

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

CITY OF GUSTAVUS POLICY AND PROCEDURE FOR CITY COMMITTEES

BACKGROUND:

The City of Gustavus, which conducts authorized functions with a minimal staff, benefits from the expertise, experience, interests and concerns of volunteers on city committees to provide information and advice helpful to the work of the city. Title 2, Section 2.40.150—Committees, Gustavus Code of Ordinances, is a flexible tool providing the mayor and council with a variety of options to form committees suitable for executing diverse tasks.

POLICY:

It is the policy of the City of Gustavus as follows:

- a. The formation and conduct of business of city committees shall comply with Title 2, Section 2.40.150, other city ordinances, state statutes, and federal laws and regulations.
- b. Committees shall operate in compliance with the Alaska Open Meetings Act (AS 44.62. 310-. 312). (1) The committee chair, with assistance of the city clerk, shall post meetings at least five days in advance in at least three public places. (2) Exceptions shall be made for operational committees serving a departmental role in conducting a city function where the function is unstaffed.
- c. The scope of this policy and procedure is limited to committees established by the council. The mayor may assemble informal groups, outside of the prescriptions of this policy and procedure, to assist with administrative matters. The public is free to form citizen committees not subject to city ordinance or policy.

PROCEDURE:

- a. When the mayor or council sees the need for a committee, the committee shall be established by resolution, in accordance with City of Gustavus 2.40.150-Committees.
- b. The resolution shall indicate (1) the type of committee—advisory or operational, and standing or special; (2) maximum membership composition; (3) the purpose or mission of the committee and key issues to be addressed; (4) desired membership qualifications reflecting the committee purpose or mission; (5) a sunset date, if applicable; (6) the appointment of a staff liaison, where needed; and (7) any additional direction.
- c. Members of the council or the public interested in serving on a committee shall fill out the application provided by the clerk.
- d. Nominations for committee appointments shall be made by the mayor, subject to ratification or amendment by motion of the city council. All applications shall be submitted to the council in advance of the meeting.
- e. The committee chair may be appointed by the mayor or by the committee itself, according to the terms of the establishing resolution.
- f. At its first meeting, a committee shall (1) select a chair, if not already appointed; (2) appoint a secretary to take minutes; and (3) determine prioritized goals and key tasks to accomplish the goals during the tenure of the committee.
- g. Primary issues specified in the founding resolution, or the goals and tasks of a committee, may be revised. Suggestions for revision of the mission may be made by either the council or the committee.
- h. Vacancies up to the maximum committee size may be filled by mayoral appointment and council ratification.

- i. The committee shall provide progress updates to the city council at least quarterly, or as scheduled by the mayor.
- j. Committee advice may be submitted as a range of options or alternatives.

Signed

Mayor of the City of Gustavus

Date