



# New Commissioner Orientation Materials and Procedures

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1

## Overview



- Background
- Orientation Materials
- Orientation Procedures
- Discussion

2

## Background



- Guidebook development began in 2019
- Request from Commissioners to more closely review materials and procedures
- Prompted by recent resignations and vacancy fillings


3

## Newly Appointed Planning Commissioner Guidebook




- Welcome Letter
- Overview Summary
- Virtual Meeting Instructions
- Annual Workplan
- Relevant Plans
- Ordinance 118
- PLAN C By-Laws
- Open Meeting Law Brief
- Roberts Rules of Order
- Dakota County Commissioner Map

4

**Proposed Orientation Roles** 

<p style="text-align: center;"><b>Staff Roles</b></p> <ul style="list-style-type: none"> <li>• Provide New Commissioner Guidebook</li> <li>• Meet with New Commissioner to review Guidebook</li> <li>• Provide any relevant forms needing completion</li> <li>• Meet to answer questions as needed.</li> </ul>	<p style="text-align: center;"><b>Commissioner Roles</b></p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Background about existing Commission Members:             <ul style="list-style-type: none"> <li>• Who are the other Commissioners?</li> </ul> </li> <li>• Meeting Dynamics:             <ul style="list-style-type: none"> <li>• How are meetings conducted?</li> </ul> </li> <li>• What it means to be a Planning Commissioner:             <ul style="list-style-type: none"> <li>• What it is and isn't</li> <li>• What's expected of them at and not at meetings</li> </ul> </li> </ul>
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5

**Requested Actions** 

Provide feedback on:

- New Commissioner Guidebook
- Staff Orientation Procedures
- Commissioner responsibilities

6



Questions?