



Legislation Details (With Text)

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Title:	Resolution to Amend the Rules of the Council in relation to improving the responsiveness, transparency, fairness, and inclusiveness of the City Council.				
Sponsors:	Melissa Mark-Viverito, Brad S. Lander, Corey D. Johnson, Maria Del Carmen Arroyo, Elizabeth S. Crowley, Vincent J. Gentile, Andy L. King, Peter A. Koo, Mark Levine, Antonio Reynoso, Donovan J. Richards, Deborah L. Rose, Paul A. Vallone, Inez D. Barron, Ben Kallos, Margaret S. Chin, Costa G. Constantinides, Daniel R. Garodnick, David G. Greenfield, Stephen T. Levin				
Indexes:					
Attachments:	1. Res. No. 184 - 4/29/14, 2. Committee Report 5/7/14, 3. Hearing Testimony 5/7/14, 4. Hearing Transcript 5/7/14, 5. Committee Report 5/14/14, 6. Hearing Transcript 5/14/14, 7. Standing Committees of the Council, 8. Hearing Transcript - Stated Meeting 5-14-14, 9. Rules of the Council, 10. Minutes of the Stated Meeting - May 14, 2014				

Date	Ver.	Action By	Action	Result
4/29/2014	*	City Council	Introduced by Council	
4/29/2014	*	City Council	Referred to Comm by Council	
5/7/2014	*	Committee on Rules, Privileges and Elections	Hearing Held by Committee	
5/7/2014	*	Committee on Rules, Privileges and Elections	Laid Over by Committee	
5/14/2014	*	Committee on Rules, Privileges and Elections	Hearing Held by Committee	
5/14/2014	*	Committee on Rules, Privileges and Elections	Amendment Proposed by Comm	
5/14/2014	*	Committee on Rules, Privileges and Elections	Amended by Committee	
5/14/2014	A	Committee on Rules, Privileges and Elections	Approved by Committee	Pass
5/14/2014	A	City Council	Approved, by Council	Pass

Res. No. 184-A

Resolution to Amend the Rules of the Council in relation to improving the responsiveness, transparency, fairness, and inclusiveness of the City Council.

By The Speaker (Council Member Mark-Viverito) and Council Members Lander, Johnson, Arroyo, Crowley, Gentile, King, Koo, Levine, Reynoso, Richards, Rose, Vallone, Barron, Kallos, Chin, Constantinides, Garodnick, Greenfield and Levin

2.15. Attendance Policy - The Speaker shall formulate an attendance policy for committee, stated,

charter, and special meetings.

2.40. Personnel and Fiscal Reports - The Speaker shall provide to each member an annual report, which may be included as part of the annual accounting of the Council's actual expenditures required by this rule, detailing the names of all individuals receiving compensation for work performed for the Council, its members or any of its committees, the amount of such compensation for Central staff only, and a title and job description (including identification of the function or division of the Council to which the individual is assigned). Each report shall also set forth the amount of allowance in lieu of expenses received by each Committee chairperson. The Speaker shall publish [quarterly] an annual accounting[s] of the Council's actual [and planned] expenditures by September 30 of each year, which covers the previous fiscal year, and which is sufficiently detailed to indicate the positions and purposes which have been funded as well as the activities and categories of materials and supplies purchased. Such accountings shall be accompanied by a summary description specifying, at a minimum, the amounts devoted to the following functions and divisions of the Council: [the finance division; the land use division; the infrastructure division; the human services division; the investigations and oversight division; the legal division;] the divisions responsible for the budget and fiscal analysis, the Council's role in the land use process, legislative drafting, and legal services; the Council press office; each committee; the Sergeant at Arms and other security functions; each member's office; [and] the Speaker's staff, including all amounts paid to all consultants as well as the functions of such consultants; and any changes in each of these amounts, other than changes in compensation of members of Central staff, from the Council budget adopted for the fiscal year covered by such accounting.

