

CHAPTER 2

COMMISSIONS AND VOLUNTEER FIRE DEPARTMENT

SECTION 1

- 201.000. GENERAL.** The purpose of this Chapter is to establish various advisory commissions. The commissions are intended to utilize members of the community in an advisory capacity to assist the City Council and staff with achieving the goals and objectives for the City and to ensure that the ideas of citizens are well represented in the policy making process. The general operating principles in this Section shall apply to all commissions.
- 201.001. NAME.** All boards, committees, and commissions will be named “commissions”.
- 201.002. COMMISSION SIZE.** All commissions will have a minimum of three members and a maximum of seven members appointed by the City Council.
- 201.003. APPOINTMENT.** Commission members will be appointed by the City Council.
- 201.004. REMOVAL FROM A COMMISSION.** Any member of a commission serves at will and may be removed with or without cause, from office by a majority vote of the City Council.
- 201.005. COMPENSATION.**
- A. Each member of any of the City's commissions, including but not limited to the Planning Commission, the Parks Commission, the Airport Commission, and any and all other members of any commissions of the City, may be compensated by resolution of the City Council (adopted from time to time) in such amounts as determined by the City Council.
 - B. Commission members shall be reimbursed for expenses actually incurred in discharging the duties of the commission in carrying out its functions when such expenses have been authorized by the City Council before they were incurred.
(Ord. 0-17-05; 3/21/17)
- 201.006. TERMS FOR COMMISSION MEMBERS.**
- A. New commission members will be appointed to a term of three years.
 - B. The time period for each three year term shall be: January 1 in the year of commencement and December 31 in the final year of the term.

- C. In the event of death, removal, or ineligibility of a commission member to participate on an appointed body, the Mayor shall declare a vacancy in the position and shall appoint a person to fill the vacancy as soon as conveniently possible for the remainder of the term subject to approval by a majority vote of the City Council present.
- D. Commission appointments will be varied so the terms of approximately 1/3 of the members of each commission shall expire every year.

201.007. TERM LIMITS. No term limits shall apply to commission members.

201.008. CHAIRPERSON AND VICE-CHAIRPERSON.

- A. Each commission shall annually recommend a chairperson and vice-chairperson to the City Council for formal approval. The City Council may appoint any member. The City Council shall annually confirm a chairperson and vice-chairperson to represent each commission.

The chairperson will be expected to provide leadership for the commission and to facilitate the conduct of meetings.

The vice-chairperson shall fulfill the duties of chairperson when the chairperson is absent or unable to perform assigned duties.

- B. The following criteria shall be used when selecting a chairperson.
 - 1. The member has a good attendance record and/or expects to be able to make all the meetings while serving as chairperson.
 - 2. The member has demonstrated leadership and involvement in past activities of the commission.
 - 3. The member has demonstrated the ability to understand and further the City's overall mission, specifically relating to the commission's responsibilities.
- C. A commission chairperson that is appointed by the City Council shall serve one year in this capacity, and may be reappointed.
- D. Any chairperson may be removed from office with or without cause by a majority vote of the City Council.

201.009. RECRUITMENT OF COMMISSIONERS.

- A. The City Administrator will advertise for new members at least once per year to create a candidate pool for future vacancies.
- B. All commission candidates are required to complete a City application form in order to be considered for a commission appointment.
- C. In order to attract qualified members, existing commissioners will assist the City in identifying knowledge, skills, and abilities important to accomplishing its assigned duties and responsibilities. In addition, the City will strive to make appointments that reflect the diversity of the community.
- D. Formal interviews are not required but may be used by the City Council when appointing individuals to a particular commission.
- E. When conducting recruitments for the City's various commissions, members of the City Council will place an emphasis on variety of individual skills, aptitudes, and geographic location throughout the City when evaluating the individual's application.
- F. Unless otherwise specifically provided, each member of any commission or other appointment body shall be a resident of the City during their term of service.
- G. The City Council will evaluate the application materials submitted by each candidate. There is no implied guarantee of appointment or reappointment to any City Commission. The sole responsibility for appointment resides with the City Council as the confirming authority.

201.010. COUNCIL REPRESENTATION. The City Council shall appoint one of its members as an ex officio member of the commission for a term of one year. This member shall have full rights of discussion but will not be a voting member of the commission. At its discretion, the Council also may appoint other ex officio members.

201.011. REPORTS. The chairperson of each commission shall make a report to the City Council once a year. The report will be made at a regular City Council meeting and will include a summary of issues and accomplishments of the commission during the past year. Also, the report shall preview future issues and projects.

201.012. RULES AND PROCEDURES.

- A. Each commission shall conduct its meetings according to the latest “Roberts Rules of Order”, as revised.
- B. Each commission may adopt a set of rules to govern its meetings as it deems necessary for the conduct of its business and the holding of its meetings.
- C. The rules may be amended from time to time but only upon notice to all members that the amendment will be acted upon at a regularly scheduled meeting.
- D. A majority vote of the commission is required to approve a proposed amendment to the governing rules of the commission.
- E. Each commission shall establish the frequency and time of its meetings.
- F. A quorum of more than 50 percent of the commissioners is required to hold a meeting.
- G. All meetings shall comply with the Minnesota open meeting laws.

201.013. ABSENCE OF MEMBERS. Attendance at meetings is of the utmost importance in carrying out the work of a commission. If a member misses one third of the scheduled meetings during the commission’s calendar year (January through December), the member’s seat will automatically become vacated and the City Council will begin the process of filling the vacated seat. The City Administrator shall be responsible for notifying the member of the intended and resulting action.

201.014. LEAVES OF ABSENCE. For a variety of reasons, commission members may need to take a leave of absence for a period of time. Members of any commission may request in writing to the City Council a leave of absence not to exceed four months from their appointed position. Leaves of absence will be granted at the discretion of the City Council.

201.015. RECORD OF ACTION. Each commission will keep a public record of its resolutions, transactions, and findings. Minutes will be kept of each meeting and forwarded to the City Council upon approval by a majority of a quorum of the commission.

201.016. TASK FORCES AND SUBCOMMITTEES.

- A. With prior approval of the City Council, a commission may organize a task force to study and report to the City Council on specific matters. After reporting its findings to the commission, the task force shall terminate unless continued for a specific purpose. A task force may include members of the commission as well as other qualified citizens or business representatives.
- B. Commission may appoint a subcommittee consisting only of its members to complete special assignments. Reports of the subcommittee must be approved by a full commission before recommendations are made to the City Council.
- C. The City Council may appoint a task force to study and report to it on specific matters.

201.017. CONFLICT OF INTEREST.

- A. No member of any commission may vote on a matter in which the member has a direct or indirect financial interest or other substantial interest.
- B. Commission members shall refrain from bidding or entering into any contracts, agreements, or other engagements with the City while serving on a commission.