

Village Policy: VB-33

Date Approved: October 13, 2008 (Resolution #2008-34)

POLICY TITLE: Formalizing Organizational Communication Policy

AUTHORIZATION: Village Board Resolution 2008-34

POLICY STATEMENT:

WHEREAS, the Village Board & Executive Staff participated in a strategic planning session on August 9, 2008; and

WHEREAS, the Village Board identified broad goals they wanted accomplished; and

WHEREAS, the Village Board, Executive Staff and strategic planning facilitator discussed the most efficient and effective ways for the Board's strategies to be executed; and

WHEREAS, the Village Board directed Village Administrator to create an "Organizational Communication Policy" and submit same to the Village Board for their review and consideration.

NOW THEREFORE, BE IT RESOLVED the Village Board of Trustees in Howard, Wisconsin does hereby outline the

Village of Howard Organizational Communication Policy as follows:

1. It is encouraged the Village Board (President & Trustees) schedule regular meetings (either in person or by telephone) with the Village Administrator. This promotes a good exchange of communication and keeps the Village Board better informed of Village activities.
2. The Village Board (President & Trustees) shall direct any question of an operating department to the Village Administrator or the Executive Staff person responsible for that department.
3. The Village Board (President & Trustees) shall direct all requests which requires action of the Village Board or an operating department to the Village Administrator.
4. If the Village Board (President & Trustees) desires to forward a request that is not time-sensitive or an emergency to the Village Administrator, the Village Board may contact the Village Administrator directly or leave a message through the Assistant to the Village Administrator or the Executive Secretary. If the request is a service

request, the Village Board is encouraged to use the Village's Citizen Request Management (CRM) system.

5. In the Village Administrator's absence, he or she will designate an "Acting" Village Administrator, who will be accountable to any Village Board (President & Trustees) request.

BE IT FURTHER RESOLVED the Village Board approves the Village Organizational Communication Policy.