

COMMISSION FILE NO: 16-121-9 **DATE INTRODUCED:** September 12, 2016

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Revision to Commission Policy 1-01.07, Commission Chairpersonships

SUMMARY:

Staff requests that the Commission revise Commission Policy 1-01.07, Commission Chairpersonships.

The Commission Chairperson and Vice Chairperson are elected annually, and the Commission Chairperson has authority to sign documents on behalf of the District. Typically, in the Chairperson's absence, this authority is granted to the Commission Vice Chair. The revisions to this policy outline that the Vice Chairperson has this authority should the Commission Chairperson be out of town or otherwise incapacitated.

Commission Policy 1-01.07 does not specify a chain of command beyond the Commission Chairperson and Vice Chairperson. The revised policy clarifies current practice that, should the Chairperson and Vice Chairperson both be absent from a Commission meeting, the Chairperson of the Policy, Finance, and Personnel Committee shall preside over a meeting. Additionally, should Chairperson of the Policy, Finance, and Personnel Committee also be absent from a meeting, the revised policy will authorize the Chairperson of the Operations Committee to preside over a Commission meeting in that circumstance.

Additionally, the revised policy outlines the order of succession for signatory authority for the Commission from the Commission Chair, to the Commission Vice Chair, to the Chairperson of the Policy, Finance, and Personnel Committee, to the Chairperson of the Operations Committee. This provision was not previously identified in Commission policy and clarifies how staff should proceed in the absence of Commission Chairpersons.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Revised Commission Policy 1-01.07

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COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Revision to Commission Policy 1-01.07, Commission Chairpersonships

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the attached Commission Policy 1-01.07, Commission Chairpersonships, as revised, is adopted.