



LEE'S SUMMIT

LAW DEPARTMENT
OFFICE OF THE CITY ATTORNEY

DATE: April 26, 2017
TO: Chairperson Councilmember Diane Seif and Members of the Rules Committee
FROM: Nancy K. Yendes, Chief Counsel of Infrastructure and Planning
SUBJECT: Bullet Points Regarding Clarifying Role of Chair for Council Committees

Please accept this memorandum as the response to the request at the last Rules Committee meeting for bullet points on the Role of the Chairperson for Council Committees. I have reviewed the video of the meeting to get a sense of what the Committee was considering as areas of discussion. Those bullet points are outlined below and, if the Committee is interested, could serve as the basis to draft an ordinance adopting them as part of the City's Code.

Clarification of the Role of Chairperson for Council Committees:

1. Preside at all meetings unless the Vice-Chair assumes this duty due to the Chair's absence or disability
2. Set the meeting date and time and verify or confirm the Chair or Vice-Chair are available
3. Determine if a quorum will be present, alert alternate if needed for quorum (does the Committee want a minimum time before the meeting for this determination)
4. Consult with Committee members as appropriate on rescheduling meetings
5. Set the meeting agenda and work with staff to ensure information for each agenda item is available for the meeting
6. Inform the Committee of additional items to allow the members to decide if they want to make the additional item one of Committee interest
7. Refer items to Council or Mayor Pro Tem to decide if the item should be formally referred to a Committee
8. Refer items to the full Council in the event the Committee is unable to meet before Council action is needed.

If the Committee is ready to have a draft Ordinance prepared a motion would be in order.

Proposed motion:

I move that the staff draft an Ordinance amending Section 2-54 to incorporate Items No. _____ for consideration of this Committee at its next meeting.