

## **DUTIES AND RESPONSIBILITIES OF THE VALLEY PARK LEGISLATIVE COMMITTEE**

**(effective 1/12/17)**

1. Analyze, evaluate and make recommendations to the Board of Aldermen and Mayor (on) any proposed legislation, bills or draft ordinances offered by the Mayor and/or any member of the Board of Aldermen.
2. Identify and develop legislative positions and recommendations on issues of concern to the City of Valley Park and forward same to the Mayor and Board of Aldermen.
3. Monitor County, State and Federal legislation that affects the City of Valley Park.
4. Instruct the City Attorney to research, provide drafts, consult with other cities, and provide input on any issue before it.
5. Recommend any lobbying efforts or formal positions on State or County legislative proposals that affect the City of Valley Park.
6. Review and recommend any changes to old or outdated ordinances.
7. Analyze, evaluate and review any citizen or resident concern regarding proposed or existing ordinances.
8. Keep minutes of every meeting and forward said minutes to the Clerk for inclusion in the next Board of Aldermen packet.
9. Effectively communicate positions developed by the Committee to the Mayor and Board of Aldermen on all issues examined, considered, rejected and/or recommended.
10. The Mayor may refer any legislative matter to the Committee for review and recommendation, however the Committee Chair may also place any legislative issue, suggestion, idea, proposal or concern on its agenda.
11. The Chair shall be responsible for developing the agendas, directing the meetings and calling votes. The Committee may only take formal action if a quorum is present. The Chair and/or City Attorney shall be responsible for presenting all recommendations of the Committee to the Mayor and Board of Aldermen.
12. The Chair may direct staff to create a page on the City website dedicated solely to this Committee, its meetings, minutes, associated documents or legislation and any other information the Chair deems appropriate to fully inform the residents of this Committee's actions.
13. Consider any full code reviews or revisions.