2.50. Proposed Council Budget - The Speaker shall provide to members copies of the proposed budget of the Council for the following year as soon as practicable. Such proposed budget shall include, at minimum, the amounts devoted to the following functions and divisions of the Council: the divisions responsible for the budget and fiscal analysis, the Council's role in the land use process, legislative drafting, and legal services; the Council press office; each committee; the Sergeant at Arms and other security functions; each member's office; and the Speaker's staff, including all amounts paid to all consultants as well as the functions of such consultants.

2.55. Discretionary Funding - a. The Speaker shall establish a policy to ensure the integrity and transparency of the Council discretionary funding process. Such policy shall require that all organizations that wish to be considered for discretionary funding from the expense budget or for discretionary funding from the capital budget for a "non-City capital project" shall file an application with the Council or relevant City offices and/or agencies. For the purposes of this rule, a "non-City capital project" is a project for which the applicant organization is required to submit a Capital Funding Request Form for Not-for-Profit Organizations. Applications for discretionary funding from the expense budget or for discretionary funding from the capital budget for a non-City capital project shall be reviewed by the Council and/or relevant City offices and/or agencies to ensure that they are legally eligible to receive the City funds, are capable of providing the services for which they seek funding, are seeking funding for a public purpose, and are in compliance with all applicable laws and regulations. All expense applications received by the Council shall be made available to the public in a searchable on-line database in summary form. All allocations for discretionary funding from the expense budget or for discretionary funding from the capital budget [for a non-City capital project] shall be made available to the public in a searchable on-line database and in a downloadable, machine-readable format. All organizations that receive discretionary funding from the expense or capital budgets shall be required to complete a brief summary of how they have utilized such awarded funds.

In addition, such policy shall require completion of conflicts of interest disclosure/certification forms as specified by the Speaker from i) all organizations seeking discretionary funding from the expense budget or discretionary funding from the capital budget for a non-City capital project, ii) all Council Members sponsoring discretionary funding allocations and iii) all Council Members prior to voting to designate discretionary funds.

Such disclosure/certification forms shall contain either disclosure of any relationship between an organization and applicable City officials and associated persons or firms so that a determination may be made as to whether funding such organization is consistent with the City's Conflicts of Interest Laws and if so whether disclosure is necessary, or a certification that no such relationships exist.

b. Allocation of discretionary funds from the expense budget or discretionary funds from the capital budget for a non-City capital project, designation of recipients of discretionary funds from the expense budget or discretionary funds from the capital budget for a non-City capital project, and delineation of the uses of such funds shall be made solely through the budget adoption or modification process or through a discretionary funding transparency resolution. All such funds shall be distributed between and among sponsoring Council Members for allocation pursuant to a publicly disclosed formula that allocates funds either equally among members, or based upon publicly available data about differences between districts, or some combination thereof. The Speaker shall be responsible for proposing no more than one half of all dollars allocated by the Council discretionary expense funding process.

5.00. Minutes - The Legislative Document Unit shall prepare and [cause to be printed] make available on the Council's website minutes containing the proceedings of each meeting and accurate records of the members actually in attendance. All papers submitted shall constitute a part of the proceedings of each meeting.

5.10. Public Access - The Office of the Speaker shall keep accurate records of the meetings of the committees of the Council, including the members present, committee reports, a description of each matter considered, the [memorandum of support] plain language summary and fiscal impact statement accompanying each proposed local law or resolution, the names of witnesses appearing before the committee and copies of their written testimony, when submitted. Such materials shall be open to public inspection free of charge and copying at reasonable fees at such times as is practicable. Proceedings and records of the Committee on Standards and Ethics shall be privileged and confidential. Any person requesting copies of such materials shall set forth in writing a specific description of the material sought which shall be submitted to the Office of the Speaker. A complete transcript of each committee meeting shall be available for public inspection at the Office of the City Clerk, Clerk of the Council, free of charge within sixty days of such meeting. [Copies of transcripts requested shall be provided to the public by the Clerk of the Council at a reasonable fee to cover the cost of copying and, if necessary, mailing.] The Speaker shall develop a Public Technology Plan for improving public access to Council materials and meetings, and shall periodically update such Plan as necessary.

