

Committee Chair Roles and Responsibilities Policy

The role of the committee chair is two-fold, including responsibility at the committee meeting and responsibility at the regular meeting.

Committee Meeting Procedures:

During the committee meeting, it is the duty of the Chair to run the meeting, state the title of each agenda item and to make notes on the discussion that transpired at the committee meeting regarding each agenda item (summary of agenda item, proposed amendments, additional information). These notes can be used to give a thorough report to the public at the regular meeting regarding the agenda item and any proposed amendments which may be considered.

Regular Meeting Procedures:

A Chair script is provided by the Clerk's office to assist with expected action required from the Chair during the regular meeting. The script seeks to anticipate what additional actions may be required at the regular meeting.

1. Committee Reports - During the regular meeting at agenda item E. Committee Reports, the Chair shall give a report on the items discussed at the committee meeting including the title of each item. At this time the Chair should give special attention to, and a thorough report on, the items that are on the consent agenda and any items the chair intends to request be placed on the consent agenda. For items not on the consent agenda note give the title only and indicate that you will give a full report when it is addressed later in the meeting.
2. Items not appearing on the consent agenda. The Chair shall give a report at the time in which the Assembly addresses the item. The President will have already introduced the item by reading the title prior to asking for a committee report, therefore, it is not necessary for the chair to read the title again. The suggested narrative is as follows:

"I move to enact Ordinance 2018-XXX (Serial Number Only). Ordinance 2018-XXX seeks to (give a brief summary of what the ordinance or resolution seeks to accomplish)."

Summarize committee discussion and any proposed amendments, note the date the amendment was made available on the web and that additional copies of the proposed amendment are available in the back of the room.

When the President opens the floor for public comment, he/she shall encourage the public to speak to the ordinance as proposed and any proposed amendments.

In Summary

At Committee Meeting:

- Run the meeting
- Take notes

At the Regular Meeting:

- Agenda Item E. Committee Reports
 1. Read Legislation Title in its entirety
 - **Consent Agenda Items...**give a full report from the notes taken at the committee meeting, and indicate if any amendments will be proposed (i.e. filling in blanks in whereas clauses regarding recommendations). This is the Chair's opportunity to offer a neutral summary of the legislation to the public. The item report should not be delegated to the legislative sponsor for summarization.
 - **Non-Consent Agenda Items...**simply indicate you will give a full report prior to public testimony when this agenda item is addressed later in the meeting.
- Public Hearing on Resolutions/Ordinances/Other
 1. Read Serial Number Only (i.e. Ordinance 2018-XX or Resolution 2018-XXX)
 - *REMEMBER the President has already read the full title so no need to restate it.*
 2. Move to...
 - Enact (Ordinances)
 - Adopt (Resolutions)
 - Approve (Other)
 3. Give a committee discussion report and summarize any previously published amendments. Also report that copies of the proposed amendments are available in the back of the room.