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Sec. 2-251. - Generally.

- (a) The city council recognizes and appreciates the value of citizen boards and commissions. The ordinances creating the various boards and commissions demonstrate the important role that each board and commission plays in the decision-making process of the council and establish the process by which the advice is provided to the council.
- (b) Boards and commissions of the council are divided into the following categories:
 - (1) Advisory boards and commissions established by ordinance: parks board, human services board, environmental board, senior citizens advisory board, cable TV board.
 - (2) Boards and commissions established by the Charter and state statute: planning commission, zoning board of appeals, board of review, economic development corporation/tax increment financing board, construction board of appeals, historical district commission, board of canvassers, local development finance authority, local officers compensation commission.
- (c) The advice received from boards and commissions should represent, as much as possible, an independent viewpoint from that of advice given the council by the administration. Staff liaisons provided to each board and commission by the city manager should not be considered personnel staff of the board or commission. The staff liaison should be used for the clarification of various policies and procedures and to offer suggestions for developing reports and recommendations requested by the council. Boards and commissions are advisory only and are not empowered with oversight responsibilities.
- (d) The determination of topics and areas of review for the advisory boards and commissions is bidirectional in that boards and commissions, through their annual reports to the council in November of each year, will suggest topics and areas of longterm review that they feel should be considered during the annual planning process of the city council. The council will review each suggestion during the annual planning process and establish priorities from each advisory board and commission for the following year. Priorities will be based upon the short and long range goals and objectives of the city as determined by the city council.
- (e) The council, from time to time, will ask for advice on other specific matters that come before the council for action that may not have been included in the short and long range planning process.

(Code 1983, § 250.01; Ord. No. 091-10, § 1, 5-7-1991; Ord. No. 04-04, 4-27-2004)

Sec. 2-252. - Attendance at meetings.

All members of commissions, boards and committees created by the council shall attend each meeting of the body to which they were appointed, unless excused by a majority of a quorum of the body at that meeting. Should a member incur three unexcused absences within one calendar year, the person shall be automatically terminated from the body. The chairperson of the body shall inform the city clerk when a member has incurred three unexcused absences. The clerk shall notify the mayor and council, and the mayor or council, as the case may be, shall replace the person so terminated as soon as conveniently possible.

(Code 1983, § 250.02; Ord. No. 091-10, § 1, 5-7-1991)

Sec. 2-253. - Liaison between boards and city administration.

The city manager may appoint a city staff member as liaison to each citizen board. It shall be the duty of the staff member so assigned to follow the progress of the board and to offer explanations and clarifications of

various city policies and procedures. The city staff liaison shall not be considered staff personnel for the board for the conduct of research or the completion of special projects.

(Code 1983, § 250.03; Ord. No. 091-10, § 1, 5-7-1991)

Secs. 2-254—2-270. - Reserved.

FOOTNOTE(S):

⁽¹⁸⁾ *Charter reference— Citizen committees, § 6.13 [\(Back\)](#)*