

Chapter 2. Administration

ARTICLE II. Mayor and City Council

Division 3. City Council

Sec. 2-54. Standing committees.

[Ord. No. 12, § 13, 6-1-1988; Ord. No. 467, §§ 1, 2, 7-16-1990; Ord. No. 664, § 1, 3-16-1992; Ord. No. 2859 §§ 1 — 3, 8-3-2015; Ord. No. 2899 §§ 1 — 2, 7-18-2016]

(a) *Establishment.* There are hereby established as Standing Committees of the City Council the following:

- (1) Finance and Administration;
- (2) Parks, Recreation and Arts;
- (3) Planning and Public Works; and
- (4) Public Health and Safety.

(b) *Membership; Appointment.*

- (1) *Composition.* Each committee shall be comprised of four (4) Council members. One (1) Council member from each of the City's four (4) wards will serve on each committee, with no two (2) Council members from the same ward serving on the same committee.
- (2) *Appointment.* After the first City Council meeting immediately following the regular municipal Election held in April of every year, the newly elected President Pro-Tem shall appoint members of the Council to Committees and designate Committee Chairpersons for each Standing Committee, subject to the approval of the City Council by formal vote taken not later than the first City Council meeting in May of every year.
- (3) *Ex-Officio members.* The Mayor and City Administrator shall both serve as non-voting ex-officio members of each committee.
- (4) *Chairperson.* One (1) Council member from each ward shall serve as a Chairperson of a committee, and no person shall serve as Chairperson of more than one (1) committee.
- (5) *Vacancy.* Should there be a vacancy on the Council, the other Council member of the affected ward shall be deemed a full voting member of the committees upon which his or her ward-mate served until said vacancy has been filled. If the Council member previously occupying the currently vacant position served as Chairperson, the Vice Chairperson, at the time of the vacancy, shall assume the position of Chairperson.
- (6) *Proxy voting.* In the event that a Councilmember is unable to attend a committee meeting, that

Councilmember may request that his or her ward-mate be allowed to vote at the Committee meeting. Such request would be directed to the Committee Chairperson and must be in writing.

(c) *Functions.*

- (1) *Recommendations.* Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;
- (2) *Formulating and evaluating plans.* Formulating, with the assistance of the staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted;
- (3) *Legislation.* Reviewing and recommending legislation concerning any of the matters within its purview;
- (4) *Quorum and presiding officer.* At least three (3) Council members must be present in order to hold a Committee meeting. The Chairperson shall preside over the Committee meeting. In the absence of the Chairperson, the Vice Chairperson shall preside;
- (5) *Recommendations to Council.* Other than items discussed and/or acted upon by the Planning and Public Works Committee, in order for an item to pass out of Committee to the Council, said item shall require at least two (2) affirmative votes. Three (3) affirmative votes are required for an item to be passed to the Council with a favorable recommendation from the Committee;
- (6) *Closed meetings.* Closed meetings cannot be held at any meeting of the Standing Committees.

[1] Cross reference — *Boards, Commissions, Committees, etc., § 2-201 et seq.*

AN ORDINANCE RELATING TO THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD,
AS FOLLOWS:

Section 1. Election-Term-Duties and Powers. The City Council, consisting of eight members, shall be elected to office for two-year terms, as provided by state statute. The Council shall be the legislative branch of the City government and shall perform such duties and have such powers as may be delegated to it by state statute.

Section 2. Division of City into Wards-Councilmen. The Council shall by Ordinance divide the City into four wards, and two councilmen shall be elected from each ward. At the first election, the candidate receiving the highest number of votes in each ward shall hold his office for two years, and the candidate receiving the next highest number of votes shall hold his office for one year, but thereafter each ward shall elect annually one councilman, who shall hold his office for two years.

Section 3. Councilman Qualifications. No person shall be councilman unless he is at least twenty-one (21) years of age prior to taking office, a citizen of the United States, and a resident of Chesterfield for one year preceding his election, and a resident of the ward from which he is elected, six months (6) preceding his election. Whenever there is a tie in the election of a councilman, the matter shall be determined by the Council.

Section 4. Oath-Compensation. The members of the City Council shall take the oath of office prescribed by statute and shall receive as compensation the sum established by Ordinance.

