

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** November 7, 2023

**DEPARTMENT:** City Commission

**TITLE:**

Discussion regarding the Advisory Board Appointment Process

**SUMMARY:**

The City Commission will revisit the advisory board process, particularly concerning whether to implement terms for board members.

**BACKGROUND AND JUSTIFICATION:**

Ordinance 2022-02, passed on March 1, 2022, revised the advisory board appointment process so that all appointments would be made by the City Commission as a whole, for unspecified terms (except for the CRA which is governed by State Statute). The City Commission will discuss whether to implement terms for the advisory boards.

There are other policies to discuss:

1. attendance policy -- the attendance policy for all boards is that if a board member misses three (3) consecutive meetings or 20% or 25% of meetings in a one-year period (depending on the board) they are removed from the board.
  - a. boards that meet on less than a monthly basis should have a different percentage (for example, the Library Advisory Board only meets quarterly so if someone misses 1 meeting in a year, they would be removed)
  - b. should extenuating circumstances such as medical or other issues be addressed
  - b. the policy states all meetings but should be changed to regular meetings as there is no action at workshops
  - c. the policy regarding attending meetings via Zoom is that an absent member may participate by telephone conference/Zoom only in extraordinary circumstances, such as serious illness, receiving medical treatment, or unable to attend due to being physically disabled; should this be changed to allow for attendance by Zoom as long as there is a physical quorum
  - d. when a board member is removed for any reason, should there be a period of time before one can re-apply to be back on that board
2. residence policy
  - a. should be specified whether someone can just own property or be a full time resident
3. removal policy – should there be a policy regarding removing a board member for an issue other than attendance

Should the City Commission decide to change any policies, an ordinance would be brought to a future meeting for approval.

**MOTION:**

Directions sought regarding change to any policies in the advisory board appointment process

**ATTACHMENT(S):**

Ordinance 2022-02