

LEGISLATIVE FILE DEFINITIONS

1. Substitute Resolution/Ordinance: When the **lead** committee/commission/board approves and recommends changes to legislation or sponsor requests that changes be made to the title or body of a Resolution/Ordinance/Charter Ordinance, a substitute is created. NOTE: When there is a change to the fiscal note, a substitute is not required.
2. Lead Referral: The lead referral is the primary referral and should consider the item(s) referred to them after all of the secondary referrals have entered their recommendation. The lead referral is indicated in the field called 'Lead Referral' and should be the first committee/commission/board listed in the 'Refer for Introduction' history line when you are typing in the referral(s). The lead referral is responsible for entering the 'RECOMMEND TO COUNCIL' action.
3. Secondary Referral: The secondary referral(s) are all of the referrals that are not the lead. They should consider the item(s) referred to them at their next scheduled meeting and enter the recommendation(s) in their minutes immediately & there is not a particular order that they need to consider legislation. The secondary referral should always use the 'Return to Lead' action in their minutes.
4. Sponsor: All Resolutions/Ordinances require at least one of the members of the Common Council or the Mayor to sponsor in order to be introduced to the Common Council and adopted by the Common Council.