Section 5. President Pro Tem. At the first regular meeting of the Council after the election in each year, which meeting shall occur at the time fixed by ordinance, but shall not be later than the third Tuesday in April, the Council shall elect one of its members President Pro Tem who shall hold his office for the term of one year, and who, in the absence the Mayor, shall preside at the meetings of the Council; provided that in the absence of the Mayor and the President Pro Tem, the Council may select one of its members present to preside at such meetings, who shall be styled "acting President Pro Tem".

Section 6. Regular Meetings. The regular meeting of the City Council shall be on the First and Third Mondays of each month beginning at 7:30 p.m. and no notice of such regular meetings shall be required provided that if such meeting date should fall on a legal holiday or if there is no quorum present.

the meeting shall be held on the following day at 7:30 p.m. The meeting place of the Council shall be at the City Hall unless otherwise ordered by the Council.

Section 7. Special Meetings. Special meetings may be called by the Mayor or by any four (4) members of Council upon at least twenty-four (24) hours prior written notice to all members and the Mayor, in accordance with the provisions of the State Sunshine Act as may be amended from time to time.

Section 8. Order of Business.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes
- E. Announcements
- F. Reports of Officers
- G. Old Business
- H. New Business
- I. Communications and Petitions
- J. Adjournment

Section 9. Rules of Procedure. The following rules of procedure shall govern the conduct of all meetings of the City Council, although these rules, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the Council present at any meeting.

Rule 1 The Mayor shall decide all questions of order.

Rule 2 A member of Council discussing a question shall address the Mayor and no member of Council has the floor until recognized by the Mayor.

Rule 3. A roll call vote of yeas and nays shall be taken and recorded on the journal of proceedings for all ordinances or propositions which create any liability against or obligation on the part of the City or for the expenditure or appropriation of its money, and in all other instances where request therefore is made by any member of Council.

Rule 4. All motions and amendments shall be reduced to writing at the request of the Mayor or any Councilman and shall be handed to the City Clerk, who shall read the same to the City Council.

Rule 5. No vote or action of the City Council shall

be rescinded at any special meeting unless there be present at such meeting as many members of the Council as were present when such vote or action was taken.

Rule 6. All meetings of the Council shall be open to the public, except as to portions of such meetings from which the Council may, by majority vote of the members present and voting, exclude the public as permitted under the Sunshine Act as amended.

Rule 7 Any person in attendance at an executive session is honor-bound not to violate the confidentiality of the discussion taking place during the session, except as to any portions thereof which may clearly transgress the Sunshine Act.

Rule 8 The Mayor shall set the agenda for each regular meeting and each special meeting, and shall make the same known to the Council and to the press as far in advance of such meeting as may be practicable, preferably two days in advance of such meeting. The published agenda may be altered or suspended by vote of the Council present and voting.

Rule 9. The general public shall be afforded an opportunity to address the Council during the portion of the order of business set aside for Communications and Petitions. Any person desiring to address the Council shall be required to identify himself, stating his home address or place of business, and to address his remarks to the Mayor. Councilmen desiring further information or comment from the speaker or from any other person in the audience should request the same through the Mayor. Protracted, repetitive, irrelevant or abusive remarks from the public may be closed off at any time by direction of the Mayor.

Section 10. Roberts Rules of Order. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority and shall govern the conduct of all meetings of the Council in all cases where they are not inconsistent with statute or with the Rules of Procedure herein or hereafter adopted.

Section 11. Disturbing Meetings. It shall be unlawful for any person to disturb any meeting of the City Council or of any committee thereof. Violation of the provisions of this Section shall be a misdemeanor, punishable by a fine of not less than

Five Dollars (\$5.00) and not more than Five Hundred Dollars (\$500.00) or by imprisonment for a period not to exceed three (3) months or by both such fine and imprisonment.

Section 12. Appointment of a Councilman to Fill a Vacancy.

Whenever a vacancy occurs in any elective office, the mayor, or the person exercising the office of mayor, shall cause a special election to be held to fill such vacancy; provided, however, when any such vacancy occurs within six months before the next municipal election, no election shall be called to fill such vacancy, but the same shall be filled by the mayor or the person exercising the office of mayor by appointment; provided however, that the proposed appointee receives a two-thirds (2/3) majority vote from the Mayor and remaining Council members voting jointly.

