



CITY OF NEW BEDFORD

In the Year Two Thousand and Twenty-Three

AN ORDINANCE

RELATIVE TO CLERK OF COMMITTEES

31- 509

Be it ordained by the City Council of the City of New Bedford as follows:—

SECTION 1.

Division 2 of Article III of Chapter 2 of the Code of Ordinances is hereby amended by striking, in their entirety, Sections 2-60-; 2-61; 2-62 and 2-63 and inserting, in place thereof, the following new Sections:-

Sec. 2-60. – Clerk of Committees – Appointment; Acting Clerk.

There shall be a Clerk of Committees appointed by the City Council annually in the month of April by a majority vote of the City Council, who shall perform such duties as in the division are prescribed. In the absence of the Clerk of Committees, or vacancy in that Office, the City Clerk shall delegate the duties of said Office until such time as the appointment of a successor.

Sec. 2-61. – Same – Duties and Role of Clerk of Committees within the Department of the City Council.

The Clerk of Committees shall serve as Recording Secretary/Clerk for all Committees, Standing or Special, including Committees and Quasi Committees of the Whole of the City Council, except for the Quasi Committee established to study the annual budget.

The Department of the City Council shall make proper records, in books provided by the City and kept for that purpose, of all proceedings and transactions of said committees; shall cause notice of meetings to be served upon members of all committees as requested so to do by the Committee Chairperson or a majority of the members of such committee. The Department of the City Council shall have the care and custody of all books and papers belonging to said committees.

The City Clerk, as Clerk of the City Council, shall be responsible for the appointment and hiring of any other position under the Department of the City Council, with the exception of the Legislative Counsel and Clerk of Committees, provided, however, that the Council President or his/her designee have input into the hiring process should it so be desired.

The Department of the City Council shall, as needed, be available to carry out all aspects of City Council business and committees thereof.

The Clerk of Committees shall work in conjunction with the City Clerk and the entire Department of the City Council in order to ensure that all notes and Meeting Minutes from Committee Meetings are produced in a highly accurate and timely fashion, as determined by the City Clerk or his/her designee.

Sec. 2-62. Calling meetings.

Meetings of committees may be called by the Chairperson or a majority of the committee's membership, but no committee shall sit during any meeting of the City Council without special leave.

SECTION 2. This Ordinance shall take effect in accordance with the provisions of Chapter 43 of the General Laws.