

DATE: March 1, 2007
TO: CCOC
FROM: Tammy Peters & Michael May
SUBJECT: **SUBSTITUTE/ALTERNATE LEGISLATION PROCEDURE**

At the last meeting of the CCOC, we were asked to develop some procedures and definitions to guide when substitutes were allowed and how they should be processed.

Attached to this memo is a draft memorandum on procedures. This could be issued as a policy directive from our offices jointly, or it could be issued as a formal opinion of the City Attorney, or it could be memorialized in some other fashion.

We look forward to discussing this at the CCOC meeting on March 6, 2007.

cc: Mayor Cieslewicz
All Alders
Lisa Veldran