

City of Star **Committee Handbook**



STAR *Idaho*

Welcome and congratulations on your appointment to a City Committee.

Your role is vital to the continued growth and success of our community. As one of Idaho's fastest-growing cities, Star faces unique challenges and opportunities. The voices of our residents, business owners, and community members are essential in shaping decisions that reflect our shared values and vision for Star. Your service ensures that those who live, work, and raise families here have a direct hand in guiding our city's future.

This appointment comes with the responsibility of being well-prepared for meetings, understanding the ordinances and guidelines that govern your committee, and to thoughtfully consider the perspectives of those impacted by your work. Star residents take immense pride in our community, and the decisions made by our boards, commissions, and committees have a lasting effect on the quality of life we all enjoy.

On behalf of the City of Star, thank you for your willingness to serve. Your dedication strengthens the sense of connection and shared purpose that defines Star as a community. I appreciate your respect for those who come forward to share their ideas and concerns, your support of the hardworking city staff who make this work possible, and your commitment to honoring Star's heritage while helping to build a bright future. Together, we can ensure that *Star = Community* remains not just a saying, but a guiding principle for how we grow and thrive.

Sincerely,
Mayor Trevor A. Chadwick

STAFF/CITY COUNCIL LIAISONS

Each committee has a Staff and/or City Council member liaison who provide professional and administrative support, they are assigned to help facilitate and enhance your board's operation and effectiveness. Liaisons are the primary conduit for members to communicate with the city as an organization. Your liaison should be your first contact if you have any questions related to your duties or participation.

Liaisons perform a variety of roles, which may include:

- Serving as a connection and channel of communication between committees, other agencies, the Mayor's Office, the City Council, city staff and the public. They are a valuable resource for committee members, enhancing the productivity and effectiveness of the group. Liaisons are aware of City Council priorities as well as City resources and rules, and committee members should not hesitate to seek their guidance when needed.
- Committee members must be respectful of City employees' time and primary job responsibilities. The liaison is the **first point of contact** for all committee questions, requests, or needs. Members should not directly approach the mayor or other city staff unless directed by the liaison.
- Maintaining an updated membership roster for the committee.
- Providing the resources needed for your committee.
- Scheduling meetings and providing meeting locations.
- Coordinating the collection and distribution of information requested by the committee.
- Answering any questions, issues, or concerns related to city business.

One of the first duties of a committee member is to become familiar with the laws governing the faithful performance of

duties. This information may be obtained by referring to Star City Code governing “Committees.” Copies of the city code are available online at: staridaho.org. In addition, members may consult with their liaison on questions regarding procedures, policies, or law.

WHAT COMMITTEES DO

Committees are established to support the City of Star by providing focused input, recommendations, and community engagement on specific topics. Their role is advisory and collaborative. Specifically, committees:

- Research, review, and discuss issues within their area of responsibility.
- Provide recommendations to the Mayor and City Council for consideration.
- Help identify community needs, opportunities, and solutions.
- Support the implementation of Council-approved projects or programs within the scope of their committee.
- Serve as a communication link between the community and City leadership.
- Practice fiscal responsibility by seeking cost-effective approaches and pursuing fundraising or donations when appropriate to support committee projects.

WHAT COMMITTEES DON'T DO

Committees serve in an advisory capacity to the Mayor and City Council. They provide input, recommendations, and support, but they do not govern. Specifically:

- Committees do **not** make citywide policy decisions.
- Committees do **not** allocate City resources or approve expenditures beyond the budget authorized by City Council.
- Committees do **not** enact ordinances, resolutions, or regulations that carry the force of law.
- Committees do **not** bind the City of Star to contracts, commitments, or legal obligations.

- Committees do **not** speak on behalf of the city without prior authorization.
- Committees do **not** operate independently of public process; all decisions and recommendations must occur in a properly noticed public meeting.
- Advance projects that primarily benefit committee members or propose budgets beyond what is reasonable and responsible for the community.

WHO CAN SERVE ON A COMMITTEE

Committee members must be over the age of 18, with the exception of the Mayor's Youth Council, and live or work within the City of Star's Area of Impact. Committee Chairs must live or work within Star city limits. No more than 2 members may work or live outside city limits. City of Star employees cannot serve on committees. Members cannot serve on more than one committee at a time.

SELECTION PROCESS

Committee members serve on a rotating basis. Anyone interested in serving on a city committee must complete an application and be required to complete a background check. Applicants will be chosen by the Mayor and confirmed by the City Council.