[5.20. Calendars; Contents - The Legislative Document Unit shall prepare and cause to be printed for the first stated meeting of each month a cumulative list of all proposed local laws, resolutions and other matters submitted for consideration to the Council and referred to a committee, which shall be known as the Calendar. The Calendar shall also include a list of all proposed local laws and resolutions sponsored by each Council Member, with a notation indicating whether such member is a prime sponsor of each such item. The Calendar shall be indexed by subject area and shall indicate the date of introduction and any committee action taken on proposed local laws and resolutions. The Calendar shall also include all local laws and resolutions passed by the Council during the current session. The Calendar shall be made available to the public as practicable.]

5.30. Certification - The certificate of the Clerk of the Council shall be attached to every proposed local law or resolution to the effect that the same has been duly passed by a vote, as required by the provisions of the New York City Charter [of the City of New York]. The Legislative Document Unit shall transmit the proposed local law or resolution to the Mayor.

[5.40. Records - The Legislative Document Unit shall keep index records convenient for reference of all local laws, resolutions, communications, petitions and other matters introduced in or presented by the Council, together with a complete chronological record of all action taken thereon by the Council or any of its

committees. Such records shall be made available to the public during regular business hours.]

5.50. Rules and Charter - The Legislative Document Unit shall make available on the Council's website and furnish to each member a copy of the Rules of the Council as prepared and printed under the direction and supervision of the Committee on Rules, Privileges and Elections and shall make available a copy of "Robert's Rules of Order, Newly Revised"[,] and the City Charter.

5.80. Sergeants-at-Arms; Duties - The Sergeants-at-Arms shall be in constant attendance at all sessions of the Council, and, under the direction of the presiding officer, shall aid in enforcing order on the floor, in the gallery, in the lobbies and in the rooms adjoining the Chamber, and also see that no person remains on the floor, unless entitled to the privileges of the same. They shall also place on the desks of the Acting President Pro-Tempore and other members, before each meeting, the journals containing the Proceedings of the Council, the calendars and agendas provided for in these Rules, papers and the proposed local laws and resolutions.

5.110. Legislative Tracking - The Office of the Speaker shall make available on the internet for use by the public a legislative tracking database containing the number, text, sponsorship and status of all proposed local laws and resolutions, committee reports, agendas, calendar, hearing testimony, transcripts, videos, committee assignments, [and] voting records of members and other associated materials in the public record that can practicably be made available. All proposed local laws and resolutions in the public record as well as any information associated with each proposed local law or resolution available through the database will be provided to the general public in a machine-readable format at no cost and without restriction as soon as practicable, in order to facilitate public engagement with the Council through the use of third-party software.

6.00. Preparation and Presentation of Papers - The word paper when used herein shall include all local laws, resolutions, petitions, communications from City, county and borough offices and reports which may be proposed to the Council for action. All papers other than committee reports shall be presented in writing and in quadruplicate, endorsed with the name of the introducer or originator, and with the exception of committee reports, must be deposited with the Office of the Speaker before 1 p.m., at least three business days, excluding municipal holidays [Sundays,] preceding the meeting day.

The style of local laws shall be "Be it enacted by the Council as follows." Every local law shall embrace only one subject. The title shall briefly refer to the subject matter.

Every other paper shall be endorsed with a short statement of its subject matter. All proposed local laws and resolutions are to be assigned a chronological introduction or resolution number and shall appear on the agenda in alphabetical order according to the name of the first-named prime sponsor, except that the Speaker's name shall appear first. If amended, the number of the proposed local law or resolution shall be followed by a designation beginning with the letter A, and continuing sequentially through the alphabet with each amended version.

6.20. Sponsors - a. The first-named sponsors on all proposed local laws and resolutions shall be deemed to be the prime sponsors. In the event the Speaker of the Council is not a prime sponsor, the name of such member shall appear in the sequence in which such member requested to be added as a sponsor.

b. The first-named prime sponsor's approval shall not be necessary before the names of any co-prime sponsors may be added to proposed local laws or resolutions. However, approval shall be necessary where the first-named prime sponsor has so indicated. In either event, a member may add his or her name as a sponsor [within 48 hours] after the introduction of a proposed local law or resolution by making such request in writing to the Legislative Document Unit.

c. Certain legislative matters, as designated by the Speaker, may be introduced under the sponsor name, "by the Committee on Rules, Privileges and Elections Committee". Legislative matters sponsored under such process shall continue to be assigned to the appropriate committee for its consideration.

