

DRAFT

RESOLUTION NO. _____

**RESOLUTION ADOPTING STANDARD POLICIES AND PROCEDURES
RELATING TO ADVISORY BOARDS AND COMMITTEES AND
COMMISSIONS OF THE CITY OF LAWRENCE, KANSAS**

WHEREAS, the City of Lawrence, Kansas (the "City"), desires to establish standard policies and procedures relating to advisory boards, committees and commissions of the City; and

WHEREAS, the City wishes to formalize the process for appointments and orientation of persons on advisory boards, committees, and commissions, and establish guidelines for the posting of board agendas, materials, and minutes.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS, AS FOLLOWS:

1.0 **Purpose**

The purpose of this policy is to establish standard procedures for the appointments and orientation of persons on advisory boards, committees and commissions of the City and establish procedures for the posting of board agendas, materials, minutes, and e-mail distribution lists.

2.0 **Policy**

It is the policy of the City Commission of the City of Lawrence, Kansas that the following procedures be implemented with respect to the advisory boards, committees, and commissions of the City of Lawrence, except where an appropriate statute, ordinance, regulation or binding agreement would make other requirements, to wit:

1. Appointments.

The following process shall be utilized for the appointment of persons to advisory boards, committees and commissions:

- a. All persons seeking initial appointment to an advisory board, committee or commission should apply utilizing the City website. Citizens without access to the website can contact the City Manager's Office for assistance.
- b. Persons being appointed to an advisory board, committee, or commission should be a resident of the City, or own a business within the City. Exceptions to this may be made from time to time in which case the reason for the appointment of someone who is not a resident of the City, or own a business within the City, should be stated.
- c. Staff liaisons should confirm with existing board members if they wish to be reappointed to an additional term in a timely manner to ensure the reappointment

takes place before the term expiration. The staff liaison should notify the City Manager's Office whether the existing board member wishes to be reappointed. This information is then shared with the Mayor.

- d. The City Manager's Office will maintain a list of citizens who have completed board interest forms and/or desire reappointment. The staff liaison and the Mayor will be provided this list when there is a vacancy. When a current vacancy or upcoming vacancy exists, it will be the responsibility of the Mayor to contact citizens to gauge whether they would be a suitable candidate for the board.
- e. The Mayor shall strive to reflect the diversity of the community in appointments, including, but not limited to: income level, race, sex, religion, color, national origin, ethnicity, age, ancestry, familial status, gender, identity and sexual orientation. From time to time, the City Manager's Office may gather voluntary information from advisory board/committee members to ensure progress toward this goal.
- f. The Mayor shall make a recommendation of appointment to the City Commission. The recommendation shall be included in the meeting packet prepared prior to the meeting at which the nomination will be considered. Approval of said recommendations shall be by an affirmative vote of a majority of a quorum of the City Commission.
- g. The City Manager's Office shall notify the staff liaison that an appointment has been made.
- h. The City Manager's Office shall notify the citizen that they have been appointed to a board and provide acknowledgments of service for board members who have resigned and/or will not be reappointed.
- i. The provisions of this section shall not be construed to limit or restrict the fact that all advisory board members of the City serve at the pleasure of the Governing Body and may be removed at any time, with or without cause.

2. Term of Appointment.

- a. The term of the appointment shall be specified at the time of appointment. The appointee shall only serve the term to which they are appointed.
- b. In the case of an unexpired term or when a person is appointed to a term that is less than a full term, the person appointed to serve shall be appointed to serve for the remainder of the unexpired term. Service of a partial term will not apply when calculating applicable term limits.
- c. *[if the City Commission wishes to standardize term limits, this would be area in the policy to insert such language.]*

3. Orientation.

All persons, upon initial appointment to an advisory board, committee, or commission of the City, shall receive the following orientation process.

- a. The staff liaison responsible for each respective advisory board shall coordinate an orientation for all new board members within 30 days of their appointment to the board. The staff liaison shall either personally meet with the appointee, or visit by phone, and explain the roles and responsibilities of the board and its members.
- b. The appointee shall receive appropriate orientation materials associated with the board.

4. Attendance.

- a. When an advisory board member is absent from a meeting of the advisory board, the staff liaison shall forward to them minutes of the meeting to keep them apprised of the business of the board.
- b. The staff liaison should monitor absences of board members. In the event of excessive absences of a member of an advisory board, the advisory board can, by majority vote, forward a recommendation to the Mayor to replace the member.

5. Resignation.

- a. When an advisory board member resigns from a board, the staff liaison shall notify the City Manager's Office in order to list the position as vacant. Vacant positions are posted on the City Commission agenda.

6. Bylaws.

All advisory boards shall comply with the following requirements with regard to the bylaws of the advisory board:

- a. All boards should have either existing bylaws, ordinances, and/or resolutions that have established the board listed on the board page of the City of Lawrence website. The staff liaison is responsible for ensuring the accuracy of this information and its update when needed.
- b. Whenever an advisory board proposes to modify, amend, revise or otherwise change the by-laws of the board, such modification, amendment, revision or change shall be submitted to the City Commission for its approval. Approval of said recommendations shall be by an affirmative vote of a majority of a quorum of the City Commission. No such modification, amendment, revision or change shall be effective until it is approved by the City Commission.

7. Agendas, Minutes, and Email lists.

- a. Staff liaisons should post the board agendas to the advisory board page of the City of Lawrence website at least several days prior to the meeting in order to enable the public to participate in the meeting. Notification of posting shall also be made to the e-mail server list at the same time.
- b. It is the responsibility of the Staff liaison to ensure that all meeting dates/times are listed on the City's event calendar.
- c. All advisory boards should have an established e-mail server list with the City of Lawrence website and agendas, materials, communications, notifications should all be sent through the City email list. Media should be included on all lists.
- d. Previous meeting minutes should be approved at the next available advisory board meeting. After the board has approved the minutes, the staff liaison should send the minutes to the City Manager's Office for receipt on a future City Commission meeting. The approved minutes should also be listed on the advisory board page of the City of Lawrence website within one week of approval.

8. City Employees Serving on Boards:

- a. In recognition of the potential conflict that can be created, City employees may

not serve as voting members on advisory boards, committees and commissions. City employees may only serve as voting members if required by the City Code, or other state statutes. City employees that are currently serving on boards and committees may complete the term to which they were appointed but will not be eligible for reappointment.

9. Public Comment at Board Meetings:

- a. Public comment on posted agenda items should be accepted at board meetings. Advisory boards, committees and commissions may establish guidelines for comments, such as time limits, in order to ensure the efficient conduct of board business.