

# City of Portage Boards, Commissions, and Committees

## **WHY DOES THE CITY HAVE BOARDS, COMMISSIONS AND COMMITTEES?**

The committee system is one of the most effective ways for residents to influence City policies and activities.

## **WHAT ARE THE ROLES OF BOARDS, COMMISSIONS AND COMMITTEES?**

Portage's boards, commissions and committees play a major role in shaping the critical decisions regarding priorities, scope and levels of City services. They conduct most of the preliminary work for the Common Council as it relates to public issues, and serve as an intricate part of policy development, implementation and review.

## **WHO ARE BOARDS, COMMISSIONS AND COMMITTEES RESPONSIBLE TO?**

Except for some boards mandated under state and federal laws, it is the Common Council which creates committees and outlines their tasks. While the Mayor gathers and recommends appointments to committees, it is the Common Council which confirms those appointments. Many of the City's boards, commissions and committees work closely with a particular department or with the Mayor's Office, although each is ultimately responsible to the Council for its conduct and product.

## **HOW BOARDS, COMMISSIONS AND COMMITTEES CAN HAVE INFLUENCE**

All of these bodies work in the challenging atmosphere of City Hall, these bodies often have input on City ordinances, policies and resolutions. Most of the work of a committee is channeled through its staff person or chairperson.

The Common Council meets on the second and fourth Thursday of the month throughout the year to consider issues referred to it by committees, City staff or its own members. Since there are several routes for the introduction of Common Council business and several types of decisions on which the Common Council takes action, committees need to choose one of several strategies for presenting concerns to the Common Council. The Common Council may consider an issue in the form of a general report, a resolution, an ordinance or a public hearing. By voting to accept to place on file or approve a resolution or ordinance, the Common Council determines the course of committee, commission and/or board actions.

## **APPOINTMENT OF MEMBERS**

From time to time, members resign or committees find themselves with vacant positions. While a committee may suggest the names of interested people to the Mayor for consideration, most appointments are made in the following manner:

An interested individual may request an application for membership from the Municipal Building, 742-2176, or visit [www.portagewi.gov](http://www.portagewi.gov). Completed application materials are filed with the Mayor's Office.

The Mayor selects his/her nomination from the list of submitted and recruited names and recommends an appointee to the Common Council for confirmation. Nominees are required to file the "Statement of Interests" form prior to their nomination being submitted to the Common Council.

After your name has been confirmed by the Common Council, you will be contacted by the appropriate

city staff.

### **WHO CAN APPLY?**

Residents of the City of Portage who are 18 years of age and older, and available to attend meetings as scheduled

### **HOW DO I GET APPOINTED TO A CITY COMMITTEE?**

Step 1: Request an application from the Portage Municipal Building by calling (608) 742-2176 or stopping by, 115 W. Pleasant St., or download online [www.portagewi.gov/council-and-committees](http://www.portagewi.gov/council-and-committees)

Step 2: Turn in application materials including information about your background and reasons for wanting to participate on the committee.

Step 3: If nominated by the Mayor to serve on the committee, your name will be given to the Common Council for their consideration and approval.

Step 4: Once confirmed, the City Clerk will notify you of the committee meeting schedule. You will have the opportunity to go through an orientation process.

### **HOW DO I GET MORE INFORMATION?**

You can contact the City Clerk to find out specific information—such as meeting schedules, current issues, and expectations about membership—about the boards, commissions, and committees that interest you. Visit the City of Portage Website: [www.portagewi.gov](http://www.portagewi.gov)

### **CITY BOARDS, COMMISSIONS & COMMITTEES**

- Finance/Administration Committee
- Human Resources Committee
- Legislative & Regulatory Committee
- Municipal Services & Utilities Committee
- AdHoc Canal Committee
- Airport Commission
- Board of Zoning Appeals
- Business Improvement District
- Cable TV Commission
- Community Development Authority
- Community Development Block Grant Committee
- Economic Development Loan Fund Committee
- Historic Preservation Commission
- Portage Public Library Board
- Park & Recreation Board
- Plan Commission
- Police & Fire Commission
- Portage Emergency Planning Committee
- Portage Non-Motorized Transportation AdHoc Committee
- Silver Lake Restoration AdHoc Steering Committee
- Tourism Promotion Committee