
ORDINANCE AMENDING ARTICLE II OF CHAPTER 2
ENTITLED "CITY COUNCIL"

BE IT ORDAINED, by the Mayor and Winston-Salem City Council as follows:

Section 1. Article II of Chapter 2. Administration., Sections 2-31 thru Section 2-60 of the City of Winston-Salem Code of Ordinances is hereby amended to read as follows:

Sec. 2-31. Organization meeting; oath.

The persons who have been declared elected as members of the city council shall meet at the time provided by law for the purpose of organization. Before entering upon their duties, each council member shall qualify by taking the oath provided in G.S. 11-7. The oath must be signed and filed with the city clerk.

Sec. 2-32. Resignation of members.

The resignation of any member of the city council must be tendered in writing and shall not be acted upon until the next regular meeting of the council unless by unanimous consent of those present.

Sec. 2-33. Regular, special and emergency meetings.

(a) *Date and time of regular meetings.* The city council shall hold a regular meeting on the first and third Mondays of each month in the council chambers of the city hall at 6:00 p.m.. If the meeting date shall fall on a ~~city~~ legal holiday, the City Council will schedule the meeting for the following Tuesday, unless otherwise indicated on the adopted annual calendar. ~~the meeting shall be held on the next succeeding business day.~~

(b) *Call for special or emergency meetings.* Special meetings and emergency meetings of the city council may be called at any time by the mayor, the mayor pro tempore or a majority of the city council signing a call for such meeting. The City Council may schedule special meetings as it deems necessary with the dates and times adopted as part of the annual calendar or announced in accordance with all legal requirements.

(c) *Procedure when quorum is not present.* If a quorum of the council is not present at a regular, special or emergency meeting, such meeting shall not be adjourned to any other time or place, and all business shall be continued to the next regular or special meeting of the council, unless otherwise directed by the city council.

(d) *Cancelled meetings.* It shall be the duty of the mayor or mayor pro tempore to notify the city clerk as soon as it is known that a meeting will not be held, and the city clerk shall answer any inquiries as to whether a meeting will be held.

(e) *Distribution of agenda.* The city manager shall cause an agenda of every regular meeting of the city council to be prepared and to be sent out for delivery to the mayor and each council member at least 48 hours prior to the time for which the meeting is scheduled. Supporting documents and information as to each agenda item shall accompany the agenda to the extent deemed by the city manager to be reasonably necessary to apprise the mayor and the council members of the substance of each item, and to the extent available at the time the agenda is sent out. With respect to all lengthy or complicated ordinances or other items, the city manager shall cause to be prepared and to be delivered along with such ordinances or other items a concise summary or explanation thereof, preferably no more than two pages in length, for the use and benefit of the mayor and council members in their study of the agenda item. A failure to comply with the provisions of this subsection shall not affect the validity of actions of the city council.

(f) *Schedule of meetings.* The city clerk shall keep the schedule of the city council's regular meetings and of the meetings of the committees of the city council, showing the time and place of their meetings, and shall report any changes in the schedule of regular meetings. The city clerk shall notify the members of the City Council of the time and place designated and the purpose of any special or emergency meeting. Additionally, the meeting shall be added to the city calendar, and the city clerk shall notify the local press and any individuals requesting notification of special meetings of the City Council. Amendments to the schedule should be adopted at least seven days before the first meeting held pursuant to the revised schedule. ~~and keep such amended schedule at least seven days before the first meeting held pursuant to the revised schedule.~~

(g) *Procedures for special meetings.* The city clerk to the committees of the city council shall comply with the following procedures at any special meeting to be held at a time or place other than that established for regular meetings:

(1) The city manager shall cause an agenda of every special meeting of the city council to be prepared and to be sent out for delivery to the mayor and to each council member at least 48 hours prior to the time for which the meeting is scheduled. Supporting documents and information as to each agenda item shall accompany the agenda to the extent deemed by the city manager to be reasonably necessary to apprise the mayor and the council members of the substance of each item, and to the extent available at the time the agenda is sent out. With respect to all lengthy or complicated ordinances or other items, the city manager shall cause to be prepared and to be delivered along with such ordinances or other items a concise summary or explanation thereof, preferably no more than two pages in length, for the use and benefit of the mayor and council members in their study of the agenda items. A failure to comply with the provisions of this subsection shall not affect the validity of actions of the city council. No business shall be transacted at a special meeting but that for which it shall be called, unless the City Council agrees unanimously to consider such action.

