

## **Chapter 3. Duties**

### **1. Duties of the Chair**

- A. All City commissions elect a presiding officer, known as a chairperson for a one-year period.
- B. The Chair sets the tone for the entire meeting.
- C. To conduct meetings of the Commission as its chairperson.
  - 1. Ensure that consideration of items on the agenda move along without delay.
  - 2. Ensure that petitioners, proponents and opponents are heard but not allowed to disrupt the meeting.
  - 3. Ensure that decorum is maintained at the meeting.
  - 4. In presiding over matters where the public has provided testimony and/or raised questions, the Chair should:
    - a. Restate the question coming before the Commission.
    - b. Direct questions or comments requiring a response to staff for a response.
    - c. Ensure that staff and members of the public direct their comments to the chair.
    - d. If necessary, help keep Commissioner questions relevant to the matter being considered by the Commission.
    - e. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
    - f. Announce the decision of the Commission on all subjects.
  - 5. To ensure that each member of the Commission is provided an opportunity to completely express their views on items of business, the Chair should see that Commissioners ask to be recognized by the Chair before speaking.
- D. To correspond on behalf of the Commission provided that opinions expressed on behalf of the Commission or City Government are consistent with the consensus of the Commission.

- E. Nothing under the Chair's duties shall limit any individual Commissioner's ability to interact with members of the public.

## 2. Duties of Vice Chair

In the absence of the Chair from the Commission meeting, the Vice Chair shall possess all powers of the Chair, and be subject to all prescribed duties for that position.

## 3. Duties of Commissioners

- A. Arrive on time for all Commission meetings.
- B. Review all meeting materials in preparation for Commission meetings.
- C. It is expected that Commissioners will attend all meetings. If a commissioner is absent for three consecutive meeting or for 15% of scheduled meetings annually, the City Clerk will notify Council who may take action to vacate the seat. The Commissioner is expected to notify the Staff Liaison or Staff Admin if they are unable to attend a meeting.

## 4. Duties of Staff Liaison

- A. The liaison, an assigned City staff person, has the following responsibilities:
  - 1. Create meeting schedules
  - 2. Prepare meeting agendas and administrative reports
  - 3. Notify the City Clerk of attendance problems, resignations, and members' change of contact information.
  - 4. Ensure that sufficient research and analysis has been performed by staff to allow an informed decision by the Commission.
  - 5. Help facilitate and advise the Chair on meeting management.
  - 6. Ensure that all affected departments have an opportunity for input before bringing an item forward for commission consideration.
- B. The Staff Liaison, along with the City Clerk, is responsible for ensuring that appointed board/commission members are oriented about policies and procedures as they relate to the body.
- C. All communications addressed to a specific Board or Commission are received by the staff liaison or his/her designee and relayed to the appointed body.

## 5. Duties of Administrative Staff

Each commission also has an administrative staff person (Staff Admin), who works with the Staff Liaison, to support the body. His/her responsibilities are to:

- A. Provide oversight of agenda preparation and its delivery to the full Commission and to the public.
- B. Ensure that meeting materials—including a sufficient number of agendas, universal speaker slips, and at least one binder of all related reports being presented at that meeting—are available for the public to examine at the meeting.
- C. Produce the action minutes for each meeting.
- D. Provide annually a record of attendance of each commissioner to the City Clerk.

## 6. Duties of Council Liaison

- A. Every year the Mayor will appoint Council Members to serve as liaisons to the City's Boards and Commissions.
- B. Council Members act as an advisor and resource to Commissioners and the commission's Staff Liaison when issues regarding process, procedure, interpersonal or public relations arise. Commissioners are also welcome to approach the Council Liaison for support or if they have any concerns. Council Members should refrain from participation at Board and Commission meetings to avoid influencing the outcome of those meetings.

## **Chapter 4. Selection of Chair and Vice Chair**

1. Commission reorganization, including rotation of the roles of the Chair and Vice Chair, occurs annually at the meeting as close as possible to June 10<sup>th</sup> of each year. The results of the vote should be publicly announced and the vote recorded in the minutes.
2. Nomination of commissioners to serve as Chair and Vice Chair for the coming year can be made by any of the current commissioners in attendance.
3. The Chair and Vice Chair are elected by the majority of the commission for a one-year term and hold office until their successors are elected or until their terms as members of the commission expire.
4. The normal convention is a rotation from Vice Chair to Chair. Deviation from this normal convention should be extremely rare and must be accompanied by stated justification by the Commissioner making a nomination that does not conform to the normal convention.
5. The City Council believes that experience as a Commissioner will assist those who are selected to serve as Chair or Vice Chair, and that it is in everyone's best interest that candidates have experience in cycles of governing to acclimate themselves to the jobs, tasks, and roles of the Commission.