Actions taken by Secondary Referrals

When Common Council refers an item to more than one committee, it selects one of those committees as Lead Referral. Secondary Referrals make recommendations to the Lead Referral. The Lead Referral considers the recommendations of the Secondary Referrals and makes its own recommendation to the Common Council.

Action in Legistar	Additional Information
~~Place on File~~	Do not use this action for items referred from Council! Remember, you are making a **recommendation**, e.g. Return to Lead with the Recommendation to Place on File.
Return to Lead with the Following Recommendation(s)	Enter the specific recommendations in Action Text.
Return to Lead with the Recommendation for Approval	Use if recommending that item be adopted with no changes.
Return to Lead with the Recommendation for Denial	Enter reason for denial in Action Text.
Return to Lead with the Recommendation to Approve as Substituted	Use only for Substitutes.
Return to Lead with the Recommendation to Place on File	Use if recommending that Council dispense with item.
Return to Lead with the Recommendation to Place on File without Prejudice	Use if recommending that Council dispense with item while showing neither support nor opposition to the matter.