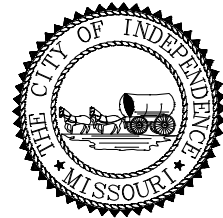




A GREAT AMERICAN STORY

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: July 22, 2021
TO: Mayor and City Council
FROM: Becky Behrens, City Clerk
SUBJECT: **Boards and Commission Referrals**



Staff is seeking approval to amend the Council Rules of Procedure as they pertain to making recommendations to City Boards and Commissions.

- There are two common practices to send direction to a board or commission.
 - Motion to Refer
 - This can currently be done during Regular or Special Called City Council Meetings. This would refer an item or subject matter to a specific board or commission by the City Council.
 - This is a motion included in Robert’s Rules of Order, but can be included in the Council Rules of Procedure with more detail to the process, and also include Study Sessions to the meeting types it may occur in.
 - Resolution
 - Any recommendations sent to a board or commission by the City Council would require a resolution to be added to a City Council agenda to make such recommendations.
- Staff recommends the practice of making a “Motion to Refer” to be continued, but to expand on the requirements of the motion. The language in the “Motion to Refer” should include the following:
 - Subject Matter or Item to be reviewed
 - When the recommendation should be presented to Council
 - What format the recommendation should be made in
- If the motion were to fail at the Council level, the board/commission has the authority to take up said subject matter or item on their own terms.