

**Sandy City Council**  
Legislative Policies and Procedures

**SUBJECT: Roles and Responsibilities of the Chair**

**BACKGROUND:**

As of July 28, 2015 the roles and responsibilities of the City Council Chair were enumerated in the Council's policy on the Election of Council Officers. The responsibilities were listed as follows:

- Chair meetings
- Sign official documents and critical correspondence
- Represent official positions taken by the Council
- Formally supervise the Director of the Council Office

The Council discussed the roles and responsibilities on April 14, 2015 and again on July 14, 2015 and desired to clarify the roles of the Chair for the public, staff and future Council Members.

**POLICY:**

The primary role of the Chair is to serve the City Council as a facilitator, helping the Council understand common objectives and assisting the Council in planning how to achieve these objectives. Specific responsibilities include:

**AGENDA**

- The Chair is responsible for setting and scheduling the weekly City Council agenda with due deference to the opinions and requests of fellow Council Members. Requests from Council Members should follow adopted legislative procedures.
- The Council encourages the Chair to schedule adjournment of the 5:15 Work Session by 6:45 PM to allow for a break before the 7:00 PM City Council meeting.

**CHAIRING MEETINGS**

- Once an agenda is published, the Chair should not delete items from the agenda. Should an item on a posted agenda no longer require Council action, the Chair should request that the Council amend the agenda by tabling the item through majority vote.
- The Chair retains the discretion to add items to the agenda after publication, consistent with the provisions of the Open and Public Meetings Act.
- The Chair's role is primarily organizational and does not bestow any special privileges of debate such as the time allowed for comments, interjections or closing remarks.
- The Chair should help balance debate by granting the floor to Council Members in a manner that alternates between arguments in favor and arguments against a proposition.
- The Chair may reserve one Tuesday per month for a Council work session.

**SUPERVISION**

- The Chair is the immediate supervisor of the Council Office Director. The Chair's supervision of the Council Office Director includes scheduling time off, office operations

**Sandy City Council**  
Legislative Policies and Procedures

and expenditures. Performance review shall be done by the entire Council in closed session. The Council does not conduct performance reviews for Council Office staff other than the Council Office Director.

- The Chair does not supervise any other Council Office staff.

**REPRESENTATION**

- The Council Chair should adhere to the Council Media Policy, and should be the “public face” of the Council when available. Media requests for comments from the City Council should be directed to the Chair unless a specific Council Member is requested.

History:

Adopted: August 18, 2015