TERMS

Committee terms vary depending upon the committee you are appointed to, the ordinance or resolution creating the committee will list the term of office for that committee. In addition, ad-hoc committees can be established by the Mayor, ad-hoc committee members typically serve as long as the committee is active. Generally, but not always, the terms on each board are staggered to ensure continuity on the board. In order to give interested individuals an opportunity to serve, the City of Star's practice is to limit membership to no more than two consecutive terms. In some cases, exceptions will be made for committees that require a certain field of expertise or have certain

membership criteria that are not easily filled. Members who have served two terms are welcome to reapply after they have been off the board for a full term period.

EFFECTIVE COMMITTEE MEMBERS:

- Attend all committee meetings.
- Are well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the committee must operate publicly in an open and transparent manner.
- Are knowledgeable about the legislative process and issues affecting the committee.
- Examine all available evidence before making a recommendation or decision.
- Communicate clearly and actively participate in group discussions.
- Are aware that authority to act is granted to the committee, not to individual members.
- Possess a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach a consensus.
- Do not let personal feelings toward other committee members, the public, or staff interfere with their judgment.
- Try to limit meetings to one hour or less.

RESPONSIBILITIES

- Members should familiarize themselves with and operate within all applicable laws, policies, and bylaws always.
- To ensure accountability, all applicable policies and procedures adopted by the committee should be in written form.
- No member may decide or take unilateral action without the official and public approval of the committee.
- All questions should be directed to the committee liaison. Your liaison will determine if other city staff are needed. Please refrain from contacting city staff.

- Members should refrain from discussing public business privately.
- Members should not appear to be speaking on behalf of the City of Star unless expressly authorized to do so.
- Members must keep in mind that they serve the public, and it is inappropriate to use membership on a committee to create or espouse a personal platform.
- Members must not open accounts, enter into contracts, or sign any legal document as a representative of the City of Star or in the name of the City of Star without express written permission.
- Members may not accept payment in any form at any time. Any fees, ticket charges, donations, etc. should be made payable to the City of Star and directed to the City Clerk/Treasurer's office.
- Any advertising or published items must be submitted to your liaison for approval prior to publication. Any inquiries from the press should be directed to your city liaison. Committee members may not put themselves out to the press as representing or speaking for the City of Star.
- Committees should hold meetings monthly at a minimum and are limited to making recommendations to the Office of the Mayor and City Council.

COMMITTEE OFFICER ELECTIONS

Nominations and Elections

- Nominations for officers will be held during the October committee meeting each year.
- Elections will follow immediately after nominations by a vote of the committee.
- Officers will assume their roles at the first regular meeting following the October elections.

OFFICER ROLES

Each committee shall elect officers to serve for a one-year term. Officers may serve in various roles; however, a member may not serve as the same officer for consecutive terms.

Officers include:

- **Chair** – Presides over meetings, maintains order, represents the committee, and carries out the following duties:
 - Running orderly meetings and preserving decorum.
 - Serving as the contact person for the liaison.
 - Creating and submitting meeting agendas to the City Clerk's office. Submit agenda at least 5 business days prior to the meeting.
 - Keeping discussions on topic and confined to the agenda.
 - Ensuring all points of discussion and motions are clear and understood.
 - Minimizing conflict amongst members and emphasizing consensus where it exists.
 - Summarizing discussion points, restating motions, and clarifying what decisions were made.
 - Ensuring that only committee members and individuals listed on the published agenda may speak or present during meetings.
- **Vice Chair** – Assists the Chair and presides over meetings in the Chair's absence.
- **Secretary** – Records attendance, keeps accurate meeting minutes, and submits approved minutes to the City Clerk's office.
- **Treasurer** – Oversees the financial activity of the committee, including:
 - Tracking all committee expenditures.
 - Ensuring spending stays within the council-approved budget.
 - Preparing and submitting purchase order requests to the city liaison.
 - Providing regular budget updates to the committee during meetings.

COMMITTEE MEETINGS

Committee meetings must adhere to Idaho Open Meeting Law (<https://www.ag.idaho.gov/content/uploads/2025/08/OpenMeeting.pdf>).

Any member of the public is invited to attend and observe only;

however, they may not provide input. Any guest speakers must be pre-approved and included on the agenda.

The City of Star does not recognize sub-committees. All decisions and voting must take place in a meeting open to the public. If additional assistance is needed for a project, volunteers may be called upon to complete a task. Volunteers do not participate in committee meetings and do not vote on motions.

Any meetings held outside of the publicly noticed and open committee meetings are considered a violation of Idaho's Open Meeting Law. Such actions are grounds for immediate removal from the committee.

The Americans with Disabilities Act (ADA) sets criteria for accessibility and accommodation. Under the ADA, people who have disabilities have a right to an equal opportunity for effective participation in the activities of committees, whether as appointed members or as members of the public. Meetings and other city sponsored activities are required to be held in wheelchair accessible locations. Qualified sign language interpreters, materials in accessible format such as braille, large print and audio recording, and other forms of auxiliary aids for effective communications should be provided upon request. If a request is made, contact your liaison for assistance. Reasonable modifications should be made to policies or procedures whenever they create a barrier to the full and equal participation of a person who has a disability.

