

Committee Staff Training

Orienting your BCC Chairs and Members

Learning Objectives for BCC members

- ▶ Understand the purpose of the BCC
- ▶ Clarification of the roles of Chair, Committee members and Committee staff
- ▶ Committee staff's role in managing meetings, processes, orienting new members and evaluating effectiveness.

BCCs Role in Governance

- ▶ Act as a voice of the community
- ▶ Provide stewardship of the City's assets
- ▶ Monitor progress on issues
- ▶ Read the MGO that creates the BCC to understand its purpose and direction

The Role of Committee Staff

- ▶ Assist committee in carrying out its duties
- ▶ Assist Chair in creating and publishing agenda, as well as, calendar of meeting dates
- ▶ Answer questions and follow-up on issues
- ▶ Provide recommendations
- ▶ Draft resolutions
- ▶ Help establish some ground rules for BCC and public meeting behavior

The Role of Committee Staff (cont'd)

- ▶ Meeting Facilitation
 - ▶ Public comment-facilitate hearing for interested public as part of agenda
 - ▶ Follow agenda
 - ▶ Open Meetings law compliance—Make sure meeting is noticed and agenda posted
 - ▶ Open Records law compliance
 - ▶ Clarify past practices and potential precedence
 - ▶ Help focus discussion through motions
 - ▶ Provide minutes to group
 - ▶ Organize chair/vice-chair elections

Role of the Chair

- ▶ **Obligation to run an orderly meeting**
 - ▶ Using Robert's Rules or committee determined process
- ▶ **Recognizes members**
 - ▶ During discussions on motions
- ▶ **Rules on procedure**
 - ▶ Recognizes speakers, order of motions, subject to appeal to body
- ▶ **Rules on votes**
 - ▶ May ask for roll call on vote, if needed
- ▶ **Generally, does not vote except to break a tie, and does not participate in debate**

Review Meeting Agenda Basics

- ▶ Governed by Wisconsin's Open Meeting Law (sec. 19.81, *et seq.*, Stats.) and Sec. 3.71, MGO
- ▶ Agenda items must clearly apprise the public of the matter to be considered.
- ▶ No action should be taken if not on agenda and properly noticed (normally 24 hours, preferably 48 hours).

Attendance, Quorum and Voting Requirements--MGO 33.01

- ▶ Quorum must be present within fifteen (15) minutes of officially scheduled meeting time
- ▶ Chair must report to Mayor and Council Office each instance a member is *absent* from three consecutive meetings or 5 of 12 meetings
- ▶ In general, majority of quorum carries vote

Sec. 33.01, MGO (cont'd)

- ▶ Governs City Boards, Committees and Commissions
Revised in 2009
- ▶ BCCs may establish own rules, otherwise apply Robert's Rules - Sec. 33.01(9)(b)
- ▶ Record votes; time limit on response to lead committee or Council (normally 45 days per Sec. 2.05)

Sec. 33.01, MGO (cont'd.)

- ▶ Committees must allow Council members to participate in committee meetings under Sec. 33.01(9)(d)
- ▶ May ask questions and participate in debate, but may not vote or make any motions.
- ▶ Does not apply to quasi-judicial proceedings (legal hearings, closed sessions, etc.)

Legistar Access

- ▶ Purpose
 - ▶ One location for public records
 - ▶ Ease of access
 - ▶ Efficiency
- ▶ Teach members to CLICK on the LINKS—they see *external site*.
- ▶ Put agendas in Legistar
- ▶ Put minutes in Legistar
- ▶ Link files to Legistar
- ▶ Verify information in Legistar

Member Roles and Responsibilities

Review

- ▶ Attend meetings - communicate availability in a timely manner
- ▶ Read the materials!
- ▶ Represent the broad community
- ▶ Decide on issues and be proactive
- ▶ Honor divergent opinions without being intimidated by them
- ▶ Use every member's expertise
- ▶ Look at big picture
- ▶ Tolerate issues that cannot be settled quickly
- ▶ Be conscious of your role and staff's role

Process Issues

- ▶ Creating calendar and agendas with Chair
- ▶ Defining and following ground rules for behavior
 - ▶ For both BCC and public
- ▶ Evaluating effectiveness of BCC efforts

Defining Effectiveness

- ▶ **Focus on needs and results**
 - ▶ Objectives and outcomes defined and known for BCC
 - ▶ Annually review the MGO that created BCC to strengthen clarity of mission
- ▶ **Collaboration with constituency**
- ▶ **Roles are clear**
 - ▶ Chair, staff support, members
- ▶ **Efficient use of time**
 - ▶ Assess effectiveness of meetings

Questions??