

RESOLUTION NUMBER 12-6875

A RESOLUTION ADOPTING A POLICY REGARDING VOLUNTEER CITIZEN BOARDS, COMMISSIONS AND COMMITTEES OF THE CITY OF SALINA; AND REPEALING THE EXISTING RESOLUTION NUMBER 90-4242.

WHEREAS, volunteer citizen boards serve an important role in democratic local governments and provide an excellent mechanism for eliciting constructive citizen input and using the talents of individual citizens; and

WHEREAS, the City of Salina uses numerous citizen boards and commissions to assist in the provision of services to its citizens; and

WHEREAS, the City Commission has determined it is advisable to adopt a more formal policy and procedural guide for appointments to, and administration of, an effective board and committee system; **SO NOW, THEREFORE**

BE IT RESOLVED by the Governing Body of the City of Salina, Kansas:

Section 1. Adoption of Policy. The policies and procedures outlined hereafter shall generally govern the appointment and administration of the citizen boards system, unless otherwise waived by the governing body.

Section 2. Appointment procedure. It shall be the policy of the governing body to follow the steps outlined hereafter regarding citizen boards, committees and commissions:

- A. **Solicitation of interest.** Names of persons willing to serve the City in the capacity of volunteer board, committee or commission member will be obtained by both formal and informal advertising designed to reach as many citizens as possible. Each individual will complete an Expression of Interest Form and submit it to the city clerk. Those presently serving on a board or commission interested in reappointment shall also be asked to submit an Expression of Interest Form. The Expression of Interest form shall remain on file for two years.
- B. **Record of interested persons.** The City Clerk's Office will maintain a record of all city boards and commissions and will notify the Mayor of any vacancies as they occur. The Clerk's Office will solicit volunteers for appointment when needed. Vacancies occurring at other than the normal expiration date of a term (for example, a resignation for reasons of health) will be filled, whenever possible, by considering those individuals who have Expression of Interest Forms on file.
- C. **Manner and time of appointment.** It will be the responsibility of the City Clerk's Office to distribute copies of completed Expression of Interest Forms to the governing body so that they may offer written suggestions to the Mayor on appointments. Commissioners shall also be notified if any of the applicants are currently members of the board or committee and, if so, are eligible for reappointment. All appointments will be made by Resolution submitted by the Mayor to the full City Commission for final approval at the times indicated:
 - 1) The members for all of the citizen boards and commissions will be appointed in August of appropriate years, with an effective date of appointment of September 1 of that year, except for the following:
 - a). The members of the Salina Airport Authority will be appointed in February with an effective date of March 1.
 - b). The members of the Library Board will be appointed in February with an effective date of April 1 of that year.
 - c). The members of the Saline County Community Corrections Advisory Board shall be appointed in July with an effective date of August 1 of that year.
- D. **Terms of appointment.** An appointee may serve no more than two full consecutive terms on the same board or commission. Members who are serving terms beyond this limit at the time of adoption of this policy shall serve only until the end of their current term. One year shall pass before consideration of reappointment to the same board or commission will be given, unless otherwise specified.

- E. Dual appointment: An appointee may only serve on one City board at any given time.

Section 3. Guidelines for operations. It shall be the policy of the City Commission to follow the guidelines outlined hereafter regarding the operation of citizen boards, committees and commissions:

- A. Participation. Members of citizen boards and commissions are expected to attend meetings on a regular basis. Board attendance records will be monitored by the staff liaison. Whenever a board member misses three (3) consecutive meetings or his or her attendance falls below 66% in a twelve-month period, the board's staff liaison will so notify the Mayor. The Mayor will formally request, by letter, clarification from the identified board member of the reason for lack of attendance. If no attendance improvement plan can be agreed upon by the Mayor and member or if the member's attendance record falls below 50%, the member may be dismissed by the Mayor for lack of attendance. At the Mayor's discretion, a member of a board may be dismissed due to a substantial interest or conviction of certain crimes such as, but not limited to, felonies or crimes of moral turpitude.
- B. Orientation. City staff shall provide an orientation session and orientation materials for all new board and commission members. This will include the enabling legislation for that board or commission, a historical perspective on the work of that board and any other material appropriate to the conduct of that board's duties. The City Clerk's Office will provide all committee members with orientation material applicable to service on all City boards and commissions.
- C. Compensation. Citizen board, committee and commission members will receive no compensation for service.
- D. Annual Report. With the assistance of their staff liaison, each citizen board and committee shall submit a brief "annual report" to the City Clerk's Office no later than February 15 of each year, indicating accomplishments in the prior year, goals, needs and concerns. Such a report is intended to establish a formal line of communication between the boards and the governing body.
- E. Rules of Procedures. All boards must follow "The Rules and Procedure for Conducting Boards and Commissions" dated January 23, 2012, as incorporated as part of this resolution.

