



POLICIES AND PROCEDURES MANUAL

SUBJECT Committees of the Common Council	DEPARTMENT Common Council	DEPARTMENT IDENTIFICATION 300		
	SECTION 301	PAGES 1-3	EFFECTIVE DATE 1/1/82	REVISION DATE CC adoption

1.0 **PURPOSE:**
 To describe the composition, responsibilities and procedures of the committees of the Common Council.

2.0 **ORGANIZATIONS AFFECTED:**
 This policy applies to the Common Council and to all City of West Allis Departments, Boards, Commissions, and the general public.

3.0 **POLICY:**
 It is the policy of the City of West Allis Common Council to utilize committees in performing its duties.

4.0 **REFERENCES:**
 Section 62.11, Wisconsin Statutes.
 Section 3.05, City of West Allis Revised Municipal Code.

5.0 **PROCEDURES:**

(1) RESPONSIBILITY

The Common Council shall have the management and control of the City property, finances, highways, navigable waters, and the public service. The Common Council shall have the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Common Council may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means. To facilitate the meeting of these responsibilities, the Common Council shall utilize a system of committees.

(2) GENERAL POLICIES - STANDING COMMITTEES

(a) Standing Committees; Responsibilities; Composition.

Standing committees of the Common Council, the number of Alderpersons assigned to each committee, and the areas of basic responsibility for such committees shall be as follows:

1. Public Works Committee. The Public Works Committee shall have five (5) members. The Public Works Committee's functional responsibilities are:

Sanitary sewers, storm sewers, water, claims related to sewer or water rates, streets, sidewalks, alleys, street lighting, bridges, under-passes, grades, public utilities, purchases, cemeteries, railroads, garbage, rubbish, weed control, public buildings, parking utility, forestry, public grounds, recycling and solid waste, and parks. The Public Works Committee shall exercise the duties and powers of the Board of Public Works under Section 62.14, Wisconsin Statutes.

The Public Works Committee's liaison responsibilities are with the following departments – Engineering and Public Works; and the following Boards, Commissions, or Committees - Beautification Committee.

2. Safety & Development Committee. The Safety & Development Committee shall have five (5) members. The Committee's functional responsibilities are:

Safety, traffic, zoning, building inspection, building codes, regulatory ordinances, master planning, housing, tax increment financing, development and redevelopment.

The Safety & Development Committee's liaison responsibilities are with the following departments – Building Inspection and Neighborhood Services, Development, Fire and Police; and the following Boards, Commissions or Committees – Administrative Review Appeals Board, Board of Appeals, Community Development Authority (including the Resident Advisory Board), Community Development Block Grant Committee, Fair Housing Board, Historical Commission, Plan Commission, and the Police and Fire Commission.

3. License and Health Committee. The License and Health Committee shall have five (5) members. The License and Health Committee's functional responsibilities are:

Licenses, health, public assistance, weights and measures, and cable television.

The License and Health Committee's liaison responsibilities are with the following departments – City Clerk and Health; and the following Boards, Commissions, or Committees – Board of Health, and Commission on Aging.

4. Administration and Finance Committee. The Administration and Finance Committee shall have five (5) members. The Administration and Finance Committee's functional responsibilities are:

Municipal budget, capital improvement financing, all claims other than sewer or water rates, collections, deposits, investments, financial accounting, auditing, insurance, land account, ad valorem assessments, negotiations, legal matters, human resources, purchasing, information technology, library service, confirmation of department head appointments.

The Administration and Finance Committee's liaison responsibilities are with the following departments – Administration, Assessor, City Attorney, Communication, Finance, Human Resources, Information Technology and Library; and the following Boards, Commissions or Committees – Board of Review, Capital Improvement Committee, Civil Service Commission, Economic Developmental Loan Task Force, Employee Benefit Committee, Library Board, and Tourism Commission.

5. Advisory Committee. The Advisory Committee shall have five (5) members. The Advisory Committee's functional responsibilities are:

Common Council rules, legislative issues, special matters, confirmation of Common Council citizen committee appointments, celebrations, ethics, and elections. The Advisory Committee's liaison responsibilities are with the following Boards, Commissions and Committees - Celebrations Committee, Ethics Board, Legislative Committee, and Youth Commission.

- (b) Appointment to Standing Committees. Chair of the committees and Vice-Chair and members of all committees shall be appointed by the Mayor on the third Tuesday of April after each municipal election or as soon thereafter as may be. No alderman shall be Chair of more than one (1) committee. Each standing committee shall have one member from each Aldermanic District.

- (c) Chair and Vice Chair Responsibilities.

The Chair of the Committee shall have authority to set the agendas for meetings. In addition, the Chair shall direct the Committee staff to take appropriate actions as determined by the Committee.

Finally, the Chair shall (if they wish) participate with the City Administrator in conducting the annual performance review of the appropriate department heads (does not include performance reviews conducted by the Police and Fire Commission or the Library Board).

The Vice Chair of the Committee shall have the authority of the Chair in his/her absence.

- (d) Sub-Committees. Any committee of the Common Council may in its discretion, perform a part of its duties through sub-committees, which shall in all cases report directly to their respective committees. Each committee and sub-committee shall have available to it the services of any City officer or employee which it deems necessary.
- (e) Departmental Oversight. Committees of the Common Council shall exercise legislative oversight and provide for liaison with those City Offices, Departments, Boards, Committees, and Commissions designated within their areas of basic responsibility. Review of departmental budgets prior to formal hearing by the Common Council shall be performed by the Administration and Finance Committee and with the liaison committee as requested.
- (f) Committee Meetings. Each committee of the Council shall convene at the discretion of the chair or upon a date established by the committee. The City Clerk shall post and also publish in the official City newspaper, the schedule of all such regular meetings. In addition, the City Clerk shall post in the City Hall, all matters pending before each committee, prior to regular public meetings of Council committees; shall make available for public inspection, the minutes of all public meetings of Council committees; and shall separately notify any interested parties of scheduled committee meetings specifically affecting them. Nothing contained in this subsection shall be construed as a limitation on any Committee in considering any other business which may properly come before it.
- (g) Committee of the Whole. Any member of the Council may move to go into a Committee of the Whole to consider and report on any matter pending before the Council. A majority vote of the Council shall be required to convene a Committee of the Whole. The President of the Common Council shall preside as Chair of the committee. The Committee shall consider any matter referred to it, and make written report and recommendations thereon to the Council.
- (h) Special Committees. Select or special committees may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Mayor or other presiding officer of the Council.
- (i) Quorum. The quorum for all standing committees shall be three (3) member alderpersons, and the quorum for any other committee is a majority of the appointed members.
- (j) Voting. A simple majority of those present constituting a quorum shall be necessary to take action. For the standing committees, a minimum of three (3) members voting aye or nay is required for official action. A member voting present on any action shall not be included when counting a quorum for that item. A tie vote will result in a Committee report to Council without recommendation.