

## Public Safety Review Committee – Orientation for New Members

To ensure that all new PSRC members are prepared to serve on the community and help it fulfil its legal duties to the Council and City, all new PSRC members shall participate in the following orientation process:

*Upon appointment and before first meeting:*

- Each new member shall, independently, read [Robert's Rules in Short: A Guide to Running an Effective Meeting](#)
- Each new member shall, independently, read [Robert's Rules Cheat Sheet](#)
- Each member shall, independently, read the (to-be adopted) procedure for reviewing the budget process
- Each new member shall, independently, read the (to-be adopted) PSRC liaison process
- The chair or one co-chair shall meet with the new member to inform the new member of the current topics likely to be discussed at the next meeting and answer any procedural questions (this meeting may also include the City Attorney or an Assistant City Attorney)

*In between the new member's first and second meeting:*

- Each new member shall write a short biography to present at the second meeting to introduce the new member's history, strengths, experiences, background, skills, etc. to the PSRC and the public at the new member's second meeting
  - The biography shall include a short statement as to what the new member hopes to bring to the PSRC
- The PSRC shall include as an agenda item at the new member's second meeting, an opportunity for the new member to share his/her/their biography and answer questions

*Within the first year of the new member's tenure on the PSRC:*

- Each new member shall participate in at least some part of the budget review process that occurs outside of a regularly-scheduled meeting. This may include assisting volunteer members in preparing a Budget Roadmap or serving on a budget subcommittee
- Each new member shall participate in at least one of the PSRC's heightened-information-gathering events, such as an open forum.