



MEMO FROM COUNCIL OFFICE:

To: Members of the Common Council

From: Stephen Lucas, Council Administrator/Attorney

Date: December 1, 2023

Re: Draft of 2024 Annual Legislative Schedule

This packet contains a draft Annual Council Legislative Schedule for 2024. This draft schedule has been previously distributed to councilmembers and staff members for review and feedback. Please review the material, share your suggestions with others, and be ready to discuss the draft schedule on December 6th. The Council Office suggests that the Council adopt its schedule in early December to make it easier for staff to plan for upcoming meetings and to make it easier for those working with boards and commissions to resolve any room conflicts and establish their schedules for 2024. A brief summary of the draft schedule is included below.

Council meetings.

For 2023, the Council adopted a schedule that generally provided for three regular sessions of Council each month (with some exceptions/deviations). The 2023 schedule did not provide for regularly-scheduled committee meetings or work sessions, which were scheduled and held on an as-needed basis. While local municipal code generally provides for regular sessions of the Council to be held on the first and third Wednesdays of each month, it also provides that the Council may agree by majority vote to dispense with any regular session or to change the day or hour of any meeting.

Prior to 2023, the Council generally met on the first four Wednesdays of the month for Regular Sessions and committee meetings (see [BMC 2.04.050 – Regular meetings](#) and [BMC 2.04.255 – Committees-Scheduling](#)). For years, the Council also met on Fridays about twice a month for Council Work Sessions to informally hear about upcoming legislation and other pending matters.

This draft schedule generally provides for three regular sessions of Council each month, does not include regularly-scheduled committee meetings or work sessions, and includes departmental budget hearings to be held during the last week of August.

Exceptions and Additions to the Usual Wednesday Schedule. The draft schedule includes a number of footnotes, which, among other things, explain and elaborate on any exceptions or additions to the legislative process described above. Please see the draft schedule for more detailed information.

Religious Holiday Adjustments. (See excerpts from the IU Religious Holiday Schedule) – The Council has often adjusted its schedule to account for religious holidays that fall during scheduled meetings. This draft Schedule makes an adjustment on October 2, 2024 for Rosh Hashanah by rescheduling the Council’s Regular Session for Tuesday, October 1, 2024.



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The Council can make any additional desired scheduling adjustments for religious holidays by motion (see below).

Proposing changes to schedule and adoption. Adoption of the draft schedule (as written or with any desired amendments) requires a motion to adopt the schedule approved by a majority of the Council. Once a schedule is adopted, the Council may make further needed changes at subsequent meetings by majority vote, including dispensing with any regular session or committee meeting, or changing the day or hour of any meeting. See [BMC 2.04.050](#) and [BMC 2.04.255](#).