(2) Unless otherwise provided herein, at least 48 hours prior to any special meeting, notice indicating the time, place and object of the special meeting must be provided by: (1) leaving a written meeting notice at the usual dwelling place of the council member; or (2) calling the council member and sending subsequent thereto the meeting notice by electronic means; or (3) sending the meeting notice by electronic means. No business shall be transacted at such meeting other than the business indicated in the notice unless all members are present or have signed a written waiver of notice. If it is impossible to make contact with the council member through personal delivery, telephonic or electronic means, a copy of such notice shall be left with an adult member of his household or posted at the front entrance of his residence. Notice so given shall be deemed actual notice for all purposes. If the city council votes at a regular or special meeting to schedule a special meeting, the aforementioned notice provisions shall be satisfied with respect to all council members voting and present at such meeting. Special meetings may also be held when the mayor and all members of the city council are present and consent thereto, or when those not present have signed a written waiver.

(3) Written notice of ~~such~~ special meetings shall be posted on the principal bulletin board of the public body, or, if there is no such bulletin board, on the door of the usual meeting room.

(4) Notice shall be mailed or delivered to each newspaper, wire service, radio station, television station or person who has properly filed a written request for notice with the city clerk.

(5) Further, notice of special meetings shall be posted and ~~mailed or~~ electronically delivered at least 48 hours before the time of the meeting.

~~(6) Each public body shall charge each person other than news media submitting a request for notice of special meetings a fee of \$10.00 per year.~~

- (h) *Procedures for emergency meetings.* The city clerk shall comply with the following procedures for emergency meetings as such are defined in G.S. 143-318.9 et seq.:
- (1) Electronic notice by telephone shall will be provided given to each local newspaper, local wire service, local radio station and local television station that has properly filed a written request for notice with the city clerk immediately after notice has been given to members of the city council or its committees.
 - (2) An emergency meeting may be called because of generally unexpected circumstances that require immediate consideration, and at such meeting only business connected with the emergency may be considered.
- (i) *Maintenance of lists for notification of news media.* The city clerk shall maintain lists for the city council and for committees of the city council of those news organizations requesting notice of special and emergency meetings.

Sec. 2-33.1. Remote participation in meetings.

Remote participation or simultaneous communication shall mean participation in a meeting by conference telephone, conference video, or other electronic means. Remote meeting shall mean an official meeting, or any part thereof, with between one and all of the members of the public body participating by simultaneous communication.

- (1) *Council member requirements for participating remotely.* The Winston-Salem City Council and committees thereof may have a remote meeting, and members of the Winston-Salem City Council may participate remotely in council committee meetings and council meetings, subject to the following rules and procedures:
 - a. Remote participation may be used in limited circumstances only. A council member may participate in a meeting remotely provided one of the following situations exists:
 1. Personal illness or disability that does not impact the member's ability to participate remotely;
 2. Family or other personal emergency; or
 3. Other scheduling conflicts that make in-person attendance impracticable; or
 4. Other emergencies that justify remote participation, such as a declaration of a national, state or local emergency covering the city.
 - b. A council member wishing to participate remotely in a meeting must notify the mayor and city clerk of the need to participate remotely at least 24 hours in advance of the meeting, unless advance notice is impracticable.
- (2) *Remote participation meeting requirements.* Meeting requirements for a council member to participate in a committee or council meeting remotely, include:
 - a. For remote participation in meetings during a declared national, state, or local emergency covering the city, all of the provisions of G.S. 166A-19.24 shall govern and control, including, but not limited to, the provision relating to the receipt of written comments for public hearings. Additionally, if the mayor, after consulting with a majority of city council, determines that, due to a declared state of emergency, it is not feasible for a majority of city council to be physically present, then a majority of council does not have to be physically present and council members participating remotely will be counted for

purposes of determining a quorum only during the time period while simultaneous communication is maintained for that member. The remote meetings must be simultaneously streamed online so that simultaneous live audio, and video, if any, is available to the public. If the remote meeting is a conference call, public access is achieved by providing an opportunity to dial in or stream the audio live and listen to the meeting.