6.30. Papers Referred to Committee; Change of Reference - Every proposed local law or resolution introduced shall, upon its introduction, be referred by the Speaker to a committee to consider and report thereon. The Speaker may also refer proposed local laws or resolutions to two committees for their joint consideration. When a matter is jointly referred, each committee shall vote separately on the matter and an affirmative vote of both committees shall be required in order to report such matter to the full Council. At any time prior to the first meeting of such committee to consider such proposed local law or resolution, such reference may be changed by the Speaker. The first-named prime sponsor may, at any time prior to the first meeting of such committee to consider such proposed local law or resolution, petition the Speaker to change the committee to which the matter has been referred.

6.40. Type of Enactment - a. All enactments shall be by local law or resolution.

b. The introduction of all proposed local laws shall be accompanied by a [memorandum in support] plain language summary of the bill which shall be posted on the Council's legislative tracking database and updated when the applicable bill is amended[include a brief explanation of the intent of the proposed local law].

6.55 Preliminary Fiscal Estimate - A first named prime sponsor of any proposed local law that has been introduced may request the preparation of a preliminary fiscal estimate for such proposed local law at any time, which shall be produced within 60 days of such a request to the extent practicable.

6.60. Legislative Drafting Services - a. The Speaker shall ensure that the Council central staff provides legislative drafting services to all members on an equitable and confidential basis. Confidentiality precludes Council central staff from refusing to provide legislative drafting services to any member on the basis that similar legislation is currently being drafted.

b. Some or all of such drafting services shall be provided by a dedicated drafting unit within Council central staff, the primary function of which is the drafting of legislation.

c. Members shall have access to a tracking database that identifies the staff member to whom each of their requests has been assigned, and which provides the status of each such request.

d. Members shall submit all proposed local laws and resolutions and proposals for laws and resolutions to [such unit] the legislative division prior to introduction; provided that any proposed local law or resolution submitted by any member to the Speaker's office in conformance with the rules of this chapter shall be deemed to have been approved by the legislative [drafting unit] division.

e. Central staff, to the extent practicable, shall respond to requests for legislation in the order in which they were received, providing a draft of the proposal to the requesting Member within sixty days of the date of [making] such request.

f. Upon request, a member may view any legal memorandum drafted by staff of the legislative division regarding a request such member has made for legislation.

g. Members may request amendments to legislation for which they are the first-named prime sponsor at any time prior to such legislation receiving any committee vote. Once finalized for consideration, such amended legislation shall be posted to the Council's website.

7.00. Appointment a. Prior to the establishment of the membership of any other committee, and after the selection of the Speaker, the Council shall elect the membership of the Committee on Rules, Privileges and Elections. All other committees and appointments thereto shall be recommended by the Committee on Rules, Privileges and Elections, approved by the Council and published in the Calendar. All standing committee chairpersons shall be elected by the Council as a whole. Once elected, a standing committee or subcommittee chairperson may be removed prior to the end of the session without their consent only by the uncoupled vote of 2/3 of all the members. The standing committees of the Council shall bear the following titles and possess the following substantive matter jurisdictions:

CONTRACTS - Procurement Policy Board, review of City procurement policies and procedures, oversight over government contracts, Mayor's Office of Contract[s] Services and collection agency contracts.

CULTURAL AFFAIRS, LIBRARIES AND INTERNATIONAL INTERGROUP RELATIONS - Department of Cultural Affairs, [Libraries] libraries, [Museums] museums, Art Commission, New York City Commission for the United Nations, Consular Corps and Protocol [International Business], Mayor's Office of Special Projects and Community Events, and to encourage harmony among the citizens of New York City, to promote the image of New York City and enhance the relationship of its citizens with the international community.

ENVIRONMENTAL PROTECTION - Department of Environmental Protection and Office of Long Term Planning and Sustainability.

JUVENILE JUSTICE - [Department of Juvenile Justice] Division of Youth and Family Justice within the Administration for Children's Services.

