

Please review the following sections from the

CITIZEN ADVISORY BOARD HANDBOOK

Purpose of Citizen Advisory Boards

Sandpoint's citizen advisory boards, formed to provide research, study, discussion and recommendations on specific issues or a scope of issues at the direction of the Mayor and City Council, add great value to the City's efforts to provide efficient and effective governance and provide an opportunity for citizens to actively participate in the decision-making process, which is a critical element for an open and responsive government.

City Code provides the duties and responsibilities for the City's citizen advisory boards, where the boards are asked to:

- assist and consult in the creation of and updates to the city's codes, policies, and master plans and the values and strategic objectives they contain;
- evaluate and provide advice on development applications, as requested and appropriate, as well as city infrastructure improvements to meet the community's needs;
- collect and analyze data and study other communities' programs and suggest how they may be applied in Sandpoint;
- coordinate with other citizen advisory boards, as requested and appropriate;
- advise on programs to improve public awareness of and participation;
- evaluate and communicate community needs;
- assist in facilitating citizen outreach through events and other engagement efforts to raise awareness about and foster community support for city programs;
- suggest studies or analysis to inform City policy and actions;
- make funding suggestions for the annual City budget;
- and maintain regular communication with the board's staff liaison and Council liaison on matters impacting the board's work.

A precise list of each board's specific duties and responsibilities can be found in Title 2 of Sandpoint City Code.

Rules of Order and Voting

The board can act only as a body and not as individuals, and individual members cannot represent the board's positions on issues unless the chair or a designee is simply reporting on board activity

Communication between the Board and the Mayor/City Council

All board recommendations shall be reflected in the board's minutes and, with the exception of the Planning and Zoning Commission, communicated through the board's Council, staff liaison or board chair, as appropriate. It should be noted that board recommendations always remain advisory in nature. The City Council, by law, cannot abdicate its responsibility to make final decisions on issues brought before them, and it must be understood that Council may not always follow the board's recommendation.

Public Announcements and Media Inquiries

Statements made on behalf of the City regarding City business, including on behalf of and regarding the City's citizen advisory boards, are disseminated by the Mayor's office. Board members are not authorized to make statements to the media regarding City or board business without explicit authorization from the Mayor or from the board's staff liaison under the Mayor's direction.

Also see roles from the City of Sandpoint website: <https://www.sandpointidaho.gov/our-government>

Our Government

The City of Sandpoint operates under the Mayor-Council form of government. This system of government is based on the separation of powers and a recognition of a need for checks and balances. There is a division of responsibility so that each branch of government (Executive-Legislative) depends upon the other and no one branch dominates or monopolizes power.

Mayor – Executive Branch

The Mayor of Sandpoint is elected by the City residents and serves a four-year term. The Mayor serves as the chief administrative official of the City and is responsible for implementing and administering laws and policies adopted by the City Council (Legislative Branch), as well as managing government operations. In addition, the Mayor develops policy recommendations for the Council and nominates individuals to serve in appointed offices, permanent City boards, commissions and committees subject to confirmation by a majority of the City Council. The Mayor presides over City Council meetings, determines the order of business and votes, when required, to break a tie vote of the City Council.

City Council – Legislative Branch

The City Council is made up of six representatives elected by the City residents and who serve four-year terms. The Council is responsible for passing laws and policies,

setting a budget and appropriating money to fund government operations. In addition, the Council adopts the City's comprehensive plan, which serves as the City's plan for future growth and development, as well as urban renewal plans.

See Org Chart: <https://www.sandpointidaho.gov/media/14646>

