

Adjournment

## **ARTICLE VII: QUORUM AND VOTING**

### **Section 1.**

Only City Council members and citizen members of the Committee shall be voting members. Policy recommendations to the Council or Administration shall require an affirmative vote of at least three (3) of the voting members on the Committee.

### **Section 2.**

For the transaction of ordinary business at any regular meeting or special meeting, three (3) voting members shall be present to constitute a quorum.

## **ARTICLE VIII: COMMITTEES**

### **Section 1.**

- a. The Committee may create ad-hoc committees as it may deem necessary to expedite its work. The Committee shall appoint members of ad-hoc committees with the approval of three (3) voting members of the Committee. The Committee may also appoint a council member to serve as a liaison to the ad-hoc committee.
- b. If the Committee determines the need to create an ad-hoc committee, the Committee shall establish the following by resolution:
  1. Charge/responsibility of the ad-hoc committee.
  2. Expected results, including, but not limited to, time line.
  3. Membership, including number of members, solicitation of members and qualifications of members.
  4. Term of appointment.
  5. Administrative staff involvement requested.

### **Section 2.**

Ad-hoc committees shall not be permitted to expend funds, (i.e. printing, copying, postage, and other miscellaneous charges), without prior approval by the Communication Committee Chairperson.

## **ARTICLE IX: HEARINGS**