Section 13. Standing Committees.

A. Establishment. There are hereby established as Standing Committees of the City Council the following:

- (1) Community Development and Neighborhood Preservation;
- (2) Community and Public Relations;
- (3) Finance;
- (4) Public Improvements; and
- (5) Public Safety and Health.

B. Membership-Appointment. Each committee shall be comprised of three (3) Councilman appointed by the Mayor who shall designate one (1) of the members as Chairman. The Mayor shall be an Ex Officio member of all Standing Committees. The Treasurer shall serve as an Ex Officio member of the Finance Committee.

C. Functions. The functions of the various committees shall include, but shall not be limited to:

- (1) Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;
- (2) Formulating, with the assistance of the

staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted; and

- (3) Reviewing and recommending legislation concerning any of the matters within its purview.

Section 13. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 1st day of June, 1988.

Frederic W. Kenton
MAYOR

ATTEST

Gene M. Sabers
City Clerk

BILL NO. 472

ORDINANCE NO. 467

AN ORDINANCE AMENDING ORDINANCE NUMBER 12, SECTION 13.A REGARDING STANDING COMMITTEES OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance Number 12, Section 13.A is hereby amended by deleting one provision thereto as follows:

Section 13. Standing Committees.

A. Establishment. There are hereby established as Standing Committees of the City Council the following:

- (1) Community Development and Neighborhood Preservation;
- (2) Community and Public Relations
- (3) Finance;
- (4) Public Improvements; and
- (5) Public Safety and Health.

Section 2. Ordinance Number 12, Section 13.A is hereby amended by adding one provision thereto as follows:

Section 13. Standing Committees.

A. Establishment. There are hereby established as Standing Committees of the City Council the following:

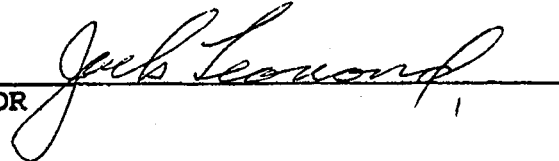
- (1) Finance and Administration;
- (2) Planning and Economic Development;
- (3) Public Health and Safety;
- (4) Public Works and Parks.

Section 3. In all other respects, Ordinance Number 12 is in full force and effect.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval.

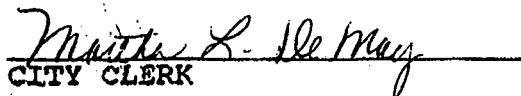
Passed and approved this 16TH day of JULY, 1990.

MAYOR



ATTEST:

CITY CLERK



BILL NO. 672

ORDINANCE NO. 664

AN ORDINANCE OFFICIALLY DESIGNATING THE DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT AS THE DEPARTMENT OF PLANNING.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, AS FOLLOWS:

Section 1. This Ordinance hereby officially changes designations and references within the Code and Ordinances of the City of Chesterfield as it relates to the Department of Planning and Economic Development, standing committees, attestation requirements or any other references to the Department of Planning and Economic Development. Said Department shall hereinafter be referred to and designated as the Department of Planning.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 16TH day of March, 1992.

Jack Leonard
MAYOR

ATTEST:

Martha L. DeMay
CITY CLERK

BILL NO. 3044

ORDINANCE NO. 2859

AN ORDINANCE REPEALING ORDINANCE NUMBER 467, AMENDING ORDINANCE NO. 12 IN PART, AND SUBSTITUTING A NEW ORDINANCE ESTABLISHING NEW RULES AND REGULATIONS IN REGARDS TO THE CITY OF CHESTERFIELD'S STANDING COMMITTEES.

WHEREAS, the City Council of the City of Chesterfield previously has provided pursuant to Ordinance number 12 Standing Committees, membership-appointments to said committees, and the committees' functions; and

WHEREAS, the City Council of the City of Chesterfield Amended Ordinance number 12 in part, by passing and approving Ordinance number 467, that amended that part of Ordinance number 12 that established the Standing Committees of the City Council of the City of Chesterfield; and

WHEREAS, the City Council of the City of Chesterfield determines that it is expedient for the good government of the City to further establish the Standing Committees of the City Council and adopt rules and regulations of such committees;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance Number 467 12 is hereby repealed in its entirety.

