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## Ordinance Review Committee Position Description

Approved 3/3/2020 ORC

### Primary Objective of Position

The Ordinance Review Committee serves as an advisory board to the City Council. It is responsible for issues and policy matters pertaining to City of Pine City ordinances, including the review of approved ordinances, drafting of ordinance revisions, and presenting recommendations to the City Council.

**ORDINANCE** - A law, a statute, a decree. An **ordinance** is a law enacted by a municipal body, such as a city council or county commission (sometimes called county council or county board of supervisors). **Ordinances** govern matters not already covered by state or federal laws such as zoning, safety and building regulations.

### Preferred Qualifications

The City of Pine City provides all applicants the opportunity to present their skills, talents, and interests in serving for all vacant positions to this Committee. The City of Pine City has an interest in providing a diverse membership on the Ordinance Review Committee. Committee members with the following skills and experiences are desirable:

- Interest in City of Pine City ordinances;
- Interest in neighborhood and community issues;
- Willingness to be open to all sides of an issue
- Willingness and ability to commit to requirements of position.

### Requirements of the position

- Attend monthly meetings at City Hall.

### Commission membership and terms

The Ordinance Review Committee can be made up of two (2) City Council members and seven (7) community members (Pine City business owners) and/or city residents. No committee member shall typically be appointed to more than two (2) consecutive terms of three (3) years with new appointees assuming office on February 1, and January 31 being the date of expiration. All appointees to the committee shall hold office until their successor is appointed and qualified. Members shall only serve on one City committee or commission at a time.