

1 Sec 2-412 Composition Of Advisory Boards And Commissions

2 a. Appointments of Members. The mayor shall, with the advice and
3 consent of the city council appoint the members of each
4 advisory commission. When a vacancy occurs with fewer than
5 ninety (90) days prior to the conclusion of a member's term
6 the mayor may appoint any qualified person to complete the
7 term without the approval of the city council. All members of
8 advisory boards or commissions, including those for whom the
9 city council has authorized a per diem, shall be regarded as
10 volunteers at-will. Appointment to an advisory board or
11 commission shall not confer any property rights, employment
12 contract, or other contractual rights with respect to
13 membership thereto.

14 b. Number of Members. Unless otherwise provided by ordinance,
15 each advisory board or commission shall consist of nine (9)
16 members.

17 c. Terms of Membership. Unless otherwise provided by ordinance,
18 each member of an advisory board or commission shall serve a
19 fixed term of three (3) years and until the appointment of
20 his successor. Unless otherwise provided, a member of an
21 advisory board or commission may serve as many terms as he
22 may be appointed to. The terms of the membership of an
23 advisory board or commission shall be staggered so that, as
24 nearly as possible, the terms of one-third (1/3) of its

1 members expire each year. A member may serve on a maximum of
2 three boards and commissions simultaneously. Any member on
3 more than three boards may serve out the completion of their
4 present term.

5 d. Qualifications of Members. All members of an advisory board
6 or commission must be residents of the city, owners or
7 employees of business within the city, board members or
8 employees of a not-for-profit corporation located within the
9 city, or otherwise demonstrate an affinity with the city. The
10 city council may for specific advisory boards or commissions
11 require additional qualifications for membership including,
12 but not limited to, status as an elector or resident of the
13 city or a specific portion thereof and professional or
14 educational expertise, certification, or licensure.

15 e. Vacancies. A vacancy shall occur on an advisory board or
16 commission whenever a member submits a written letter of
17 resignation to the mayor, dies or becomes permanently unable
18 to perform his duties, fails to meet a qualification for
19 membership, or is removed.

20 f. City Staff Liaisons/Aldermanic Liasons. The mayor shall from
21 time-to-time designate a member of the administrative service
22 to serve as a liaison to each advisory board or commission to
23 assist it in the performance of its duties. Unless otherwise
24 provided, the staff liaison shall not be a member of an

1 advisory board or commission. The mayor may designate an
2 aldermanic liaison to the established cultural boards and the
3 LGBTQ+ advisory board. The aldermanic liaison shall not be a
4 member of the board.

5 g. Advisory Board or Commission Leadership. Unless otherwise
6 provided, the mayor shall annually designate one member of
7 each advisory board or commission to serve as its chairperson
8 who shall preside at each of its meetings and assist with the
9 preparation of meeting agendas. Unless otherwise provided,
10 each advisory board or commission shall select from its
11 membership a vice-chairperson to perform the duties of the
12 chairperson in his absence and a secretary to record the
13 minutes of its meetings. Advisory boards or commissions which
14 administer or disburse any public funds shall select from its
15 membership a treasurer with the approval of the city staff
16 liaison. Upon appointment or selection, the chairperson,
17 vice-chairperson, secretary, and treasurer of each advisory
18 board or commission shall participate in a training session
19 and orientation with the mayor's office. A member may not be
20 the chairperson of more than two boards or commissions.

21 HISTORY

22 *Adopted by Ord. 021-029 on 6/22/2021*

23 **Sec 2-413 Meetings and Events**

1 a. General. All meetings of all advisory boards and commissions
2 shall be public meetings noticed and conducted in accordance
3 with the Open Meeting Act.

4 1. Quorum. For the purpose of conducting business, a quorum shall
5 be a majority of the members appointed to an advisory board
6 or commission, excluding vacancies.

7 b. Agenda Required. The secretary of each advisory board or
8 commission, with reasonable assistance of the city staff liaison,
9 is responsible for the preparation and posting of the final
10 agenda that conforms to the requirements of the Open Meetings
11 Act. An advisory board or commission shall not take final action
12 on any matter not set forth on a meeting agenda. Each agenda
13 shall include the following items:

- 14
- 15 1. Call to order and roll call;
 - 16 2. Approval of the minutes of the previous meeting;
 - 17 3. Public comment;
 - 18 4. Items on which the board or commission will take action
19 upon; and
 - 20 5. Adjournment.

21 c. Meeting Schedule and Frequency. Each advisory board or
22 commission shall determine and provide public notice of the
23 schedule of its regular meetings at the beginning of each
24 calendar year and shall state the regular dates, times, and

1 places of such meetings. An advisory board or commission shall
2 meet at least quarterly, but no more frequently than is
3 reasonably required for the board or commission to conduct
4 its business.

5 d. Public Comment. Each advisory board or commission shall
6 permit public comment at each of its meetings in accordance
7 with the rules adopted and recorded by the city council for
8 public comments at its meetings, provided that the subject
9 matter of public comment before an advisory board or
10 commission shall be further limited to matters within the
11 scope of its duties.

12 e. Attendance by Means Other than Physical Presence.

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14 1. If a quorum of Commission members is physically present
15 at the location of a duly-noticed meeting as required by
16 the Open Meetings Act, the quorum may allow members
17 physically absent to participate in the meeting via
18 audio or video conference, provided the member is
19 prevented from physically attending the meeting due to
20 either: (A) a personal health issue or disability; or
21 (B) the health or disability of an immediate family or
22 household member; or (C) a family or other emergency.

23 2. If a member wishes to attend the board or commission
24 meeting by means other than a physical presence, the

1 member should notify the City staff liaison member at
2 least 24 hours in advance of the meeting, unless such
3 notice is impractical.

4 3. If a member attends a meeting by audio or video
5 conference, it shall be reflected in the meeting minutes.

6 f. Meetings without the Physical Presence of a Quorum. An
7 advisory board or commission shall not meet without the
8 physical presence of a quorum unless the meeting satisfies
9 all of the requirements of the Open Meetings Act and the mayor
10 determines that the meeting of the advisory board or
11 commission is in the best interest of the city and necessary
12 to accomplish an essential governmental function.

13 f.g. No events, meetings, nor fundraisers of any board or
14 commission may take place outside of the city corporate limits
15 without approval of the mayor and the RAP committee.

16 HISTORY

17 *Adopted by Ord. 021-029 on 6/22/2021*

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