Section 2. Ordinance No. 12, Section 13 (Standing Committees) is hereby amended in part, by deleting Section 13 thereof and by adding the following language in its place:

"Section 13. Standing Committees.

A. Establishment. There are hereby established as Standing Committees of the City Council the following:

- 1. Finance and Administration;**
- 2. Parks, Recreation and Arts;**
- 3. Planning and Public Works; and**
- 4. Public Health and Safety.**

B. Membership - Appointment.

- (1) Each committee shall be comprised of four (4) Councilmembers. One (1) Councilmember from each of the City's four (4) Wards will serve on each committee, with no two (2) Councilmembers from the same Ward serving on the same committee.**
- (2) The President Pro-Tem shall coordinate the process of committee assignments and chairpersons in consultation with all Councilmembers. The President Pro-Tem shall appoint members of the Council to Committees and Committee Chairpersons upon the approval of the City Council by formal vote taken at the first City Council meeting immediately following each regular City election held in April of every year.**
- (3) The Mayor and City Administrator shall both serve as non-voting Ex Officio members of each committee.**
- (4) Chairperson. One (1) Councilmember from each Ward shall serve as a Chairperson of a Committee, and no person shall serve as Chairperson of more than one (1) committee. The Councilmember selected as Chairperson of each committee shall be that person, from his or her ward, whose term is up for re-election the following April.**
- (5) Vacancy. Should there be a vacancy on the Council, the other Councilmember of the affected Ward shall be deemed a full voting member of the committees upon which his or her Ward-mate served until said vacancy has been filled. If the Councilmember previously occupying the currently vacant position**

served as Chairperson, the Vice-Chairperson, at the time of the vacancy, shall assume the position of Chairperson.

C. FUNCTIONS

- a. Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby.**
- b. Formulating, with the assistance of the staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted; and**
- c. Reviewing and recommending legislation concerning any of the matters within its purview.**
- d. Quorum and presiding officer. At least three Councilmembers must be present in order to hold a Committee meeting. The Chairperson shall preside over the Committee meeting. In the absence of the Chairperson, the Vice-Chairperson shall preside.**
- e. Recommendations to Council. Other than items discussed and/or acted upon by the Planning and Public Works Committee, in order for an item to pass out of Committee to the Council, said item shall require at least two (2) affirmative votes. Three (3) affirmative votes are required for an item to be passed to the Council with a favorable recommendation from the Committee.**

f. Closed Meetings. Closed meetings cannot be held at any meeting of the Standing Committees.

Section 3. In all other respects not in conflict herewith, Ordinance Number 12 is and shall remain in full force and effect.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 3RD day of AUGUST, 2015.

~~_____
MAYOR~~

ATTEST:

Vickie Hass
CITY CLERK

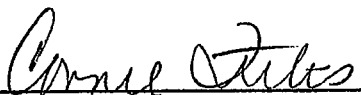
First Reading Held: 7/20/15



690 Chesterfield Pkwy W • Chesterfield MO 63017-0760
Phone: 636-537-4000 • Fax 636-537-4798 • www.chesterfield.mo.us

RE: BILL NO. 3044/ORDINANCE NO. 2859

Having been passed by the City Council on August 3, 2015 and the Mayor having refused to sign the bill or return it with his objections, at the next meeting of the City Council, on August 17, 2015, this Bill has become an Ordinance without the Mayor's signature on August 17, 2015.



Councilmember Connie Fults
President Pro Tem

AN ORDINANCE REPEALING ORDINANCE NUMBER 2859 AND REPLACING IT WITH A NEW ORDINANCE ESTABLISHING NEW RULES AND REGULATIONS IN REGARDS TO THE CITY OF CHESTERFIELD'S STANDING COMMITTEES.

