



**AGENDA ACTION FORM**

**Consideration of an Ordinance to Amend Term Lengths for Various Boards and Commissions Appointed by the Board of Mayor and Aldermen**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-33-2025  
Work Session: February 17, 2025  
First Reading: n/a  
Final Adoption: February 18, 2025  
Staff Work By: Committee  
Presentation By: Jessica Harmon

**Recommendation:**

Approve the resolution.

**Executive Summary:**

Staff presented during the February 3, 2025 work session, a plan to restructure how Boards and Commissions appointments handled by the City.

The plan in place consists of appointments being considered twice a year at the 2<sup>nd</sup> meetings in April and October. For coordination and organizational purposes, Boards and Commission have been grouped together by like kind with a term expiration date of April 30<sup>th</sup> or October 31<sup>st</sup>.

Prior to advertisements for upcoming vacancies, the various boards and commissions term expiration dates need to be amended to coincide with this new schedule. This action must be completed via ordinance due to there being a Board adopted resolution that states no term shall exceed 3 years (with exception of those whose terms are dictated by State Law). Term expirations for this Boards/Commissions who are state law controlled will be adjusted as the expiration dates approach and new appointments are made (E911 Board, Planning Commission, Board of Zoning Appeals, Historic Zoning Commission, Gateway Review Commission, Kingsport Housing and Redevelopment Authority, Kingsport Economic Development Board, Kingsport Library Commission).

Term expiration dates were extended to the next April or October date based on the grouping they were placed into. No terms lengths were shortened. Boards and Commission terms were also evaluated to ensure that turnover was spread throughout the group and not occurring at once.

The attached supplemental information details each Board/Commission, term lengths, membership, current expiration dates and proposed expiration dates.

**Attachments:**

1. Ordinance
2. Supplemental Information

	<u>Y</u>	<u>N</u>	<u>O</u>
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—