

Committee Chair Duties & Orientation

The following activities will take place to ensure a smooth transition from one chair to the next after the Common Council Reorganization Meeting.

- 1. A new Committee Chair and Vice-Chair will be elected.**
- 2. The Department Head will facilitate a meeting of the former Committee Chair, new Committee Chair and Vice-Chair. At this meeting the following items will be addressed:**
 - Distribute and discuss department specific information in the Local Government Handbook and department web-site. A tour of the department facilities will be offered.
 - Review the short and long range plans of the department.
 - Distribute committee meeting minutes from the previous 12 months and discuss major policy changes or issue(s).
 - Distribute and discuss information, policy changes or issue(s), specific to pending agenda items.
 - Recommend for consideration future policy changes or exploration of issues.
 - Review the monitoring tools the committee has been using to determine if the department has achieved their goals.
- 3. A meeting will be scheduled to review the following duties/responsibilities of the Committee Chair with the Mayor and City Attorney:**
 - Set agenda with department head/staff.
 - Review agenda suggestions from the public. Chair will work out with individual (s) when or if the item will appear on the agenda. If item is appropriate for the committee it should be placed on the agenda within 2 months. If item is not appropriate for the committee a written explanation should be provided.
 - Place all agenda items from alderpersons and staff members on the agenda within 2 months. Requests should be in writing along with supporting materials.
 - Call all meetings including special meetings, setting the date, time and place of the meeting.
 - Run the meeting in a timely and orderly fashion directing the discussion to the noticed agenda items only.
 - Recognize persons wishing to speak.
 - Can impose time limits on citizens wishing to speak.
 - Rule on parliamentary questions using Roberts Rules of Order.
See Municipal Code 2.02 (16).
 - Follow-up on delegated work to ensure timely completion.

Approved by the Common Council on 5-27-03