

**2017 Common Council
Standing Committee Chairpersons**



Community Investment Committee
Gavin Ferlic, Chairperson



Community Relations
Regina Williams-Preston, Chair



Health & Public Safety
Jo M. Broden, Chairperson



Information & Technology
Tim Scott, Chairperson



**Parks, Recreation, Cultural Arts &
Entertainment Committee**
Randy Kelly, Chairperson



Personnel & Finance
Karen L. White, Chairperson



Public Works & Property
Vacation
John Voorde, Chairperson



Residential Neighborhoods
Karen L. White, Chairperson



Utilities Committee
Dr. David Varner, Chairperson



Zoning & Annexation
Oliver J. Davis, Chairperson

2017

South Bend Common Council Members

- Tim Scott, 1st District
- Regina Williams-Preston, 2nd District
- Randy Kelly, 3rd District
- Jo Broden, 4th District
- Dr. David A. Varner, 5th District
- Oliver J. Davis, 6th District
- Gavin Ferlic, At Large
- Karen L. White, At Large
- John Voorde, At Large



Council Officers:

- Tim Scott, Council President
- Oliver J. Davis, Vice-President
- Gavin Ferlic, Committee of Whole Chairperson
- *****
- Kareemah Fowler, City Clerk
- Bob Palmer, Council Attorney



**Mission Statement of the South Bend
Common Council**

“To make certain that our City Government is always responsive to the needs of our residents & that the betterment of South Bend is always our highest priority”



**South Bend
Common Council**

2017



Rules of Procedure



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Downtown South Bend**

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<http://www.facebook.com/SouthBendCityCouncil>



The South Bend Common Council *welcomes* you to a meeting of the legislative branch of South Bend. We meet regularly on the 2nd & 4th Mondays of each month at 7 p.m., Council Chambers, 4th Floor County-City Building in Downtown South Bend, Indiana. Council Committee meetings are held in the Council’s Informal Meeting Room at times posted prior to the 7 pm meeting.

All Common Council agenda items must be filed with the Office of the City Clerk by noon the Wednesday prior to the Monday Common Council meeting.

Resolutions have one (1) reading by title only and may be adopted at that same meeting. They address statements of principle & items required by federal law.

Ordinances have three (3) readings by title only. Ordinances are required for fees or charges; to establish regulations, procedures, and penalties; when amending the *City Code*; and are required to establish salaries and budgets, and approve appropriations.

After a proposed ordinance has 1st reading, it is referred to a Council Standing Committee for review and recommendation, and a date is set for its 2nd and 3rd readings and public hearing.

The Council meets as a Committee of the Whole to conduct all public hearings. Each ordinance has a 2nd reading of its title, then a verbal report from the Chair of Committee to which it was sent is given, followed by a formal presentation by the petitioner.

The public has an opportunity to speak upon giving his/her name and address. Comments are limited to five (5) minutes per person. Persons who wish to speak in favor speak first, followed by persons who wish to speak in opposition. The person who gave the formal presentation then has a five (5) minute rebuttal period to address questions raised by the public. The public portion is then closed, followed by comments/questions by the Council.

Verbal motions on the ordinance are then made to amend, to recommend favorably, unfavorably, or to continue the ordinance & send it back to committee. Five (5) votes of the Council are needed to pass an ordinance.

Council Meeting Order of Business

1. **Invocation.**
2. **Pledge to the Flag.**
3. **Roll Call.**
4. **Report from Subcommittee on Minutes.**
5. **Special Business.**
6. **Report(s) of City Offices.**
7. **Committee of the Whole.** The Council meets as a committee to hold public hearings on proposed ordinances.



2nd Readings of proposed ordinances are by title only & are read by the City Clerk; followed by a Committee Report; and Formal Presentation.

Public Hearings: Persons must give their name and address & may speak for a **maximum of five (5) minutes**. Comments in favor are made first followed by those in opposition. The total time for opposition is to equal to the time of the public portion of those speaking in favor or thirty (30) minutes, which ever is greater. A five (5) minute rebuttal period then follows to address questions.

Council Portion: Debate & motions by the Council Members recommending action on the ordinance. A motion to reconvene as a Council is then made.

8. Bills Receive 3rd Reading. Bill titles are read by the City Clerk, followed by a motion on the final disposition of the Bill. A rotating roll call vote of the entire Council is taken on each proposed ordinances and resolutions.

9. Resolutions. Each resolution is read by title only, followed by a Committee Report, formal presentation, public hearing, Council portion, motion on the resolution with a Roll Call vote then being taken. A majority vote is required to adopt a proposed resolution.

10. First Readings on Bills.

11. Unfinished Business.

12. New Business.

13. Privilege of the Floor.

This is the time when members of the public may address the Common Council on any item **NOT** listed on the Council’s Agenda.

Persons must give their name and address; then present comments to the Council. A **maximum of three (3) minutes per person** is allowed. This portion of the Council meeting may last no more than thirty (30) minutes. [*SBMC* § 2-12]

14. Adjournment.

Persons are asked to **turn all cell phones to their silent mode** when Committee meetings and Common Council meetings are in session.

The public may view live meeting broadcasts in a Windows Media Player window and via Michiana Access TV. Consult the Council’s website at: Council@southbendin.gov

The Common Council welcomes your input.



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