Section 4. Relationships of citizen boards, City Commission and City staff.

- A. Role definition. During orientation training, definition of the relationships among citizen boards, the governing body and City staff shall be discussed as they are established by the enabling ordinance or resolution or by other statements of policy.
- B. Ad hoc committees. The governing body or a citizen board may establish ad hoc citizen committees as needed to review City programs, to provide citizen input and recommendations on City projects and to assist in program review. All ad hoc committees are subject to the same open meeting and records requirements, this policy, and rules and procedures as established by the governing body.
- C. Staff responsibilities. Citizen boards are not given authority by the governing body to direct the work of City staff. City staff is provided to a board or commission as a resource for necessary information. However, staff will always endeavor to work closely with boards to enable them to carry out, as efficiently as possible, their responsibilities in the City government. It is recognized that some City-appointed boards, e.g., Library Board, have their own appointed professional staff. Nothing herein is intended to change the employer-employee relationship established by law in these cases.
- D. Governing Body Liaisons: The Mayor may appoint a member of the governing body to serve as a liaison and attend and observe meetings on behalf of the governing body for certain boards. When a member of the governing body is appointed as a

liaison, he or she serves as a means of communication between the City Commission and the board and does not have rights as a regular member of the board.

- E. **Governing Body Representatives:** The Mayor may appoint himself or herself or another member of the governing body to serve a member of other boards and committees (i.e. Building Authority, Board of Health, North Central Regional Planning Commission, and Chamber of Commerce Board of Directors). Typically the governing body representative shall have the same rights as other members of the board as set out by the board or committee's bylaws or rules of procedure.

Section 5. Youth Liaisons: In an effort to encourage more youth involvement in local government and increase diversity and representation of the community, each board, with the exception of the Disciplinary Advisory Board, may allow at least two youth members to be appointed. Appointments of youth board members shall be as follows:

- A. **Eligibility:** Any individual between the ages of 15 through 20 attending a secondary or post secondary school may submit an Expression of Interest form for consideration of appointment.
- B. **Appointment Procedure:** The appointment of youth members shall follow the same procedure as outlined in Section 2, Sub-Sections A through C of this resolution.
- C. **Terms:** The term for a youth member shall be one year. A youth member shall be eligible for reappointment; however, no youth member shall serve more that two consecutive full terms. One year shall pass before a consideration of reappointment to the same board or commission will be given, unless otherwise specified. .
- D. **Orientation:** When appointed, youth members shall attend a Youth Board Orientation, as well as the regular Board Orientation, to discuss the responsibilities and expectations of a board member. The youth board member will also select a member on the board to which he or she has been appointed, City of Salina Director of Human Relations, or the City of Salina Human Relations Department Outreach Specialist as a mentor.
- E. **Responsibilities:** Youth members shall have the same responsibilities as all other members of the board, except each youth member shall have "non-binding" voting rights. The meeting minutes shall reflect each youth member's vote and that it is non-binding.

Section 6. Procedural Guidelines. Each citizen committee may adopt additional procedural guidelines, provided that prior to their enactment the additional procedural guidelines:

- A. Are determined to be consistent with this policy, other rules or City ordinances as established by the governing body, and applicable state or federal laws;
- B. Are reviewed and approved by the city attorney to ensure compliance with Section 3E of this resolution.
- C. Are filed with the city clerk.

Section 7. That the existing Resolution Number 90-4242 is hereby repealed.

Section 8. This Resolution shall be in full force and effect from and after its adoption.

Adopted by the Board of Commissioners and signed by the Mayor this 23rd day of January, 2012.

Samantha P. Angell, Mayor

[SEAL]
ATTEST:

Lieu Ann Elsey, CMC, City Clerk