

RESOLUTION NO. 1835**A RESOLUTION REVISING PROCEDURES FOR A REQUEST FOR COUNCIL BILL POLICY
FOR THE CITY OF CARTHAGE, MISSOURI.**

WHEREAS, the Mayor and Council are responsible for the care, management and control of the City and desire that public meetings be open and responsive to various clientele; and

WHEREAS, the Mayor and Council desire to allow a maximum opportunity for input while providing for orderly meetings, knowing the business of the City must proceed in an orderly and timely manner; and

WHEREAS, to assure an atmosphere conducive to proficiency and uniformity in the manner of conducting public business where the agendas are well-managed, allowing for a smooth flow of information to the governing body and creating an efficient process through which the Mayor and Council can consider and craft policy decisions; and

WHEREAS, these procedures are designed to provide guidance and not to be considered restrictions or expansions of the Mayor or City Council's authority,

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

The City does hereby adopt the Request for Council Bill/Agenda Item procedure, a copy of which is attached hereto.

PASSED AND APPROVED THIS 22nd day of May, 2018.



Dan Rife, Mayor

Attest:



Traci Cox, City Clerk

REQUESTS FOR COUNCIL BILLS

1. Any Council member, individually or on behalf of a Committee, and/or City Department Head desiring to introduce a Council Bill to the City Council, that may resolve a problem or address a concern, shall first secure a "Request for Council Bill/Agenda item" form from the City Clerk's Office.
2. Each Council member or Department Head shall describe on the request form those specifics necessary to convey the subject matter to be accomplished. Then return the request form to the City Clerk's office for the Mayor's signature.
3. The Mayor will then forward the Requested Council Bill form to the City Administrator who will develop or assign the development of the essential information required for the appropriate committee to consider and return it to the Mayor. A draft ordinance will be prepared by the City Attorney, or the department responsible for the ordinance, with legal assistance from the City Attorney.
4. The Requested Council Bill will then be given a number and the Mayor will assign it to the appropriate committee for consideration.
5. The assigned committee will place the Requested Council Bill on the agenda for its next scheduled meeting and copies of this agenda with the Council Bill included will be sent to all Council members advising them that this specific Council Bill will be discussed.
6. During the committee meeting in which the Requested Council Bill is discussed, the committee should take appropriate action on the Council Bill and recommend its findings to the full Council.
7. After the committee has taken the appropriate action on the Requested Council Bill, the Bill should then be submitted to the City Attorney for final preparation and submission to the Council for its next scheduled meeting.
8. The committee should prepare minutes of its meeting in which the Requested Council Bill was discussed and submit these to the City Clerk for inclusion in the Council packet for its next scheduled meeting.
9. After the City Attorney has prepared the Requested Council Bill in proper form, it is placed on the Council agenda for the next scheduled meeting of the Council.
10. Amendments to Council Bills presented by Council members on the floor of the Council meeting shall be presented in typewritten form (with copies for all the Council and Staff) on a separate sheet of paper indicating the specific sections of the proposed bill that are being requested to be added to, deleted or changed.
11. The Council shall present a main motion for consideration of the Proposed Council Bill and then the requested amendment.

REQUESTS FOR AGENDA ITEMS

1. Any Council member, individually or on behalf of a Committee, and/or City Department Head desiring the City or a Committee discuss an issue that may resolve a problem or address a concern that does not require a Council Bill, shall first secure a "Request for Council Bill/Agenda Item" form from the City Clerk's Office.
2. Each Council member or Department Head shall describe on the request form those specifics necessary to convey the subject matter to be accomplished. Then return the request form to the City Clerk's office.
3. The Mayor will then forward the Requested Council Bill/Agenda Item form to the City Administrator who will develop or assign the development of the essential information required for the appropriate committee to consider and return it to the Mayor.

4. The assigned committee will place the Item on the agenda for its next scheduled meeting and copies of this agenda with the Agenda Item included will be sent to all Council members advising them that this specific Item will be discussed.
5. During the committee meeting in which the Requested Item is discussed, the committee should take appropriate action and if needed, recommend its findings to the full Council.
6. The committee should prepare minutes of its meeting in which the Requested Item was discussed and submit these to the City Clerk for inclusion in the Council packet for its next scheduled meeting.
7. If the item requires action by the full Council, said action shall be presented for consideration of the full Council.



City Administrator, City of Carthage (May 23, 2018)

REQUEST FOR COUNCIL BILL/AGENDA ITEM

I request a council bill/agenda item be drafted to accomplish the following:

_____.

Date: _____

Signature

This request was referred to the _____ **Committee** for their recommendation.

Date: _____

Mayor

The _____ **Committee** has voted in favor of / against sponsoring the above council bill.

Date: _____

Committee Chairperson

The attached council bill has been prepared in accordance with the above request and is ready to be included on the agenda of the next council meeting. I have sent copies to the various departments listed below.

Date: _____

City Attorney

Street _____ CWEP _____
Police _____ Parks _____
Fire _____ City Admin. _____
Eng. _____