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??