- b. For remote participation in meetings as a result of any other reason, the following provisions shall apply:
1. A quorum of the council committee or city council must be physically present in the meeting room. For purposes of determining a quorum under this section, the members participating remotely shall not be counted.
 2. Remote participation will be permitted in all open sessions with the exception of quasi-judicial proceedings, unless all persons who have standing to participate in the quasi-judicial hearing have been given notice of the quasi-judicial hearing and consent to the remote meeting. Otherwise, remote participation will not be allowed for quasi-judicial proceedings.
 3. Remote participation will be permitted for closed sessions.
 4. At the start of the council committee or council meeting, and prior to participating in any deliberations, the chair of the council committee or the mayor shall announce that a council member is participating remotely. The council member shall identify himself or herself and state the reason he/she is participating remotely.
 5. If a council member needs to abstain from voting on an item in council committee, he/she needs to clearly state so. This only applies to council committee meetings and not to a meeting of the city council or any other public body.
 6. If a council member needs to be excused from voting on an item before city council, the council member must ask to be excused from voting and city council must vote to excuse said member from voting. Otherwise, if a council member has been identified as present for the vote, but does not vote, the council member will be recorded as having voted yes. If a council member is present, but does not identify himself or herself, and attempts to vote without such identification having been made, then the vote of said council member shall not be counted. If a council member has terminated communication before the vote or if a council member has lost communication, said council member will no longer be treated as present and will not be allowed to vote. A council member who does not vote during a quasi-judicial proceeding will be treated as not having voted.
 7. A council member participating remotely shall provide a voice vote, which can be heard and recorded if participating by phone or, if participating by video, a voice and hand vote. No vote shall be taken via email. No written ballots may be submitted.
 8. A council member participating remotely shall be provided with access to all documents to be considered during the council committee meeting or council meeting.
 9. A council member participating remotely shall participate via simultaneous and/or electronic communications and must be fully heard and, if possible, seen by other members of the committee or council and any other individual in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video

conferencing, or any other technology, that enables the remote participant and all persons present at the meeting location to be clearly audible to one another, is necessary. If clear audio is not available, the council committee chair or mayor may elect to disallow or discontinue remote participation for that member.

- (3) *City-designated public bodies.* The provisions governing remote participation in city council meetings and council committee meetings, set forth in subsections (1) and (2) herein, shall apply to all city-designated public bodies, including, but not limited to, authorities, boards, commissions, committees, or councils, or any of their committees or subcommittees under their authority. Any and all references to the mayor, set forth in subsections (1) and (2) herein, shall apply to the chair of a city-designated public body. Any and all references to council member, set forth in subsections (1) and (2) herein, shall apply to all members of the city-designated public body. Any and all references to the city clerk, set forth in subsections (1) and (2) herein, shall apply to the secretary of the city-designated public body.
- (4) *Additional authority for city-designated or sponsored public bodies.* Notwithstanding subsection (2)b.1. herein, all city-designated public bodies, including, but not limited to, authorities, boards, commissions, committees, or councils, or any of their committees or subcommittees are hereby authorized to meet remotely, as a body, upon a majority vote of the membership at a separate meeting in-person; provided, the public is afforded access to the meeting in the same manner as that previously afforded under G.S. 166A-19.24, and all notice procedures set forth in G.S. 143-318.12 are adhered to; provided, no hearings, including, but not limited to case reviews before the citizen police review board, hearings before the Forsyth County Historic Resources Commission, and the city-county planning board, and quasi-judicial proceedings before the Winston-Salem Zoning Board of Adjustment, shall be conducted remotely under this provision, unless all persons who have standing to participate in the hearing have been given notice of the hearing and consent to the remote meeting. The prohibition on remote hearings set forth herein shall not apply to the Transportation Advisory Committee or Winston-Salem Transit Authority.

Sec. 2-34. Mayor to be presiding officer; presiding officer in absence of mayor; sergeant at arms.

