



## Orientation Agenda for New City Commission Members

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### Receive A Copy of:

- Current Year Budget
- Capital Improvement Program
- Rules and Procedures of the Commission – also located on website  
<https://cms4.revize.com/revize/lapeermi/Boards%20&%20Commissions/2020%2006-01%20Rules-Procedures%20of%20the%20Commission.pdf>
- Roberts Rules of Order (Cheat Sheet)
- Important Documents Online:
  - Location of Agenda & Minutes  
[https://cms4.revize.com/revize/lapeermi/agendas\\_and\\_meetings/city\\_commission.php](https://cms4.revize.com/revize/lapeermi/agendas_and_meetings/city_commission.php)
  - Official Meeting Calendar  
[https://cms4.revize.com/revize/lapeermi/calendar\\_app/Official%202021%20Meeting%20Calendar.pdf](https://cms4.revize.com/revize/lapeermi/calendar_app/Official%202021%20Meeting%20Calendar.pdf)

### In-person Walk Through:

Before the first Commission meeting the newly elected member will meet with the City Clerk and Executive Administrator to discuss the following:

- Seating in Commission Chambers
- Name Plate, business cards, phone numbers and email addresses
- How agenda packets are packaged
- How to access the City Commission Portal on the website
- Contact with the City Clerk

### Other Resources:

- Michigan Municipal League: [www.mml.org](http://www.mml.org)
- Michigan Economic Development Corporation - Community Development:  
[www.miplace.org](http://www.miplace.org)
- City of Lapeer Documents  
[https://cms4.revize.com/revize/lapeermi/documents\\_and\\_forms/index.php](https://cms4.revize.com/revize/lapeermi/documents_and_forms/index.php)