

Motion: M-028-2009

**A MOTION OF THE COUNCIL OF THE COUNTY OF SUMMIT**

**SUMMARY:**

A Motion of Council amending Council Rule 3.03, *Council Personnel*, authorizing the Chief of Staff to sign all adopted legislation and motions in the absence of the Clerk of Council.

**3.03 COUNCIL PERSONNEL**

- (A) The Chief of Staff shall have the following duties:
- (1) Supervise and provide direction to all Council staff and manage all office procedures;
  - (2) Prepare annually a proposed budget for Council operations;
  - (3) Provide assistance to Council members and Committees in the performance of their duties;
  - (4) Respond to inquiries from the press;
  - (5) Conduct regular staff meetings;
  - (6) Assist members of Council in the exercise of their legislative oversight authority;
  - (7) Facilitate regular strategic planning sessions and assist Council in establishing long-term goals;
  - (8) Assign at least one staff person to each standing committee of council; and
  - (9) Any other such duties as Council determines to be necessary for the efficient performance of its duties.
  - (10) Authority to sign all adopted legislation and motions in the absence of the Clerk of Council.

Movant: Mr. Kostandaras

June 15, 2009  
Date Approved

Considered and Approved:

Nick Kostandaras  
Council President

Shawley E. Green  
Clerk of Council

Voice Vote: 9-0 YES: Comunale, Crawford, Crossland, Feeman, Kostandaras, Poda, Schmidt, Shapiro, Smith ABSENT: Rodgers & Prentice