- (a) The mayor shall be the presiding officer of the city council.
- (b) The council shall elect a mayor pro tempore, who shall preside in the absence of the mayor. In the absence of both the mayor and the mayor pro tempore, the presiding officer of the council shall be the chairperson of the finance committee, and in his absence the presiding officer shall be, in the following order: the chairperson of the public works committee, the chairperson of the public safety committee or the chairperson of the ~~community development/housing/~~ General government committee.
- (c) The chief of police shall ~~act as~~ designate an officer to serve as sergeant at arms and preserve order under the direction of the presiding officer and also upon his order shall bring in, or cause to be sent for, absent members.

Sec. 2-35. Powers and duties of presiding officer.

At all meetings of the city council it shall be the duty of the presiding officer to preserve order and decorum. He shall decide all questions of parliamentary law, and any member shall have the right to appeal from the decision of the chair. On such appeal, the presiding officer may assign reasons for his ~~their~~ decision and the member appealing may state his ~~their~~ ground of appeal.

Sec. 2-36. Roll call; order of business.

- (a) At the hour appointed for the meeting of the city council, the presiding officer shall call the council to order and direct a call of the roll by the secretary, who shall record on the minutes the names of those present and of those absent.
- (b) If a quorum is not present within 30 minutes after the hour fixed for the commencement of the meeting, no meeting shall be held and the procedure shall be as provided in section 2-33.

Sec. 2-37. Quorum.

A majority of the members of the city council shall constitute a quorum for the purpose of conducting official city business, and this number shall not be affected by vacancies.

Sec. 2-38. Rules of order—General rules relating to hearings and presentations before council excluding the public comment period.

- (a) Unless otherwise provided ~~in this article~~, the deliberations of the city council shall be governed by Robert's Rules of Order, Newly Revised.
 - 1. The newspaper advertisement certification shall be kept by the city clerk, confirming the advertisements were published in conformance with the requirements of general law and city ordinances.
 - 2. The presiding officer will ask if there is anyone that wishes to speak at a public hearing. If there are interested individuals, the presiding officer will ask staff to present the issue for consideration and offer City Council the opportunity to ask questions.
- (b) Unless otherwise determined by the city council, persons or groups appearing before the city council in support of an issue pending before the council shall be limited to 15 minutes for their presentation, and those appearing in opposition to the issue shall likewise be limited to 15 minutes for their presentation. The council may, for good cause shown, grant an extension of these limits.
- (c) In addition to the 15 minutes permitted for the presentation of each side of an issue, each side shall have three minutes of rebuttal time. Groups shall be encouraged to select spokesmen inasmuch as the time limitation specified in this section shall apply to all persons or groups representing support for, or opposition to, the issue before the council. Speakers will be orderly and decorous in conduct and shall address only the issue or matter that is the subject of a hearing before council.
- (d) The public hearing must either be closed or continued (remain open) and action can be taken at the meeting or scheduled for the next regularly scheduled council meeting.
- (e) Reserved.

(Code 1975, § 2-25; Ord. of 1-6-03, § 1; Ord. No. 4533, § 1, 9-6-05; Ord. of 12-18-17, § 1)

Sec. 2-38.1. Public comment period.

- (a) City council will hold a public comment period at the end of its regular open session meeting on the third Monday of each month. If there is no regular meeting on the third Monday of any month, the public comment period will be held at the regular meeting on the first Monday of that month.

Council shall not hold a public comment period during a month in which no regular meetings are held.

