

# Los Altos Commission/Committee Members & Staff Liaisons Annual Training

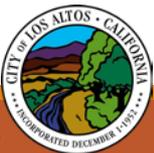


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MAY 29, 2018

# Welcome and Introductions

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# Training Objectives

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Understanding your role as advisors to the City Council

Understanding the “do’s and don’ts” of your position

Discuss responsibilities

Discuss how to better function as a Commission



# Responsibilities

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- Represent the entire City (or cities)
- Read the Commission & Committee Handbook
- Be prepared and participate – read all the materials in advance
  - Send questions to staff in advance of meeting
- Attend at least 75% of all regular Commission meetings
  - Know the Commission's meeting schedule and plan accordingly



# Role of Staff

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Staff liaison is assigned by City Manager to support Commission/Committee

- Prepares agenda item reports to assist Commissions
- Doesn't report to Commission/Committee
- Cannot be directed by Commission to perform work
- Approach staff liaison for support; he/she will identify necessary resources



# Role of Chair and Vice Chair

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## Manage effective meetings

- Start on time (not earlier than noticed)
- Keep the meeting moving in a timely manner
- Ensure all views are heard; generally, Commissioners comment once before one comments again
- Maintain decorum and respect for public, fellow Commissioners and staff
- Follow Rosenberg's *Rules of Order* with addendums approved by Council



# Role of Commissions

## From Commission Handbook:

“Residents are appointed by Council to serve on Commissions to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making” (emphasis added)

Further guidance detailed in Los Altos Municipal Code Chapter 2.08



# City Attorney Update

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PRESENTED BY

**Christopher Diaz, City Attorney**

Best Best & Krieger, LLP



# Your Questions

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What is the role of Council Liaisons? Particularly at Commission meetings?

From Commission Handbook:

“To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole”



# Questions from the audience?

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Thank you for your service to our community!

