

## **A. Boards**

The St. Louis Park City Charter grants the council authority to form various boards and commissions by ordinance. Boards and commissions serve in an advisory capacity to the city council and are conferred various degrees of decision making power. The city council is the sole policy making body of the city. Some boards and commissions include in their membership persons appointed by the school board.

Boards and commissions of the City which are governed by the provisions of these rules and procedures are as follows:

- Board of Zoning Appeals
- Community Education Advisory Council
- Environment and Sustainability Commission
- Housing Authority
- Human Rights Commission
- Parks and Recreation Advisory Commission
- Planning Commission
- Police Advisory Commission
- Telecommunications Advisory Commission
- And other boards as created by or determined by council

In addition, other ad hoc groups may be formed as needed by resolution of the council.

## **B. Staff Liaisons**

Each board and commission is assigned a staff liaison. Duties of the staff liaison are, in general, to facilitate or assist in the meetings, record attendance, provide information and direction as requested by the commission, and to serve as a conduit for information and assignments from the city council and the city manager. Staff liaisons shall communicate all requests from a board or commission to the city manager, appropriate department director, and the council, as requested. It is also the responsibility of the staff liaison to inform the city council of any problems or issues that may arise.

## **C. Membership and Terms**

- i) Membership requirements are set by council. All board and commission members are appointed by the council or, in some cases, by the school board.
- ii) Board and commission members (except members of the Housing Authority) shall be appointed to 3 year terms unless otherwise determined by the city council. Members of the Housing Authority shall be appointed to 5 year terms in accordance with M.S. 469.003, Subd. 6, unless otherwise determined by the city council.
- iii) The terms of board and commission members shall be staggered and shall expire on May 31<sup>st</sup>.

- iv) Members may be removed, with or without cause, by the city council.
- v) The city council will not appoint a board or commission member to serve concurrently on more than one board or commission, not including the charter commission.
- vi) Members may only serve one (1) consecutive year as the chair of any board or commission.
- vii) Members cannot serve on the same board or commission as a member of their immediate family, registered domestic partner, or members of the same household. *Youth members are exempt from this provision.*
- viii) The city council will not appoint a member of their immediate family, registered domestic partner, or members of the same household to a board or commission.

For the purposes of this section the term “immediate family” shall include the following:

- A spouse or registered domestic partner
- Mother, father, siblings, step relatives, and grandparents
- Members of the same household.

#### **D. Youth Membership and Terms**

- i) The following boards and commissions shall appoint youth members: Environment and Sustainability Commission, Human Rights Commission, Parks & Recreation Advisory Commission, Planning Commission, Police Advisory Commission, and Telecommunications Advisory Commission
- ii) Youth members shall be appointed to one (1) year terms unless otherwise specified at the time of appointment.
- iii) The terms of youth members shall be concurrent with the school year, and shall expire annually on August 31<sup>st</sup>.
- iv) Youth members are conferred voting status, except in the case of the Planning Commission.
- v) Youth members shall reside in the city and be a high school student. For the purposes of this section, the definition of “high school student” shall be a student currently in or entering grades 7-12.

#### **E. Qualifications**

- i) Members must be St. Louis Park residents, but need not have expertise in any particular area. Willingness to serve and be involved are the most important attributes of members.

- ii) Per Resolution No. 01-078, the city council will not consider applications for appointment to advisory boards or commissions from regular full-time or part-time St. Louis Park employees (as defined in the city's personnel manual).
- iii) City council will not consider applications for appointment to a board or commission from other employees working for the city such as seasonal, temporary, part-time, paid-on-call firefighters or contract employees if such appointment could cause a conflict of interest.

#### **F. Attendance**

Regular attendance at meetings is a requirement for continued membership on any board or commission. Irregular attendance and frequent absences are detrimental to the entire group and put undue pressure on those members who do attend meetings. Regular attendance allows members to learn about and discuss issues in depth, which contributes to more collaborative decision making and effective recommendations to the city council. Continued absenteeism is considered grounds for dismissal by the council.

#### **G. By-Laws**

Each board and commission shall create and maintain by-laws and meeting procedures. By-laws must be consistent with the city code and should follow the city council's template for by-laws. Whenever changes are proposed, a draft copy of the new by-laws should be forwarded to the city clerk's office for the city council's review. As per the city code, the council has 30 days to review and amend the proposed by-laws.

#### **H. Meetings**

Meeting times and locations are set according to each commission's by-laws. Each commission should defer to the council's policy for meetings which occur on or near recognized holidays. A quorum of the board is made up of a majority of members currently appointed. All meetings will be conducted in accordance with the Minnesota Open Meeting Law, the City Charter and the Municipal Code of Ordinances. The proceedings of meetings should be conducted using standard parliamentary procedure. The city council has adopted The Standard Code of Parliamentary Procedure as their guide. A copy of this publication is available for review in the city clerk's office. A simplified summary of these procedures is also available for use by board or commission chairs and staff liaisons.