- (b) The public comment period will be limited to 30 minutes, and each speaker will be limited to three minutes. If there are more than ten speakers, council, by majority consent, may extend the public comment period by a reasonable time period. If a large number of people are present to comment on the same subject, it is suggested that the group designate a speaker that will acknowledge the presence of the group. After the second person representing the same group has spoken, the next person and all others from the group will be permitted to speak after all other speakers not associated with the group have spoken, provided the 30 minute time limit has not been exhausted. Anyone desiring to speak may sign up in advance in person with the city clerk in City Hall, Suite 140 or immediately before the meeting by providing: (i) name, (ii) address and (iii) the subject of the speaker's proposed comments. Except as provided herein, speakers will address council in the order in which their names appear on the sign-up sheet. Speakers who are city residents will have priority over non-city resident speakers unless the city resident spoke the previous month on the same or related subject(s). In that case, the non-city resident speaker will have priority over a resident speaker who spoke the previous month on the same or related subject(s). New city resident speakers will precede city resident speakers wishing to address a subject they spoke to the previous month. Speakers may yield their time to another speaker. Unless council determines otherwise by majority consent, all speakers, including designated speakers, will be limited to three minutes even if other speakers have relinquished their time to said speaker. Speakers shall be orderly and decorous in their conduct and shall address only subjects related to city government.
- (c) Speakers are encouraged to use other channels such as the committee complaint procedure, and the city manager's and city attorney's, offices rather than the public comment period, to discuss the following matters: personnel, litigation, property acquisition, matters that are the subject of the attorney-client privilege, and confidential matters. Speakers shall not comment during the public comment period on matters that are the subject of an upcoming quasi-judicial proceeding or other public hearings before the city council. Comments regarding such matters should be made during the scheduled public hearing.
- (d) The mayor and council ~~may~~ will not respond to comments made during the public comment period or direct the city manager or city attorney, where appropriate, to provide a response at a later time.
- (e) Because of the time delays and disruptions associated with running non-city videos during the public comment period, speakers shall refrain from presenting videos during the public comment period. Speakers wishing to present videos may provide copies of the same to the city clerk for review by the mayor and council members, individually, at a later date, if such is desired.

Sec. 2-39. Voting; consent agenda and general business agenda.

- (a) Voting of the city council shall be in accordance with the provisions of the General Statutes of the state of North Carolina.
- (b) The agenda for meetings of the city council shall be divided into two parts, the general business agenda and the consent agenda.
- (c) The consent agenda shall include those items which have not received a negative vote by any member of any committee of the city council and which are considered routine by the city clerk. Examples of items which may be included in the consent agenda are reassessments, tax releases, contracts for purchasing, renewal of such contracts, final payment on contracts, streetlights, encroachment agreements, quitclaim deeds, sale of surplus vehicles, open-air meeting applications, sale of land, acquisition of easements and rights-of-way, appropriation from the bond and construction fund, appropriation from the contingent fund and other funds, replacement of vehicles,

appointments to commissions, referrals of requests for relief on assessment, memoranda received for informational purposes, resolutions fixing dates for public hearings, preliminary and final water and sewer improvement agreements, billiard applications, alterations to the water and sewer systems, traffic regulations, approval of applications for state and federal funds, church directional signs, condemnation resolutions, resolutions authorizing the taking of bids, and housing demolition and condemnation orders, and any item believed to be routine in nature. Such items shall be approved, adopted, accepted, etc., on a single motion of the city council unanimously. Each item so approved will appear in the minutes of the city council in the item's proper form, showing approval. No matter requiring a public hearing shall be placed on the consent agenda. ~~If any citizen wishes to be heard on any consent agenda item he may request that the city council remove the item from the consent agenda.~~

- (d) On objection from any member of the council or the mayor any item included in any consent agenda shall be removed from the consent agenda and considered separately. The item will be placed on the general business agenda and considered separately after adoption of the remaining consent agenda items.
- (e) All other items shall be included in the general business agenda and shall be acted upon separately.

Sec. 2-40. Ordinances, resolutions and motions.

