



Staff's Role

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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A citizen committee will benefit from having access to the city's professional staff who can help arrange and coordinate committee meetings, perform research and provide reports for the committee's study, and handle media inquiries.

Often, it is helpful to appoint a staff member (city manager, city recorder, city attorney, department head, etc.) to serve as an official advisor to the committee.

Although it is important to make staff available to assist the committee, it also is important that staff members do not dominate the committee's work. A staff member's knowledge and expertise may be used to help inform the committee, but the purpose of a citizen committee is, after all, to provide a perspective that might not otherwise be available within the usual machinery of government. Staff should assist the committee but not run it.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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