

RESOLUTION 22-_____

**A RESOLUTION ESTABLISHING STANDING
COUNCIL COMMITTEES**

WHEREAS, the City desires to have a more comprehensive approach to policy making, and

WHEREAS, Billings, Montana City Code Section 2-223 authorizes the city council to create from its number council committees as needed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA, AS FOLLOWS:

1. The following standing Council committees are established:
 - a. Budget & Finance Committee
 - i. Three Council Members appointed by the Mayor
 - ii. Scope: This committee focuses on development of the CIP and city budget in conjunction with staff; budget amendment process; debt issuance; and contracts relating to budget and finance items like cost allocation, fee studies, audits, and other professional services.
 - b. Legislative Committee
 - i. Five Council Members appointed by the Mayor
 - ii. Scope: This committee oversees 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.
 - iii. This committee may focus on federal legislation as the need arises, or when asked to do so by a majority vote of council.
 - iv. This committee is specifically prohibited from expressing a formal city position on any legislation without approval from City Council.
 - c. Local Affairs Committee
 - i. Two Council Members appointed by the Mayor
 - ii. Scope: This committee is jointly established with consent and participation of the Yellowstone County Commission and the Billings Public Schools Board. This committee focuses on areas of shared importance among local government bodies, including public safety, emergency planning, education and workforce,

economic development, long-term planning, and coordination of state and federal grant requests.

- iii. Lack of participation from any of the joint entities shall not prohibit the formation or operation of this committee.

d. Council Operations

- i. Mayor, Deputy Mayor, and Mayor Pro Tempore
- ii. Scope: this committee oversees general Council operations and logistics, including agenda development, Council meeting rules, strategic planning processes, new member orientation, and City Administrator annual review processes.

2. The purpose of these standing committees is for Council to explore policy and finance issues in depth. Committee meetings are open to the public and public comment is taken during the meetings. Minutes will be kept in accordance with all Montana open meeting laws.
3. Council Member terms on the committees are two years, beginning the January after each municipal election, except that:
 - a. Terms for the initial establishment of the committees will be from the effective date of this resolution through December 2023;
 - b. Council members are not permitted to remain on the same committee for two consecutive terms; and
 - c. Member terms on the Council Operations Committee shall last for the time period that a Council Member is elected to the designated leadership positions.
4. Except for the Council Operations Committee, no two Council Members from the same Ward shall sit on a committee at the same time. The Mayor shall only sit on the Council Operations Committee, but shall be considered an ex officio member of all remaining committees. Council Members are free to attend any committee meeting they wish and may be requested to participate in an advisory role on specific matters within a committee's jurisdiction.
5. No committee is authorized to take binding action on behalf of the City of Billings or speak on behalf of City Council. The sole purpose of the committees is to provide recommendations to the full Council. Committees may request the City Administrator provide staff support necessary to the work of the committee.
6. Within 30 days of the effective date of the resolution, Council Members shall be appointed to the committees and each committee shall hold an organizational meeting to establish the general rules of the committee, including meeting date, time, and place. The committee shall report their proposed rules to the Council and, in that report, shall indicate whether staff support is requested. Committee

rules shall be reviewed annually, and any proposed changes shall be submitted to Council.

7. EFFECTIVE DATE. This resolution shall be effective upon adoption.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2022.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk