

City Of El Dorado, Kansas

Standard Procedures for City Advisory Boards and Committees.

SECTION 1 GENERAL

A. BACKGROUND:

The City of El Dorado has established various advisory boards, which assist the Governing Body. The purpose of most advisory boards is to meet and discuss issues regarding various topics, and then report their findings and recommendations to the Governing Body. Some of the advisory boards also make quasi-judicial decisions that determine the rights and responsibilities of individuals within the City.

B. PURPOSE:

The purpose of this policy is to establish standard procedures for the appointment and orientation of persons on the advisory boards, to establish attendance requirements, provide information on the Kansas Open Meetings Act, and to implement a process for the Governing Body to review advisory board by-laws.

C. POLICY:

It is the policy of the Governing Body of the City of El Dorado, Kansas that the following procedures be implemented with respect to the advisory boards of the City of El Dorado, except where an appropriate statute, ordinance, regulation or binding agreement would make other requirements, to wit:

1. Appointment.

The following process shall be utilized for the appointment of persons to advisory boards:

- a.** All person(s) seeking initial appointment to an advisory board must be a registered voter within the City of El Dorado unless otherwise excluded per by-laws of their respective board.

- b.** All person(s) seeking initial appointment to an advisory board shall fill out an advisory board application and submit such application to the City Manager's office at least thirty (30) days prior to the date of the desired appointment. The City Commission will accept or reject applications received outside the thirty (30) day window. A copy of said application, labeled Exhibit "A", is attached hereto and incorporated herein by reference.
- c.** All persons seeking reappointment to an advisory board shall complete a form expressing their interest in reappointment, and shall submit said form to the City Manager's office at least thirty (30) days prior to the expiration of their term. Board members will be presumed not to desire reappointment to their position, unless the reappointment form is submitted. A copy of said reappointment form, labeled Exhibit "B", is attached hereto and incorporated herein by reference.
- d.** The names of all potential appointees or re-appointees will be forwarded to the City Commission from the City Manager's office, along with appropriate background material.
- e.** The City Commission will consider a potential candidate at a Commission meeting, and has the option to appoint the candidate to the various boards at the same Commission meeting.
- f.** Applicants may not be an employee of the City.
- g.** Applicants must be in good financial standing with the City (No bills may be over 90 days past due).

2. Orientation.

All persons, upon initial appointment to an advisory board 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 thirty (30) days of their appointment to the board.
- b.** The staff liaison shall personally meet with the appointee, and explain the roles and responsibilities of the board and its members.
- c.** The appointee shall receive an orientation manual, which shall include explanations of the following items:
 - i.** The purpose of the board;
 - ii.** Members' general responsibilities;

- iii. Meeting dates and times;
 - iv. Attendance requirements;
 - v. Length of term-reappointment;
 - vi. Communications prior to meetings;
 - vii. Meeting minutes;
 - viii. Chairperson's role;
 - ix. The role of the staff liaison;
 - x. Open meetings law;
 - a. All advisory board meetings shall meet guidelines as outlined by the Kansas Open Meetings Act (KOMA) and meet the professional and ethical guidelines as outlined by the City of El Dorado. The following applies when the decision to hold a meeting is initiated by the board:
 - i. Whenever an advisory board proposes to hold a meeting or engage in any form of formal discussions, the staff liaison must be notified a minimum of twenty-four (24) hours prior to the proposed meeting; at least one staff member must be present and a quorum must be attained for a sanctioned meeting to occur.
 - ii. The Staff liaison must also be provided a list of topic(s) to be covered so that an agenda may be posted, giving public notice according to KOMA guidelines.
 - xi. Conflicts of interest; and,
 - xii. Such other items as may be unique to any advisory board.
- d. The appointee shall also receive:
- i. The minutes of the previous three board meetings;
 - ii. A roster of current board members;
 - iii. All City ordinances or State laws pertaining to the advisory board; and,
 - iv. A copy of this policy.

3. Attendance.

All advisory board members shall comply with the following attendance requirements:

- a. When an advisory board member is absent from a meeting of the advisory board, the staff liaison shall notify them of said absence and forward to them minutes of the meeting.

- b. When an advisory board member is absent, without appropriate excuse, from twenty-five percent (25%) or more of the regularly scheduled meetings of the advisory board within any twelve (12) month period, they shall be contacted by the staff liaison or city manager and be advised that further absences may be cause for their removal from said board.
- c. Whenever an advisory board member is absent, without appropriate excuse, from fifty percent (50%) or more of the regularly scheduled meetings of the advisory board within any twelve (12) month period, they will be removed. The City Manager shall contact the board member by letter notifying him/her of the removal from the board. The Board member can appeal the decision by contacting the City Manager.
- d. 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.

4. By-laws.

All advisory boards shall comply with the following requirements with regard to the by-laws of the advisory board:

- a. Within ninety (90) days of the passage of this resolution, all advisory boards of the City of El Dorado shall submit their existing by-laws to the Governing Body for its approval. The Governing Body shall either approve the existing by-laws, as submitted, or direct the Board to make the changes necessary for approval. All existing by-laws shall continue in effect until the changes are directed by the Governing Body.
- 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 Manager for its approval. The City Manager shall consider the proposal and may approve said proposal by an affirmative vote of the majority of the Governing Body. No such modification, amendment, revision or change shall be effective until it is approved by the Governing Body.

NEW APPLICANT

CITY OF EL DORADO
INTEREST FORM FOR SERVING
ON A CITY ADVISORY BOARD OR COMMITTEE

Name: _____ Date: _____

Address: _____

E-mail Address: _____

Telephone: _____ (Home) _____ (Work) Occupation: _____

Please circle your preferred method of contact: E-mail Phone

Following is a list of current City Advisory Boards, Committees, and Task Forces. Please use a separate sheet for each one for which you would like to be considered. Some groups meet on set schedules and others meet as needed. Additional sheets may be picked up at City Hall. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the City Manager's Office (321-9100).

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| _____ Airport Advisory Board | _____ Planning Commission |
| _____ Board of Appeals/Code Review | _____ Recreation Advisory Comm. |
| _____ Board of Zoning Appeals | _____ Recycling/Solid Waste Advisory Comm. |
| _____ Convention & Tourism Committee | _____ Sales Tax Advisory Committee |
| _____ El Dorado Inc. | _____ Sales Tax Review Task Force |
| _____ Joint Corrections Advisory Board | _____ Stormwater Utility Advisory Committee |
| _____ Library Board | _____ Tree Board |
| _____ HOPE VI Grant | |

Please state why you are interested in serving on this board, committee, or task force and indicate what expertise and/or capabilities you would bring to this board, committee, or task force (please use additional pages as needed).

What other boards (city, county, school, hospital, etc.) are you currently serving on? What other boards (city, county, school, hospital, etc.) have you served on?

When an opening on a board, committee, or task force occurs, the Commission will review the interest forms on file. If your form is selected, you will be contacted to confirm that you are still interested in serving on this board, committee, or task force before an appointment is made. If you wish additional information, please contact the City Manager's Office at 321-9100.

**Please return this application to: City Manager's Office,
c/o City Hall, 220 E First Ave., El Dorado, Kansas 67042
THANK YOU FOR YOUR INTEREST IN SERVING THE CITY OF EL DORADO!**

CURRENT MEMBER

Name of Board Member:

Board:

Date of Term Expiration:

Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Board. Please sign the form and return it as soon as possible in the stamped envelope provided for your convenience.

___ I am interested in serving another term. (Please list what expertise and/or capabilities you would bring to this board, committee, or task force.)

Address:

E-mail Address:

Phone Number:

Please circle your preferred method of contact: E-mail Phone

Expertise/Capabilities (Attach additional sheets if necessary):

___ I am not interested in serving another term.

___ I am interested in serving on a different board or committee of the City. Please send me an interest form/application.

Signed:

Board Member

Date