

FILING RESOLUTION AND ORDINANCE PROPOSALS

Standard procedure for drafting and filing an ordinance proposal or resolution proposal with the Council consists of the following actions taken before the deadline:

1. **Draft the proposal** in the preferred Microsoft Word format*:

- Arial – Font Size 10;
- Single-spaced
- ½” margins top & bottom, 1” margins left and right;
- ¼” tabs; and
- left & right justification.

*Note: Do not include the typical “header” and signature “footer” that is on the introduced version of the Final Proposal in Council. Those are generated *automatically* from the Council’s database with the appropriate information. The proposal drafter/filer (hereinafter “you” or “your”) does not need to indicate to which committee the proposal should be assigned, as the President of the Council makes those determinations.

2. **ONE (1) HARD COPY** of the Draft Proposal and the Request for Ordinance/Resolution Proposal Cover Sheet (see attached Exhibit with additional instructions on filling out the cover sheet), along with any supporting exhibits, Form 5s, contracts, etc. must be delivered to the Clerk of the Council in Room T441 of the CCB by **12:00 pm** of the Submission Deadline Date (noted as INTRO Deadline on annual published Council calendar). This is typically two Fridays before the full Council date where you want the legislation introduced. However, if there is a holiday in that intervening week, the date is moved back a day (or two) to give the Council office **five** (5) full workdays to prepare proposals for introduction. The person receiving the document will stamp the submitted copy with the date and time of submission. If you cannot get it in by the deadline, you **must** contact the Council President (copying the clerk and the General Counsel) to request a waiver to approve a late submission. **Only** the President can waive the deadline.

If your proposal references another document or exhibit, please make sure that a copy of that is also attached so that the General Counsel or staff does not have to track it down. The proposal **must** be complete to be accepted for introduction.

You should make every attempt to secure signatures on your cover sheet before submission. All legislation coming from outside of the Council Office should include a cover sheet that is signed off by the Office of Corporation Counsel. All Fiscals should also be signed off by the Office of Finance and Management. The initiating department/agency head should also sign off on the request for proposal cover sheet. ***If you cannot get the Councilor who has agreed to act as sponsor to physically sign off on the proposal, they can call or e-mail the Council Office (Clerk of the Council or Assistant Clerk of Public Duties) to verify their agreement to sponsor – BEFORE the filing deadline. A proposal cannot be accepted if it has no Councilor willing to sponsor it, per our Rules. If you have asked someone else to secure a sponsor on your behalf, you must note that person’s name and contact information on the Cover Sheet, and you are responsible for following up to make sure a Sponsor was secured, or the proposal will not be accepted.***

3. **E-Mail an Electronic Copy** of the proposal text in Word format and any accompanying exhibits to the: 1) Council President (Maggie A. Lewis), 2) General Counsel (LeAnnette Pierce), 3) Clerk of the Council (Yulonda Winfield), 4) Assistant Clerk/Public Duties (Angela Gonzalez), 5) Chief Administrative Officer & Policy Director (vacant), 6) Council Financial Officer (Candace Harris), and 7) Sponsor(s). You do not necessarily need to copy the Majority or Minority Leader, or Committee Chair, but may do so for additional support.

REQUEST FOR ORDINANCE/RESOLUTION PROPOSAL

_____, 2026

Request No. _____; Proposal No. _____

**To: LeAnnette M. Pierce, General Counsel
200 East Washington Street, Suite T441
City-County Building
Indianapolis, IN 46204**

Please prepare the attached Ordinance/Resolution Proposal for introduction at the City-County Council meeting of __<<INSERT Date>>_____, 2026.

- Originator: <<INSERT Originating Department or Agency>>
- Sponsor: <<INSERT the name of the Council member willing to sponsor the proposal for Introduction. The proposal **MUST** have a council sponsor. If someone else is responsible for getting a sponsor for you, please indicate who that person will be. **NOTE: It is your responsibility to follow up and make sure a sponsor was secured for introduction.>>**
- Drafted by: <<INSERT name of individual who drafted proposal, along with their department/agency /organization in case counsel has questions>>
- Subject: <<INSERT Short Identification of the proposal, such as "Vehicles for DBNS," "Bonds for Fire Equipment," "Ethics Code Revisions," etc.>>
- Reason: <<INSERT pertinent information to justify the change to budget or law, such as "Received federal grant to be used specifically for this purpose," "Change in State law requires an update of the Municipal Code," "Due to excessive turnover in our office, additional overtime and temporary funds were needed to complete workload," etc.
- Publication required: <<YES for an ordinance/resolution that: (1) requests additional monies above the approved budget for the current year (not transfers), (2) provides for the annual budget and tax levy, (3) provides for any general obligation indebtedness, or (4) must be heard by the legislative body in a public hearing before its passage per state or local law. A "YES" here will indicate that it needs to be advertised for public hearing or for any purpose listed in IC 5-3-1-2 as required by statute. All other items, write "NO." Please check with your attorney for proper response.>>
- IC § 36-3-4-14: <<Almost always YES, signifying the need for signatures to go into effect. Please check with your attorney for proper response.>>
- Contact person: <<Please give name, e-mail and phone number for a contact if counsel has additional questions.>>

APPROVED:

_____	Date: _____
Sponsor	
_____	Date: _____
Originating Office	
_____	Date: _____
Office of Finance and Management (ALL Fiscals)	
_____	Date: _____
Office of Corporation Counsel (ALL Proposals)	

Electronic cc: Clerk of the Council, Council President, Council CFO, Council Policy Director, Council Fiscal Analyst and Assistant Clerk of the Council/Public Duties (hard copy cc's are not necessary...only one copy needs to be filed in our office)