usual. The Summer Recess will begin after the second Legislative Cycle in June and end with an Internal Work Session on Friday, July 27th. Please note that this will move a Legislative Cycle from before to after the Summer Recess. In order to begin the Summer Recess before July 4th, this schedule will also use the 5th Wednesday in May to move the last two legislative cycles before the Summer Recess up one week. This results in a Regular Session on May 31st, Committee of the Whole on June 6th, Regular Session on June 13th, Committee of the Whole on June 20th, and a Regular Session on June 27th.

5. The Council will hear the Annual Tax Abatement Report as a Report from the Mayor and City Offices at this Regular Session.

6. As mentioned in Footnote #4, this Annual Schedule moves one Legislative Cycle from before to after the Summer Recess and ends that recess earlier than usual. That Legislative Cycle includes a Staff-Council Internal Work Session on Friday, July 27th, a Regular Session and Committee of the Whole on August 8th and a Regular Session on August 15th. Please note that statute (IC 36-4-6-7) and local code (BMC 2.04.050[a]) require the Council to hold regular meetings at least once a month. By adoption of this Annual Schedule, the Council is intending for the Staff-Council Internal Work Session on July 27th to comply with this requirement. The President of the Council will approve the agenda and a quorum of the Council will be necessary to conduct any business.

7. After holding Departmental Budget Hearings in the mid-August (See Footnote #3), the Council will formally consider the City Budget for 2019 during a separate legislative cycle (known as the "Budget Cycle") starting in late September and ending in early October. In keeping with the Wednesday meeting schedule, this Budget Cycle typically starts with a Special Session and Committee of the Whole on the fourth Wednesday in September and ends with a Special Session on the second Wednesday in October. The Budget Cycle in 2018 will entail a Special Session and Committee of the Whole on Wednesday, September 26th and a Special Session on Wednesday, October 10th. Please note that the statutorily required initial public hearings associated with the City Budget package will be held during the aforementioned Committee of the Whole in September and the adoption hearings will be held at the Special Budget Session in October.

8. The second Legislative Cycle in September overlaps with the Budget Cycle and is intended to allow for consideration of routine, non-budget legislation during that time. That schedule results in the Second Legislative Cycle spanning from the third Wednesday in September to the third Wednesday in October. Those meetings will include a Regular Session on Wednesday, September 19th, a Committee of the Whole on October 3rd (a first Wednesday), and a Regular Session on October 17th. In essence, this arrangement replaces one legislative cycle in early October with the Budget Cycle.

9. The Council will not meet for a Committee of the Whole on the Wednesday before Thanksgiving per BMC 2.04.050 (f). In order to hold a full complement of Wednesday meetings during the two legislative cycles in November, this schedule starts the first Legislative Cycle in November on the fifth Wednesday of October. The meetings in those legislative cycles include: a Regular Session on Wednesday, October 31st, a Committee of the Whole on Wednesday, November 7th, a Regular Session on Wednesday, November 14th, a Committee of the Whole on Wednesday, November 28th and a Regular Session on Wednesday, December 5th.

10. Staff-Council Internal Work Sessions provide an opportunity for the Council members to learn about City initiatives, most of which are close to formal consideration by the Council. (Please see Footnote #6 for the broadened purpose of the meeting held at the end of July.) These meetings will be held in the Council Office Library (Room 110 of City Hall) at noon. If the room is too small for the meeting, the Council may move it to another room in City Hall and post notice on the door of the Council Office the day of the change in location. Except for the meetings on Monday, December 18, 2017 and Monday, December 17, 2018, these meetings will be held on a Friday.

Note: By adoption of this schedule, the Council gives staff the authority to correct typographical errors. The term "typographical errors" includes changes that do not alter the date, time, or place of any meeting.