MENTAL HEALTH, DEVELOPMENTAL DISABILITY, ALCOHOLISM, [DRUG] SUBSTANCE ABUSE AND DISABILITY SERVICES - Department of Health and Mental Hygiene (issues of mental health, developmental disability and alcoholism services) and Mayor's Office for People with Disabilities.

RECOVERY AND RESILIENCY - Office of Recovery and Resiliency, [Issues] issues relating to recovery in Hurricane Sandy-affected communities, including the Build It Back Program, and the Office of Long Term Planning and Sustainability as it relates to efforts to make New York City more resilient in the face of climate change, and preparing for, responding to, and recovering from emergencies.

YOUTH SERVICES - Youth Board, Department of Youth and Community Development, Interagency Coordinating Council on Youth, and youth related programs.

7.10. Ex-Officio Members - The Public Advocate, Speaker, Majority Leader, Minority Leader, and the Deputy Leader for Policy shall be ex-officio members of all committees. Ex- Officio members of committees may ask questions and make statements, but shall not have the right to vote on matters before any committee to which they are an Ex-Officio member.

7.40. Staff - Each standing committee shall have at least one full-time staff person assigned to it from Council central staff, as practicable. The senior [staff person] counsel assigned to each committee shall be subject to the ongoing approval of [designated by] the chairperson of such committee.

7.50. Meetings - a. All committee meetings shall be held at the call of the chairperson of the committee. The Speaker may not prevent a committee meeting called by the chairperson of a committee from taking place except by a written finding that the topic is outside the jurisdiction of the committee, there is a scheduling conflict at the time such meeting is called, or there are insufficient staff resources for such meeting and such committee has already met or planned to meet once in that month. The majority of any committee may petition, in writing, the chairperson of said committee to call a meeting to consider the subject matter of such petition. If the chairperson of said committee fails to call such meeting within ten days from the receipt of said petition, said majority may petition, in writing, the Speaker, who shall issue such call.

b. No committee meeting shall be convened on the day of a stated or special meeting of the Council unless the item to be considered by such committee, will, out of necessity, be proposed as a General Order for that day or such committee meeting is called with the consent of two-thirds of the members of such committee.

c. Each standing committee, except for the Committees on State and Federal Legislation, Standards and

Ethics, Oversight and Investigations, and Rules, Privileges and Elections, beginning in the month subsequent to the first appointment of members to committees, at the beginning of the Council term, shall meet no less than once [a month] every two months; except that the Committee on Land Use shall meet no less than once a month; and except that no committees are required to meet during the months of July and August. Subcommittees or special committees shall meet as needed to complete their work.

d. Committees shall provide reasonable advance notice at least seventy-two hours where practical of committee meetings to the public. Such notice shall be given to the news media and shall be posted in a public location at City Hall and the web site.

e. [Written agendas for committee meetings shall be prepared and distributed, as complete as practicable, to all members of the committee at least five days prior to the call of such meeting.] The chairperson of each committee shall ensure that representatives of City governmental entities affirm prior to testifying at a committee meeting that their testimony is truthful to the best of their knowledge, information and belief.

[7.80. Reports of the Council Committees - Each committee shall report, in writing, on all matters that receive a hearing before it, with a brief statement of facts and its opinion in relation thereto, proposing the necessary action by the Council, except that a report of the Committee on Standards and Ethics on a disciplinary matter regarding a particular person shall also contain the findings of fact reached after conducting a review or hearing and upon which the Committee bases its recommendations. The report itself shall not be subject to amendment. Every report shall state the time when the subject matter of such report was referred to the committee by the Council, and the action, if any, taken by the committee pursuant to any instructions of the Council.

When a majority of a committee has reported to the Council its recommendation concerning a proposed local law, resolution or other matter, any member or members who have voted in the minority may present a minority report. All such majority and minority reports shall be in writing and signed by the members of the committee voting either in favor of or against the report as the case may be. The minority report shall not be deemed to reflect the legislative intention of the committee or the Council.]