#### **I. Minutes and other records**

- i) Minutes of each board or commission meeting shall be prepared and maintained by the staff liaison or other designated representative.
- ii) Following board or commission approval, minutes shall be forwarded to the city clerk's office for placement on a City Council agenda.
- iii) Approved minutes shall be published on the city's website no later than two (2) days following formal acceptance by the city council.
- iv) Meeting agendas shall be published on the city's website no later than three (3) days prior to a scheduled meeting.

- v) All board and commission records, including minutes and agendas, must be maintained in accordance with the city's records retention policy. Please contact the city clerk's office if you have questions regarding retention and preferred storage medium.

#### **J. Annual meeting with council program**

Council has established a process whereby all participating boards and commissions (identified below) will meet collectively to present their annual report to the city council at the "Boards and Commissions Annual Meeting". The following boards and commissions are subject to the requirements for participation in the program:

- Board of Zoning Appeals (BOZA)
- Environment and Sustainability Commission
- Housing Authority
- Human Rights Commission
- Parks and Recreation Advisory Commission
- Planning Commission
- Police Advisory Commission
- Telecommunications Advisory Commission

**Annual written report** – Each board and commission listed above shall prepare a written report for the council which includes activities undertaken in the past year, a progress report on the previous year's goals, and goals for the coming year. Annual reports should also include any areas in which the board or commission requests council direction, assistance, or other reaction. Annual reports must be submitted to staff liaisons no later than January 31<sup>st</sup>.

#### **Annual meeting and presentation instructions**

- The annual meeting with the city council will take place each calendar year as outlined in the procedures on file with the city manager.
- All current members of each participating board and commission will be invited to attend the annual meeting.
- Each board and commission will select one (1) representative to present their annual report.
- Each board and commission will be allotted a specified amount of time, as determined by the city manager, for presentation of their annual report and discussion with the city council.

#### **K. Vacancies**

- The expiration of a member's term on a board or commission shall be deemed a vacancy on that board or commission. A member may continue to serve beyond the expiration date of their term until a successor is appointed.
- Resignation by a member of a board or commission prior to the expiration of their term must be submitted in writing to the staff liaison. The staff liaison shall forward a copy of the written notice of resignation to the administrative services division. At the time of resignation, a vacancy for the unexpired portion of the term shall be deemed to exist and the recruitment process shall be initiated unless otherwise determined by the city manager.

- If a member of a board or commission is not able to serve the full length of their term due to unexpected circumstances (illness, relocation, death, etc.) a vacancy for the unexpired portion of the term shall be deemed to exist and the recruitment process shall be initiated unless otherwise determined by the city manager.
- All vacancies will be advertised at city hall, in the *Sun Sailor*, Park Perspective, neighborhood newsletters, on the city's website and social media outlets.

#### **L. Reappointment**

Board or commission members seeking reappointment to another term shall be subject to the application, interview, and appointment processes unless otherwise determined by the city council. Overall performance and attendance by board and commission members requesting reappointment will be considered by the council.

#### **M. Application process**

- All individuals interested in serving on a board or commission, including those seeking reappointment, shall complete an online application available on the city's website. A paper application is available, upon request, by contacting the administrative services division.
- Upon receipt of an application, a representative of the administrative services division will confirm receipt of the application and provide the applicant with information regarding the interview and appointment process.
- All completed applications will be reviewed and evaluated by the city council to determine which candidates will move forward in the process.
- Applications shall be retained for the period of 1 year following receipt.

#### **N. Interview process**

- Candidates may be asked to participate in an interview at the first study session in April (unless otherwise determined by council), at the discretion of the city council.
- The administrative services division will be responsible for scheduling candidate interviews.
- Following the completion of candidate interviews, the city council will evaluate the status of each applicant and inform the administrative services division of their recommendations for appointment.
- The administrative services division will notify each candidate of the status of their application and information regarding the next steps in the process.

#### **O. Appointment**

Appointments shall be made annually by the city council at the second regularly scheduled meeting in May (unless otherwise determine by council).

Administrative services will provide written notification of appointment to new members and inform them of the details of their appointment. A copy of this information will also be provided to the staff liaison.

The staff liaison for each board or commission will provide the new member with meeting information, discuss expectations, and review pertinent issues with them prior to the next meeting of the board or commission.

**P. Orientation**

Staff liaisons, in conjunction with the administrative services division, will provide orientation for new board and commission members.

**Q. Rosters**

The staff liaison is responsible for keeping an updated roster of the commission which should include contact information, term of office, and date of appointment. The liaison is responsible for notifying the administrative services department about roster changes.

**R. Recognition**

On an annual basis, the council will formally recognize members who have left their position on a board or commission during the previous year.

**S. Conflict of interest**

No member of a board or commission shall:

- (1) Enter into any contractual arrangement with the city during the term serving as an appointed board or commissioner member and for a period of one year after leaving office, unless authorized by Minnesota statutes § 471.88.
- (2) Use their position to secure any special privilege or exemption for themselves or others.
- (3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.