- (a) *Ordinances and resolutions to be in writing; placement on agenda.* All ordinances or resolutions offered for adoption shall be in writing. It shall be the policy of the city council to consider only those items on the agenda prepared and set out for delivery to the council members at least ~~36~~ 48 hours prior to the meeting as required under the provisions of section 2-33(e). This policy, generally referred to as the "~~36-48~~-hour rule," shall be waived upon motion as to specific items, but such waiver shall not permit action on any item at the meeting without unanimous consent of those present.
- (b) *Unanimous consent for consideration.* No ordinance, resolution or motion shall be acted upon after being proposed without 48 hours' notice, unless by the unanimous consent of those present, but such ordinance or resolution shall be ~~acted upon at~~ placed upon the agenda for the next regular or special meeting of the council, or otherwise if directed by the city council.
- (c) *Effective date.* Every ordinance, resolution or motion shall be in force from its passage unless otherwise provided therein.
- (d) *Official copy of ordinances.* The city clerk shall keep a bound copy of all ordinances, which shall be the official copy.
- (e) *Objection to consideration (item "No Considered" or "No Consideration").* The unanimous consent required for consideration of an item, as specified in subsections (a) and (b) of this section, shall be conclusively presumed to exist unless a member announces that he does not consent to consideration. The procedural tool of "No Consideration" shall not be utilized on any item that requires a public hearing. When a member of the city council wishes to object to the consideration of an item, the member must express that objection after the item is introduced for consideration and the mayor's call for discussion but prior to a vote for approval or disapproval of the item. A motion to continue an item or send an item back to a committee, and a vote on the same is not considered a vote for approval or disapproval of the item. An item that has been continued or sent back to committee may be "no considered" at the next or any subsequent city council meeting where the item is being considered. An item may be "no considered" only once. Before being acted upon, any item that is no considered may be discussed at the next meeting scheduled in accordance with subsection (a), provided a majority of the council consents to said discussion. Otherwise the item

will be considered without further discussion. If no member objects to consideration prior to such vote, the right of the member to object shall be deemed to be waived.

(f) *Required vote for approval of ordinance.*

- (1) If the question before the council is the adoption of an ordinance on its first introduction, a favorable vote of two-thirds or more of all the members of the council shall constitute approval of the ordinance; a favorable vote of a majority of the members present, but less than two-thirds of all the members, shall constitute automatic continuance of the ordinance to the next regular or special meeting of the council, unless the council directs a different time; and a favorable vote of less than a majority shall constitute defeat of the ordinance. Before being acted upon, any ordinance so continued may be discussed at the next meeting scheduled, in accordance with this subsection, provided a majority of the council consents to said discussion. Otherwise, the item will be considered without further discussion.
- (2) If the council is passing on the question of the adoption of an ordinance, and the ordinance has been considered at a prior meeting, the affirmative vote of the majority of the members of the council present and voting shall constitute adoption of the ordinance if the ordinance received an affirmative vote by a majority of all the members of the council upon first reading. If the ordinance on first reading received a favorable vote of a majority of the members present and voting, but not a majority of all of the members of the council, the ordinance shall be deemed to have failed unless it receives on second reading an affirmative vote of a majority of all the members of the council.
- (3) With regard to:
 - a. The annual budget appropriation and tax levy ordinance; and
 - b. An ordinance on which a public hearing must be held pursuant to G.S. 160D-601, a majority of those present and voting shall be sufficient on first consideration to adopt the ordinance.

With regard to voting on quasi-judicial matters by council, a majority of the members of council shall be required for approval, pursuant to G.S. 160D-406.

Charter reference(s)—Enactment of ordinances, § 14.

Sec. 2-41. Requests for granting of franchise or license.

All propositions to the city council to grant franchises or licenses must be submitted in writing.

Sec. 2-42. Standing committees designated; composition; voting.

- (a) There shall be elected by the city council standing committees of the council as follows:
 - (1) Finance committee.
 - (2) ~~Community development/housing~~ General government committee.
 - (3) Public safety committee.
 - (4) Public works committee.
- (b) Each committee shall be composed of four members of the city council, to be elected by the council. The chairperson and vice-chairperson of each committee shall be designated by the council.
- (c) The mayor and the city manager shall be ex officio members of the committees designated by this section, but they shall have no voting rights. All regular members of the committees shall have full

voting rights, and must follow the same voting requirements as are applicable to members of the city council when considering matters coming before the full council. The above voting requirements notwithstanding, members of committees shall have the right to abstain from voting, and when they do so, such actions shall be recorded as abstentions.

Sec. 2-43. Duties and procedures of standing committees.