WHEREAS, the City Council of the City of Chesterfield previously has provided pursuant to Ordinance Number 12 Standing Committees, membership-appointments to said committees, and the committees' functions; and

WHEREAS, the City Council of the City of Chesterfield Amended Ordinance Number 12 in part, by passing and approving Ordinance number 467, that amended that part of Ordinance Number 12 that established the Standing Committees of the City Council of the City of Chesterfield; and

WHEREAS, the City Council of the City of Chesterfield repealed and replaced Ordinance Number 467, by passing and approving Ordinance number 2859 which established procedures for appointing membership of the four Standing Committees of the City Council of the City of Chesterfield; and

WHEREAS, the Finance and Administration Committee has reviewed and recommended additional changes to said procedures for appointing membership to the four Standing Committees of the City Council; and

WHEREAS, the City Council of the City of Chesterfield determines that it is expedient for the good government of the City to further establish the Standing Committees of the City Council and adopt rules and regulations of such committees;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance Number 2859 is hereby repealed in its entirety.

Section 2. Chesterfield City Code, Section 2-54 Standing Committees is hereby deleted and replaced with the following language in its place:

Section 2-54. Standing Committees.

(a) *Establishment.* There are hereby established as Standing Committees of the City Council the following:

- (1) Finance and Administration;
- (2) Parks, Recreation and Arts;

(3) Planning and Public Works; and

(4) Public Health and Safety.

(b) *Membership; appointment.*

(1) *Composition.* Each committee shall be comprised of four (4) Council members. One (1) Council member from each of the City's four (4) wards will serve on each committee, with no two (2) Council members from the same ward serving on the same committee.

(2) *Appointment.* After the first City Council meeting immediately following the regular municipal Election held in April of every year, the newly elected President Pro-Tem shall appoint members of the Council to Committees and designate Committee Chairpersons for each Standing Committee, subject to the approval of the City Council by formal vote taken not later than the first City Council meeting in May of every year.

(3) *Ex-Officio Members.* The Mayor and City Administrator shall both serve as non-voting ex officio members of each committee.

(4) *Chairperson.* One (1) Council member from each ward shall serve as a Chairperson of a committee, and no person shall serve as Chairperson of more than one (1) committee.

(5) *Vacancy.* Should there be a vacancy on the Council, the other Council member of the affected ward shall be deemed a full voting member of the committees upon which his or her ward-mate served until said vacancy has been filled. If the Council member previously occupying the currently vacant position served as Chairperson, the Vice Chairperson, at the time of the vacancy, shall assume the position of Chairperson.

(6) *Proxy Voting.* In the event that a Councilmember is unable to attend a committee meeting, that Councilmember may request that his or her Ward mate be allowed to vote at the Committee meeting. Such request would be directed to the Committee Chairperson and must be in writing.

(c) *Functions.*

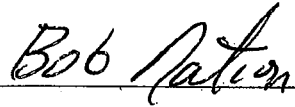
(1) *Recommendations.* Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;

(2) *Formulating and evaluating plans.* Formulating, with the assistance of the staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted;

- (3) *Legislation.* Reviewing and recommending legislation concerning any of the matters within its purview;
- (4) *Quorum and presiding officer.* At least three (3) Council members must be present in order to hold a Committee meeting. The Chairperson shall preside over the Committee meeting. In the absence of the Chairperson, the Vice Chairperson shall preside;
- (5) *Recommendations to Council.* Other than items discussed and/or acted upon by the Planning and Public Works Committee, in order for an item to pass out of Committee to the Council, said item shall require at least two (2) affirmative votes. Three (3) affirmative votes are required for an item to be passed to the Council with a favorable recommendation from the Committee;
- (6) *Closed meetings.* Closed meetings cannot be held at any meeting of the Standing Committees.

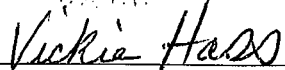
Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved by the City Council of the City of Chesterfield, Missouri this 18th day of July, 2016.



Bob Nation, MAYOR

ATTEST:



Vickie Hass, CITY CLERK

FIRST READING HELD 6/20/2016

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 031

SUBJECT City Council Committees

INDEX FA

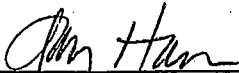
**DATE
ISSUED 8/16/1999**

**DATE
REVISED**

POLICY

Each Ward will be represented by a Chairperson on one of the four Council Committees.

RECOMMENDED BY:

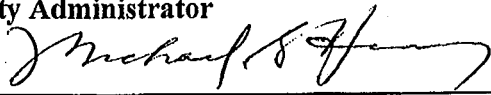


Department Head/Council Committee (if applicable)

9/7/99

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
8/16/99

Date