



## **Committee on Form of Government Transition**

### **Internal Committee Rules**

#### **1. Purpose of the Committee**

The Committee on Form of Government Transition (the “Committee”) is established to guide and oversee the transition from a City Manager form of government to a Mayor-Council form. The Committee will ensure that the process is conducted efficiently, transparently, and in alignment with legal requirements and the city’s long-term goals.

#### **2. Chair & Vice Chair**

The Mayor shall serve as the Chair of the Committee and may appoint a Vice-Chair to assist in leading the Committee’s efforts.

#### **3. Responsibilities**

The Committee shall:

- a. Review current structures, policies, and procedures of the City Manager form of government.
- b. Develop recommendations for implementing the Mayor-Council form of government, including organizational changes, staffing adjustments, and governance structures.
- c. Ensure compliance with all legal and statutory requirements during the transition.
- d. Provide regular updates to the City Commission and the public on the progress of the transition.

#### **4. Meetings**

- The Committee will hold regular meetings, with a minimum of one meeting per month unless otherwise determined.
- Meetings will be conducted in accordance with the Kentucky Open Meetings Act to ensure transparency.
- A quorum, defined as a majority of the Committee’s voting members, is required to conduct business.

- Meeting agendas and minutes from the previous meeting shall be prepared and distributed in advance to all members.
- Meetings shall be conducted in accordance with Robert's Rules of Order unless otherwise established through these rules.

#### 5. Public Participation

- The Committee will provide an opportunity for members of the public to address the Committee during designated public comment periods at each meeting.
- Members of the public wishing to speak must sign a sign-in sheet before the start of each meeting. The sign-in sheet must include their name, address, and the topic they wish to address.
- Each speaker will be allotted a maximum of three (3) minutes to present their comments, subject to adjustment at the discretion of the Chair based on time constraints.
- The public comment period will be conducted respectfully, and speakers are expected to adhere to the Public Comment requirements contained in the Rules of Procedure for the City of Covington Board of Commission Meetings.

#### 6. Executive Session

- The Committee may enter into executive session in accordance with Kentucky law to discuss matters permitted under the Kentucky Open Meetings Act.
- Any decision resulting from an executive session must be made in open session.

#### 7. Decision-Making

- The Committee will strive for consensus when making decisions.
- If consensus cannot be reached, decisions will be made by a majority vote of members present.

#### 8. Reporting

- The Committee will provide periodic reports to the City Commission, including an initial progress report and final transition report outlining recommendations, timelines, and any necessary budgetary adjustments.
- Reports will be made available to the public to ensure transparency and accountability.

#### 9. Adoption of Rules

- These rules shall be adopted by a majority vote of the Committee during its first meeting.
- The Committee may amend these rules as needed, subject to a majority vote.

#### 10. Conduct of Members

- Members are expected to conduct themselves with professionalism and respect during all meetings and interactions.
- Members must disclose any conflicts of interest and abstain from voting on matters where a conflict exists.

#### 11. Duration of the Committee

- The Committee shall remain active until the final report and recommendations are delivered to the City Commission.