

Legislative Committee Rules

Adopted January 25, 2023

- 1. PURPOSE AND JURISDICTION.** This Committee is formed for the purpose of advising City Council on matters within this Committee's jurisdiction and to explore policy issues in depth. The jurisdiction of this Committee includes the development of legislative proposals on behalf of the city of Billings; tracks relevant legislative committees, sub-committees, and policy developments; serves as a liaison to Billings-area legislators, and coordinates testimony among the Mayor, Council Members, and City Administrator. This committee may focus on federal legislation as the need arises, or when asked to do so by a majority vote of council. Outside of the legislative session, the committee is specifically prohibited from expressing a formal city position on any legislation without approval from City Council. During the legislative session the committee is expected to work within the parameters adopted by the full council. In addition, this Committee may work on matters referred to it by the full Council. The work of the Committee is limited to making reports and recommendations to the full Council. Absent extenuating circumstances as determined by the Council, no matter within this Committee's jurisdiction shall generally be placed on the agenda for a Council business meeting without having first been considered by this Committee.
- 2. ORGANIZATIONAL MEETING.** The first meeting of the Committee during the biennium shall be an organizational meeting. The meeting agenda shall focus on electing a Chair, setting meeting dates and times, and debating, amending, and adopting rules. Once adopted by a majority vote of the Committee, rules shall be reported to the full Council for review. Such report may also include a request for staff support, which must be approved by the full Council.
- 3. MEETINGS.**

 - a. Date and time.** When the legislature is in session meetings shall be held weekly on Wednesdays at 4pm. When the legislature is not in session meetings shall be held the 2nd Wednesday of each month at 4pm. Public notice shall be given at least 48 hours in advance, indicating the date and time, location, and agenda of the meeting. A sample legal ad is attached as Exhibit A. The legal ad and agenda shall be emailed to the City Clerk using the same format and font in the template.
 - b. Location.** Regular Committee meetings shall generally be held at the city hall conference room. Committee members may choose to hold a meeting in a different location, so long as the public will have access and notice is provided in advance of the meeting.
 - c. Open Meetings.** All meetings of the Committee shall be open to the public in accordance with Sec. 2-3-203, MCA, and public comment shall be received during the time designated on the agenda. Any materials made available to Committee members shall also be available to the public. The Chair of the Committee may reasonably limit the time available for public comment and set the length of time in advance that an individual may speak.

d. Special Meetings. The Committee may, by a majority vote, schedule special meetings in addition to the standing meetings.

e. Procedure. All meetings of this Committee shall be conducted in accordance with these rules and Robert's Rules of Order.

f. Presiding Officer. The Chair of the Committee, as selected by a majority vote of the Committee, shall preside over all Committee meetings. In the event the Chair is unavailable, the Chair may designate a Presiding Officer.

g. Quorum. A majority of the members of the Committee shall constitute a quorum. A quorum is necessary for the conduct of Committee business.

h. Remote Member Attendance. The committee will comply with the City Council's Resolution No. 22 11076 governing remote participation at committee meetings that is attached as Exhibit B.

4. AGENDAS. Agendas shall be provided to the Clerk for publication as set forth in section 3 above and shall contain, at a minimum, the following information:

- Date, Place and Time of the meeting
- Call to Order by Chair
- Roll Call of Committee members and staff present
- Topics of Discussion
- Public Comment Periods
- Adjournment

a. New business. Items shall be placed on this Committee's agenda by Council referral or at the discretion of the Chair. Committee members may, by a majority vote, place an item on a future Committee meeting agenda.

b. Referrals from Council. Council may, by a majority vote, refer an item to this Committee for consideration and recommendations. When an item is referred to Committee by Council, the item shall be placed on the next reasonably available Committee agenda.

c. Public Comment. All Committee agendas shall include a designated time for public comment. Copies of the agenda shall be made available to members of the public at the meeting.

5. MINUTES. Minutes shall be kept of all Committee meetings. Minutes are not required to be a verbatim transcript. Video or audio recordings of meetings may be kept in lieu of written minutes. All minutes and recordings of Committee meetings shall be made available to the public on the official website of the City of Billings. In addition to any official recording made, a written record of the meeting must also be made and must include the following:

- a. Date, time, and place of meeting;
- b. A list of members in attendance;
- c. Substance of all matters proposed, discussed, or decided; and

- d. A record of the votes by individual members.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item for the purpose of providing assistance to the public in accessing that portion of the meeting.

6. CONDUCTING BUSINESS.

a. Voting. A majority vote of all Committee members present shall be required for a report or recommendation to Council.

b. Hearings. This Committee is authorized to conduct hearings, hear presentations, receive reports, and otherwise explore issues within the Committee's jurisdiction.

c. Reports. This Committee shall present reports and recommendations to the Council for consideration. Such reports may be written or oral. Members voting in the minority on any issue may provide a written or oral minority report to Council.

- 7. **AMENDING THE RULES.** These Rules shall only be amended by a majority vote of the Committee and shall take effect upon report to the full Council.

Exhibit A

NOTICE OF PUBLIC MEETING

The ***(Name of Committee)*** will hold a public meeting on _____, _____, 2022, at _____ AM/PM, in the _____ Room, at _____ Street, Billings, Montana.

The meeting is open to any interested members of the public. Meeting agendas are prepared and available online at <https://www.billingsmt.gov/3086/Council-Committees>

For additional information, contact ***(List the chairperson for the committee here with email and phone number)***.

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