



# City of South Bend Common Council

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Karen L. White  
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Sharon L. McBride  
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Sheila Niezgodski  
Chairperson, Committee  
of the Whole

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First District

Henry Davis, Jr.  
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Third District

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Fourth District

Eli Wax  
Fifth District

Sheila Niezgodski  
Sixth District

Karen L. White  
At Large

Rachel Tomas Morgan  
At Large

Lori K. Hamann  
At Large

## MEMORANDUM

**TO:** MEMBERS OF THE COMMON COUNCIL  
**FROM:** KAREN L. WHITE, COUNCIL PRESIDENT  
**DATE:** FRIDAY, MARCH 5, 2021  
**SUBJECT:** COMMON COUNCIL WORKING SESSION #2

## NOTICE

The following Common Council Working Session Meeting has been scheduled for **Tuesday, March 9, 2021 at 5:00 P.M. to 6:30 P.M.** This will be the second working session of 2021. Additional sessions will be scheduled for the remaining months in 2021 on various topics. Due to the Executive Order by Indiana Governor Holcomb, the meeting will be legally held by way of a virtual meeting by using the Microsoft Teams Meeting app. Public access to the meeting can be granted by this link: <https://tinyurl.com/CCWS03092021>

*This Working Session will focus on the Office of the City Clerk's processes and procedures.*

### *Common Council Working Session #2*

1. Call to Order
2. Roll Call
3. Working Session Purpose
4. City Clerk's Introduction
5. Various Discussions on Processes and Procedures from City Clerk Staff

cc: Mayor James Mueller  
Committee Meeting List  
Media

**NOTICE FOR HEARING AND SIGHT IMPAIRED PERSONS**  
Auxiliary Aid or Other Services may be Available upon Request at No Charge.  
Please give Reasonable Advance Request when Possible