

CHAPTER 2.06
BOARDS AND COMMISSIONS—GENERAL PROVISIONS

§ 2.06.010. General rules regarding appointments, terms, vacancies.¹

- A. Unless otherwise provided by law or by ordinance or resolution, all members of boards and commissions of the city shall be appointed by the mayor with the approval of the city council for three-year terms commencing as of July 1st of the year of appointment; provided, that interim vacancies shall be filled by appointment to the specific unexpired term of the member replaced. This rule shall not apply to newly established boards or commissions, the initial appointments to which shall be made on a staggered-term basis, provided that the longest such term shall not exceed three years, commencing with the July 1st next following the appointment.
- B. Unless otherwise provided by law, and notwithstanding that an ordinance or resolution establishing a board or commission may fail to so provide, then in addition to the number of members of a board or commission set forth in the enactment establishing such board or commission, the mayor may, with the approval of the city council and in his or her discretion, appoint one or more alternate members to each board or commission. During their incumbency as such, alternate members shall have no vote in the proceedings of the board or commission. In the event of one or more interim vacancies in a board or commission as declared by the city council, and subject to confirmation by the city council, alternate members to such board or commission shall assume the vacated seat or seats for the unexpired portion of the term of the member replaced.
- C. Any member of a board or commission of this city may be removed from office at any time, with or without cause, by a majority vote of the city council, except in cases where the mayor or city council are not the appointing authority (in which cases such regular appointing authority may exercise this power of removal). If a member is absent without advance permission of the board or commission or of the appointing authority, from three regular meetings or from 25% of the duly scheduled meetings of the board or commission within any fiscal year, the membership shall there-upon become vacant and shall be filled as any other vacancy.
- D. Unless otherwise provided by law, or by ordinance or resolution of the city council, all members of any board or commission of the city appointed by the mayor and approved by the city council shall be at the inception of and throughout their incumbencies, bona fide residents of the city. No member of a board or commission of the city shall be an employee of the city during such membership.
- E. Unless otherwise specifically provided by the action establishing the body or appointing its initial members, no person shall be at the same time a member of more than one citizens advisory body created by ordinance or resolution of the city council.

(Ord. 3 § 1, 1984; Ord. 139 § 1, 1987; Ord. 187 § 1.1, 1989; Ord. 261 § 1.1(a), 1990; Ord. 276 § 1.1, 1990; Ord. 879 § 3, 2014)

1. Effective December 13, 2016.

§ 2.06.020. Chairperson, vice chairperson—Selection.

- A. Unless otherwise required by state law or by ordinance or resolution of the city council, and except as provided in subsection B of this section, each board and commission of the city shall annually at its first meeting held after June 30th, choose one of its number as chairperson and one as vice-chairperson. Each chairperson and vice-chairperson shall have authority and perform such duties as are commonly associated with their respective titles, and as may be specially prescribed by law or by the by-laws or other rules of the board or commission. Vacancies in either such position occurring prior to July 1st may be filled as in the first instance, and a new chairperson or vice-chairperson may be chosen at any time by majority vote of all members of the board or commission.
- B. The planning commission shall be subject to the provisions of subsection A of this section, except that annual selection of the chairperson and vice-chairperson of the planning commission shall take place at its first meeting held after March 31st.

(Ord. 3 § 1, 1987; Ord. 125 § 1.1, 1987)

§ 2.06.030. Board or commission meeting minutes.

Unless otherwise provided by law, or by ordinance or resolution, or unless by the very nature of a situation the provisions hereof are inapplicable, the minutes of all board or commission meetings shall be filed with, and maintained by, the respective liaison departments.

(Ord. 544 § 1.1, 1998; Ord. 666 § 1.1, 2004)