

ATTACHMENT NO. 2

Chapter 2.26 - COMMISSION MEMBER REQUIREMENTS

2.26.010 - Definitions.

"Commission" means a group of city council-appointed persons having limited legislative powers to make decisions or recommendations to the city council on city issues.

(Ord. No. 1137, § 2, 4-10-19)

2.26.020 - Appointment.

- A. The number of members on each commission shall be set by the city council.
- B. Unless otherwise provided by law, appointments to all commissions shall be made by the mayor, with approval by the city council, at open session of a regular or special city council meeting.
- C. Members of the city council may be appointed by the majority of the city council to be nonvoting, ex-official members of a commission.
- D. Interim vacancies shall be filled by appointment for the unexpired term of the member replaced.

(Ord. No. 1137, § 2, 4-10-19)

2.26.030 - Qualifications.

- A. Unless otherwise specified in the code:
 - 1. All members of commissions shall be residents of the city.
 - 2. An individual may serve on only one commission at any time.
 - 3. No member of a commission shall be an employee of the city.
 - 4. If a commission member ceases to meet the required qualifications, he or she shall be disqualified from being a member of that commission.

(Ord. No. 1137, § 2, 4-10-19)

2.26.040 - Term.

- A. Members of commissions shall be appointed for four year terms or less. The term of each commission member shall expire on December 31st of the year that occurs no more than four years after the date of the appointment.
- B. For a newly established commission, members first appointed shall be made on a staggered-term basis.

(Ord. No. 1137, § 2, 4-10-19)

2.26.050 - Organization/meetings.

- A. Unless otherwise provided in the code:

1. Each January, commissions will organize and elect a chairperson and vice-chairperson from their membership for a one-year term. In the chairperson's or vice-chairperson's absence or disability, the commission may designate a chairperson or vice-chairperson pro tempore. Vacancies in either the chairperson or vice-chairperson position occurring prior to January 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 commission.
2. Regular meetings may be held on a day and time established by the commission and may be amended from time to time.
3. Each commission shall follow such rules and regulation established by the city council for the conduct of its business.
4. Special meetings may be called by the chairperson or a majority of the commission in accordance with state law.
5. The city manager shall designate an ex-officio staff person to serve as secretary and custodian of records who will not have a vote.
6. Minutes must be kept of all meetings and the secretary will deliver copies of minutes to the city manager and city clerk for filing and distribution to commission members.
7. A quorum shall be a majority of the commission.

(Ord. No. 1137, § 2, 4-10-19)

2.26.060 - Purpose, power, and duties.

- A. The purpose, powers and duties of all commissions are determined by the city council and set forth in the code section specific to each. From time to time, the city council may expand or retract powers and duties either temporarily or permanently and may, by ordinance or resolution, amend any chapter or section of this code.
- B. Compensation for commissions shall be as set by ordinance or resolution of the city council.

(Ord. No. 1137, § 2, 4-10-19)

2.26.070 - Removal of members.

- A. Unless otherwise specified in the code:
 1. A member of any commission may be removed at any time, with or without cause, by a four-fifths (4/5) vote of the city council. Such removal must be announced at a public meeting of the city council.
 2. If a commission member fails to attend three consecutive meetings, unless excused for cause by the commission chairperson, that member's office is deemed vacant and the member's term ended. It shall be the responsibility of the chairperson to report attendance at each meeting of the commission to the city clerk.
 3. Members will also be automatically removed for violating the Political Reform Act of 1974 as determined by the appropriate agency with authority to render such decisions or failing to comply with mandatory ethics training or conflict-of-interest filings required by the state or the city.

(Ord. No. 1137, § 2, 4-10-19)