7.110. [Rights of Ex-Officio Members - Ex- Officio members of committees may ask questions and make statements, but shall not have the right to vote.] Supermajority Bill Sponsorship - If a proposed local law or resolution is sponsored by at least 34 members, and such proposed local law or resolution has not received, or is not scheduled to receive, a hearing in the committee or committees to which it has been referred, a meeting of the committee or committees to which such proposed local law or resolution has been referred shall be scheduled within 60 days of such threshold being reached for the purpose of determining future action. Such meeting or meetings shall not be required if (i) the number of sponsors of such proposed local law or resolution drops below 34 members at any point prior to the end of such 60 day time period, or prior to such meeting or meetings, whichever is earlier; (ii) at any time, the first-named prime sponsor of such proposed local law or resolution writes to the chair of the committee or committees to which such legislation has been referred requesting a deferral of such meeting or meetings; or (iii) at any time prior to such meeting or meetings a hearing is scheduled on the proposed local law or resolution in such committee or committees. The first-named prime sponsor may retract a deferral request by writing to the chair of the relevant committee or committees, after which such meeting shall be scheduled within 60 days. At a meeting held pursuant to this rule, the committee must vote on whether or not to schedule a hearing on the proposed local law or resolution.

8.20. Admission to Floor of Council Chamber - No person, including but not limited to registered lobbyists, shall be admitted to the floor of the Council Chamber during the stated and special meetings except for the following individuals, who shall be permitted on the floor in those areas as the Speaker may designate:

- a. The Mayor, Deputy Mayors or employees of the Mayor's Office of Intergovernmental Affairs.
- b. The employees of the Council and the Clerk of the Council and his or her employees as are required

by the Council to assist in the performance of its functions, including the Counsel to the Minority Leader when required by the Minority Leader to assist in the performance of his or her duties at such meeting.

c. Heads of City departments and agencies, when their presence is requested or required by the Council.

d. Members of the press in the sections of the Chamber assigned for their use. Such other persons as may be granted the courtesy of admission to the floor.

e. Former Council Members[, including but not limited to those former Council Members who are registered lobbyists,] in the area of the Council Chambers designated for VIPs.

9.40. Motion to Amend to be in Writing - a. At a Stated Meeting, any Member may offer an amendment to legislation that is being considered for a vote on the General Orders Calendar. Before any motion to amend a proposed local law or resolution is debated, it shall be reduced to writing, delivered to the Legislative Document Unit and read. After the reading, the Member shall have up to two minutes to explain the amendment. Members wishing to participate in the debate shall also be entitled to speak for up to two minutes. At the conclusion of debate, the proposed amendment shall be voted on and, if approved, shall be added to the original legislation, which would be laid over for a vote at a later Stated Meeting. If more than one amendment is [made] proposed, they shall be considered in the order made. If the amendment is voted down, the original legislation shall then be voted on.

b. All motions to amend the expense or capital budgets must be made at a Stated Meeting and must be in writing.

c. At a committee meeting, any member of the committee may offer an amendment to legislation that is being considered for a vote at such meeting. Before any motion to amend a proposed local law or resolution is debated, it shall be reduced to writing, delivered to the Legislative Document Unit at least 24 hours prior to the committee meeting, and read by the Legislative Document Unit at such meeting. After the reading, the member shall have up to two minutes to explain the amendment. The first-named prime sponsor of the legislation and committee members wishing to participate in the debate shall also be entitled to speak for up to two minutes. At the conclusion of debate, the proposed amendment shall be voted on and, if approved, shall be added to the original legislation, which may then be voted on by the committee. If more than one amendment is proposed, they shall be considered in the order made. If the amendment is voted down, the original legislation may then be voted on.

9.160. Two Minute Rule - [a.] A member desiring to be excused from voting, or to explain a vote at a stated meeting may, when his or her name is called, make a statement for no more than two minutes, of the reasons for making such request, or for voting in such a manner, provided that if such member has engaged in debate under the ten (10) minute rule, he or she may not explain his or her vote.

[b. Only one sponsor of a matter, at the time of introduction, shall have the privilege to speak thereon but he or she shall not speak for more than two minutes.]