(a) *Generally.*

- (1) Standing committees of the city council shall serve only in an advisory capacity. It shall be their duty to:
 - a. Consider and make recommendations to the city council on policy matters;
 - b. Hold public hearings on questions when requested to do so by the council;
 - c. In collaboration with the city manager, make special studies and submit reports to the council on matters falling within that committee's province; and
 - d. Meet with the city manager when requested by him for policy discussions or advisory purposes.
- (2) Committees may request the city manager to furnish any information or reports desired regarding departmental operations or affairs with which that committee may be concerned.
- (3) Committees may be assigned special temporary duties by the city council.
- (4) Committees shall meet upon the call of either the mayor or chairperson, or in their absence the vice-chairperson or the city manager.
- (5) To ensure the orderly and expeditious handling of petitions and other matters presented to individual council members and to committees of the council for consideration, and to afford the administrative department of the city an opportunity to investigate the facts with respect thereto for the benefit of the committees and the city council, the following procedure shall be adhered to:
 - a. Requests and petitions received by individual council members shall be routed to the city manager, or to the appropriate department head, for investigation.
 - b. To save the time of the committees and of the public, the public shall not be invited to appear before a committee until the matter in question has been investigated by the appropriate department and the city manager has reported thereon to the committee.
 - c. Where a petition or other matter comes before a committee without first having been submitted to the city manager, or the department concerned, for administrative study and recommendations, the committee shall refer it to the city manager for study and recommendations, the city manager shall make his report thereon to the committee within such time as may be designated by the committee, and the committee shall consider the report and recommendations, along with other information received by it, in arriving at its decision.

(b) *Finance committee.*

- (1) The finance committee of the city council shall be the advisory committee to the council for all activities related to finance such as ~~kept informed as to~~ the financial status of the city, ~~and shall give special study to the~~ financial reports presented to the city council, ~~and by the city manager and the director of finance. It shall review~~ the annual budget as submitted by the city manager; ~~in advance of its presentation to the city council, and shall present a written report to the~~

~~council setting forth its concurrence with or its disagreement with the budget as submitted to the council.~~

(2) Proposals for sale of real estate owned by the city shall be referred to the finance committee for recommendation before being presented to the city council for action.

(3) The committee shall perform all other duties imposed upon it by the council.

(c) *Public safety committee.*

(1) The public safety committee of the city council shall be the advisory committee to the council for all activities ~~handled by~~ related to public safety, such as the fire, department and the police department, emergency management, and for traffic matters, including the regulation of taxicabs ~~and buses~~.

(2) It shall perform all other duties imposed upon it by the city council.

(d) *Public works committee.*

(1) The public works committee of the city council shall be the advisory committee to the council for all activities ~~handled by the~~ related to public works department, such as streets and sidewalks, transit operations, the waterworks system, the sewerage system, sanitation services, inspections, buildings and grounds, fleet management, and engineering.

(2) It shall perform all other duties imposed upon it by the city council.

(e) ~~Community development/housing/~~*General government committee.*

(1) The ~~community development/housing/~~general government committee of the city council shall act in an advisory capacity to the council, when requested, upon matters not falling within the scope of the finance, public safety or public works committees of the council such as neighborhood services, community development and housing.

(2) The city council may impose special or temporary duties upon the ~~community development/housing/~~g General government committee, and either the council or the city manager may request it to consider any proposals, projects or activities which are not the responsibility of another standing committee.

Sec. 2-44. Minutes of city council and city council committee meetings.

Pursuant to G.S. 143-318.10(e), minutes of the city council and city council committee meetings, except for closed sessions, shall be created and maintained in the form of sound or video and sound recordings which shall be available for public inspection in accordance with the public records law. In the event a member of the public is unable to access such sound or video and sound recordings, the city clerk shall make available in the city clerk's office a computer or other device by which a member of the public may inspect said minutes. The city clerk shall also prepare minutes in the form of a written summary of the city council and city council committee meetings within a reasonable time period after the meeting. Said written summary shall contain, at a minimum, a record of the actions taken and the results of each vote. For a closed session, the city clerk shall prepare a written summary and general account of the closed session, which may be one document, so that a person not in attendance will have a reasonable understanding of what transpired. The disclosure of a written summary and general account of a closed session shall be governed by G.S 143-318.10. All sound and video recordings, written summaries and general accounts shall be retained and disposed of in accordance with the Municipal Records Retention and Disposition Schedule published by the North Carolina Department of Natural and Cultural Resources and adopted by the city council.

Sec. 2-45. Reserved.

Secs. 2-46—2-60. Reserved.

Section 2. This ordinance shall become effective upon adoption.