



POSITION STATEMENT
UAC MEETING DAYS AND TIME

1. UAC bylaw, Article Six, paragraph 1, states that "meeting time will be established on the availability of current members" (excluding Council meeting times). A majority of current members are most "available" during "normal" business hours, with the second Wednesday of the month the best "available" day of the month at this time.
2. Business hours meeting times afford other advantages:
 - A) City Hall office services are available at these times, such as copying, accessibility to City documents through City staff, and City staff accessibility to internal mail boxes.
 - B) UAC coordinates closely with City staff members who often participate in UAC meetings. UAC considers it a courtesy to ask City staff for their time during their working hours.
 - C) UAC meetings sometimes include outside visitors, during their working hours. These visitors have included representatives from the City of Wichita, Bel Aire's contractor consultants, an insurance company, and CCUA representatives.
3. UAC's meeting locations within City Hall have varied over time and have included the 1st floor conference room, 2nd floor conference room, council chambers, community room, City Hall hallway (once), and currently City Hall's Senior Center. With exception of the hallway, City staff, during their business hours, need to unlock normally locked doors in order for the UAC to have a meeting location.
4. Occasionally, concerned citizens have requested UAC time to express concerns and grievances. UAC has always accommodated these citizens, during normal business hours. During 2021, 14 citizens from a housing development met with UAC and City staff regarding water usage and charge issues, and general information. Another time, a citizen discussed research he had done regarding Bel Aire's water charge rates. He was employed full time, but made his time available to meet with the UAC and City staff.

ARTICLE SIX – MEETINGS

1. Committee Meetings. A standard meeting time will be established based on the availability of current members, but the Committee shall not meet during City Council Meetings. If a meeting must be rescheduled, the Committee Chairperson will advise the City Clerk of the date and time of the rescheduled meeting. Meetings shall be held at least quarterly.
2. Parliamentary Procedure. All regular and special meetings of the Committee shall be orderly. Committees are encouraged to use "*Bob's Rules of Order*" as the model standard for City committee meetings.
3. Quorum. A majority of members appointed shall constitute a quorum at any meeting that is called and notice given.
4. Minutes. The Committee Secretary shall provide the City Clerk with minutes of proceedings, including attendance, voting, and action, within 60 days of any meeting.