



# CITY OF TOPEKA

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## 4. CHAIR AND DUTIES

### 4.1 Chair:

- (a) *Mayor.* The mayor, if present, shall preside as chair at all meetings of the governing body.
- (b) *Deputy Mayor.* In the absence of the mayor, the deputy mayor shall preside. Anytime there is a need for an election of a deputy mayor, council members who have served the longest period of time and have not previously served as deputy mayor will automatically be nominated.
- (c) *City Clerk.* In the absence of both the mayor and deputy mayor, the city clerk shall preside until a chair is elected from among the council members present.

- 4.2 **Call to Order:** The meetings of the governing body shall be called to order by the mayor or, in the mayor's absence, by the deputy mayor. In the absence of both the mayor and the deputy mayor, the meeting shall be called to order by the city clerk for the election of a temporary chair.

## 8. COMMITTEES

- 8.1 **Purpose:** The orderly and timely transactions of the city government shall be better served by having in place a committee framework whereby resolution of certain issues may be developed prior to consideration by the governing body. The committee framework shall include the use of standing committees and special committees.

### **Standing Committees:**

## 8.2

- (a) The governing body shall have the following five (5) standing committees, each comprised of three (3) members of the council:
- Policy and Finance.
  - Public Health and Safety.
  - Public Infrastructure.
  - Social Service Grants.
  - Transient Guest Tax.
- (b) **Appointment.** The deputy mayor shall appoint the members to each standing committee referenced in subsection (a) above and shall make a reasonable effort to stagger terms for the purpose of establishing familiarity and continuity from year to year. Appointments shall be made by the first meeting in February. Each councilmember shall fill out a committee preference list for a standing committee and the deputy mayor shall make every effort to appoint councilmembers to the committee of their choice.
- (c) **Term.** Councilmembers who are appointed to any standing committee referenced in subsection (a) above shall serve on their assigned committees for a one (1) year term. Councilmembers who wish to change committee assignments may do so with permission from the deputy mayor. Each standing committee shall elect the chair from among its members.

## 8.3 **Special Committees:**

- (a) Special committees may be established when there is an issue that needs special focus and would be better handled outside standing committees. Special committees may be created by a vote of six (6) or more members of the governing body. Any proposition addressed to the establishment of a special committee must state tasks and the time period in which the committee should complete its assignment.
- (b) The deputy mayor shall appoint the members of any special committee. The chair shall be designated by committee members.

## 8.7 **Alternate Members of Committees:** If a member of a committee cannot be present at a meeting, an alternate council member may be appointed to serve at that meeting, with full voting rights. The alternate shall be appointed by one of the following individuals, listed in order of priority:

- (a) The absent committee member.
- (b) The committee chair.
- (c) The deputy mayor.