9.220. General Discussion - Any member, when recognized by the presiding officer, may speak on any issue, including any matter being introduced, during the period of general discussion. Such member may enter written materials or prepared statements of no more than five (5) pages into the official record [of] or may speak for no more than a total of two (2) minutes unless permission to extend the time is granted by a majority of the members of the Council present.

10.25. Rule Advisory Opinions - Any member may request an advisory opinion from the counsel to the Committee on Rules, Privileges and Elections with respect to questions about any Council rule or rules, including any questions relating to compliance therewith.

10.40. [Television] Video Coverage - The Council and its committees shall make their public meetings and hearings available for cablecasting and broadcasting, and by live and archived webcast where practicable.

11.10. Subcommittees - a. The Land Use Committee shall have the following subcommittees: (i) Zoning and Franchises; (ii) Planning Dispositions and Concessions; (iii) Landmarks, Public Sitings and Maritime Uses; and (iv) such others as shall be determined by the Speaker. The Speaker shall determine the jurisdiction of the subcommittees and shall promulgate a list, which the Speaker may amend from time to time, of those matters within the jurisdiction of each subcommittee.

b. [The Speaker shall appoint the chairs of the subcommittees.] The chair of the committee or a subcommittee may appoint a member of the committee or subcommittee as the case may be, to act as a temporary chair to conduct a meeting in the chair's absence.

c. The chair of the Land Use Committee shall be an ex-officio member of all the subcommittees. As an ex-officio member, the chair may vote on matters before a subcommittee only if the chair's vote is required to break a tie.

d. The hearings and meetings of each subcommittee shall be held at the call of the chair of the subcommittee pursuant to the notice and other requirements of section 11.30 and other applicable provisions of these rules.

e. Each subcommittee shall consider all matters referred to the subcommittee at a meeting and shall report on any action it takes to the Land Use Committee pursuant to a schedule that will enable both the Land Use Committee and the Council to act within any time limits for Council action prescribed by law. The chair of the Land Use Committee may call-up to the committee any matter referred to a subcommittee if a call-up is necessary to enable the committee and the Council to act on a matter within any time limit for Council action prescribed by law. The Land Use Committee may close the record of the public hearing on any such matter, if the record has not already been closed by the subcommittee.

11.30. Calendar and Public Notice - a. The chairs of the Land Use Committee and the subcommittees shall cause to be prepared a regular calendar of the meetings of the Land Use Committee and each of its subcommittees. The calendar shall be posted on the Council's website, electronically delivered to each Council Member, shall be made available to the public free of charge at City Hall, and shall be [mailed] electronically delivered to each borough president[, and each community board[and a main branch of the public library in each borough]. Each calendar shall include all matters referred to the committee and subcommittees and shall indicate the meetings of the committee and the subcommittees at which each matter is scheduled for public hearing or consideration. The failure to include a matter in the calendar shall bar the committee and its subcommittees from voting with respect to the matter unless the matter is added to the agenda as far in advance of the meeting at which the vote is to occur as is practicable and not less than two thirds of the members of the committee vote to add the matter to the agenda. The failure to include a matter in the calendar shall bar the committee and its subcommittees from holding a public hearing on the matter unless (i) the matter is added to the agenda as far in advance of the hearing as is practicable, (ii) any notice requirements in the City Charter are satisfied, and (iii) not less than two thirds of the members of the committee or subcommittee vote to add the matter to the agenda. The chair of the Land Use Committee may call meetings of the Land Use Committee in addition to those meetings on the calendar, and the chair of a subcommittee may call meetings of the subcommittee in addition to those meetings on the calendar, pursuant to the notice and other requirements of this section and the other applicable provisions of these rules.

b. Public notice of the time and place of each Land Use Committee and subcommittee meeting scheduled at least one week prior thereto shall be given to the news media and shall be posted [in a public location at City Hall at least seventy-two hours before such meeting] on the Council's website. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be posted [in a public location at City Hall at a reasonable time prior thereto] on the Council's website. In addition, public notice of all public hearings of the Council, the Land Use Committee and its subcommittees required pursuant to section 197-d of the City Charter shall be published in the City Record not less than five days prior to such hearing.

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5/13/14