

Sec 2-412 Composition Of Advisory Boards And Commissions

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

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

c. Terms of Membership. Unless otherwise provided by ordinance, each member of an advisory board or commission shall serve a fixed term of three (3) years and until the appointment of his successor. Unless otherwise provided, a member of an advisory board or commission may serve as many terms as he may be appointed to. The terms of the membership of an advisory board or commission shall be staggered so that, as 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 composition of each board and commission of the city,  
11 excluding technical boards and commissions, shall be  
12 constituted such that no more than fifty percent (50%) of the  
13 appointed members may be non-residents of the city. The city  
14 council may for specific advisory boards or commissions  
15 require additional qualifications for membership including,  
16 but not limited to, status as an elector or resident of the  
17 city or a specific portion thereof and professional or  
18 educational expertise, certification, or licensure.
- 19 e. Vacancies. A vacancy shall occur on an advisory board or  
20 commission whenever a member submits a written letter of  
21 resignation to the mayor, dies or becomes permanently unable  
22 to perform his duties, fails to meet a qualification for  
23 membership, or is removed.

1 f. City Staff Liaisons/Aldermanic Liasons. The mayor shall from  
2 time-to-time designate a member of the administrative service  
3 to serve as a liaison to each advisory board or commission to  
4 assist it in the performance of its duties. Unless otherwise  
5 provided, the staff liaison shall not be a member of an  
6 advisory board or commission. The mayor may designate an  
7 aldermanic liaison to the established cultural boards and the  
8 LGBTQ+ advisory board. The aldermanic liaison shall not be a  
9 member of the board.

10 g. Advisory Board or Commission Leadership. Unless otherwise  
11 provided, the mayor shall annually designate one member of  
12 each advisory board or commission to serve as its chairperson  
13 who shall preside at each of its meetings and assist with the  
14 preparation of meeting agendas. Unless otherwise provided,  
15 each advisory board or commission shall select from its  
16 membership a vice-chairperson to perform the duties of the  
17 chairperson in his absence and a secretary to record the  
18 minutes of its meetings. Advisory boards or commissions which  
19 administer or disburse any public funds shall select from its  
20 membership a treasurer with the approval of the city staff  
21 liaison. Upon appointment or selection, the chairperson,  
22 vice-chairperson, secretary, and treasurer of each advisory  
23 board or commission shall participate in a training session

1 and orientation with the mayor's office. A member may not be  
2 the chairperson of more than two boards or commissions.

3 HISTORY

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

5 Sec 2-413 Meetings and Events

6 a. General. All meetings of all advisory boards and commissions  
7 shall be public meetings noticed and conducted in accordance  
8 with the Open Meeting Act.

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

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

- 19
- 20 1. Call to order and roll call;
  - 21 2. Approval of the minutes of the previous meeting;
  - 22 3. Public comment;
  - 23 4. Items on which the board or commission will take action
  - 24 upon; and

1           5. Adjournment.

2           c. Meeting Schedule and Frequency. Each advisory board or  
3           commission shall determine and provide public notice of the  
4           schedule of its regular meetings at the beginning of each  
5           calendar year and shall state the regular dates, times, and  
6           places of such meetings. An advisory board or commission shall  
7           meet at least quarterly, but no more frequently than is  
8           reasonably required for the board or commission to conduct  
9           its business.

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

17          e. Attendance by Means Other than Physical Presence.

18

19           1. If a quorum of Commission members is physically present  
20           at the location of a duly-noticed meeting as required by  
21           the Open Meetings Act, the quorum may allow members  
22           physically absent to participate in the meeting via  
23           audio or video conference, provided the member is  
24           prevented from physically attending the meeting due to

1           either: (A) a personal health issue or disability; or  
2           (B) the health or disability of an immediate family or  
3           household member; or (C) a family or other emergency.

4           2. If a member wishes to attend the board or commission  
5           meeting by means other than a physical presence, the  
6           member should notify the City staff liaison member at  
7           least 24 hours in advance of the meeting, unless such  
8           notice is impractical.

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

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

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

21   HISTORY

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