New Alder Onboarding Overview (updated 2/16/23)

February

Week of February 21:

Send save-the-date email to all candidates who have won the February 21 primary so they can prepare to attend April events if they win the election.

April

Week of April 4:

- Send out welcome email with orientation materials and schedule
- Newly-elected alders receive alder mentors and guidance
- Send video tutorials on Open Meetings Law (OCA), Public Records Law (OCA), Ethics Code (OCA)
- Alders are sent links to agency onboarding videos and given a suggested path through this material
- Send out DaneNET tech assessment and options for syncing alder calendars
- Send out instructions on how to prepare for the mock Council meeting on April 11

Week of April 10:

- Mock Council meeting on April 11 (6:30 p.m.) in person
- Newly-elected alders meet with Council Office staff for in-person introductions and check-in
- Council Office sends out reminders and instructions on how to prepare for the April 18 Council meeting, including video tutorials on parts of Council agenda and the consent agenda document, finding legislation in Legistar, Robert's Rules (OCA), related handouts
- DaneNET reaches out to anyone who has indicated needing assistance with tech issues or with syncing calendars
- Agency Lightning Roundtables/Q & A on 4/13 @5:30 p.m., MMB 206, w/snacks. Confirmed: Planning, MPD, Parks, BI, CDD, EDD, Streets, OCA: TE

Week of April 17:

April 18

- Virtual new alder paperwork/benefits orientation with HR @ 8 a.m.
- Welcome brunch at the Central Library @ 10 a.m.
- Outgoing honoring resolutions, swearing-in, Council leadership elections @ noon
- Headshots (pending confirmation) 3-4 p.m.
- Council meeting cont. @6:30 p.m.

Throughout the week: IT small-group training offerings on alder blogs and email

Week of April 24:

- Council meeting on April 25
- Council Office staff individual check-ins with new alders, including consultation with Community Engagement Strategist on each alder's communications and engagement plan/goals, provide best practices and advice for success; and consultation with Program Assistant 2 to discuss neighborhood meetings (throughout the week)

Throughout the week: IT small-group training offerings on alder blogs and email