Committee meetings are noticed annually to be held on certain days each month. Notice must be provided for changes in meeting dates. Contact your Liaison and the City Clerk if you anticipate temporary and/or permanent changes to meeting dates.

Open Meeting Law requires a meeting notice be posted no less than 5 calendar days and agenda to be posted at least 48 hours

prior to each meeting. The meeting agenda must be provided to the City Clerk at least 5 business days prior to the meeting to ensure it is posted for the meeting. The agenda will be posted at City Hall and on the city's website.

WHAT CONSTITUTES A QUORUM

In Idaho, a quorum for city meetings is defined as a majority of the committee members. That means that at least a majority of members must be in attendance to conduct business and make decisions.

CITY CLERK'S OFFICE

The City Clerk's Office provides support and oversight to ensure meetings and records relating to committees are accurate and meet applicable requirements, including:

- Reviewing and posting meeting notices.
- Arranging accessibility accommodation requested for public meetings.
- Preparing and sending oath of office cards to liaisons for incoming appointees. Liaisons have each new member complete the oath of office card prior to participating in any meetings and return the card to the Clerk's Office for permanent filing.

CODE OF ETHICS

It is important to remember that public officials are not allowed to accept gifts with a value of greater than \$50. No gift, regardless of value, may be accepted if it is or could be perceived as an attempt to influence the committee members' performance of their duties (Idaho Code 18-1356). In the event you are faced with an ethics issue or question, please contact your liaison.

PUBLIC RECORD

Committees are subject to the public records requirements outlined in the Idaho Public Records Act (Title 74, Idaho Code) and the city's retention schedule, meaning their records are generally open to the public and must be retained. Records

include, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics. (Idaho Code 74-101(18))

WRITING

Includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents. (Idaho Code 74-101(16))

WHAT DOES THIS MEAN FOR YOU?

It means that the public's business is always supposed to be public. Any records created as part of your participation on a committee are subject to disclosure under the Idaho Public Records Act. Emails, voicemails, texts, or hard copy records are included as public records. If any member of the public requests to see any record, then the city has the obligation to provide it, unless it is exempt from disclosure. More information is available through your liaison.

CONFLICT OF INTEREST

Conflict of interest laws are designed to protect trust and promote the integrity of government. Idaho Code 74-404 addresses the required actions in conflicts of interest for public officials, which applies to committee members. It mandates that public officials must disclose any conflicts of interest before taking official actions or making formal decisions. If a member has a disqualifying conflict of interest in a governmental decision or if it is foreseeable that the decision will have a monetary impact on their personal finances or other non-monetary

interests, then that member should recuse themselves from that action item. Although the State of Idaho exempts non-compensated public officials from this in Idaho Code 74-405, to avoid bias or the appearance of impropriety, the City of Star expects committee members to disclose conflicts of interest and depending on the conflict to recuse themselves from discussing, hearing, or voting on the specific item. If you believe you may have a conflict of interest, please contact your liaison.

CONFLICT BETWEEN INDIVIDUALS

When two individuals have a conflict, they should try to resolve it between themselves. If the parties are unable to resolve the conflict, they shall go to their liaison.

HANDLING RESIDENT CONCERNS OR COMPLAINTS

If a member receives a complaint or concern from a resident, they should first ask if a Citizen Complaint Form has been submitted. The city has processes in place to manage complaints; therefore, residents should be encouraged to use the processes established to ensure a timely response that is consistent with policies.

Members should take care not to make promises or assurances to resolve a complaint. Remember that a committee member has limited authority to act.

CHANGE OF ADDRESS OR CONTACT INFORMATION

Please notify your liaison of any changes of address or contact information.

NAME TAGS

You may request a magnetic name tag from your liaison. This is on a request only basis. Name tags will be ordered by your liaison once you are appointed. Name tags will include your name, and the name of the committee. If lost, a replacement will be produced at your expense.

EMAIL

All committee members will be issued an email address unique to their committee. The email address must have and use the proper email signature. Your city liaison can help you get your committee email established, do not go to City IT directly.

Committee email addresses must be used for all business pertaining to the work of the committee and should not be used for personal use. All committee emails are subject to Records Requests from the public.

SOCIAL MEDIA POLICY

Committee members must use discretion when engaging in discussions or posting content related to city business on social media. To maintain professionalism and ensure accurate information is shared, the following guidelines must be followed:

- **Personal vs. Official Representation:** Committee members may not speak on behalf of the City of Star unless explicitly authorized to do so. Any opinions shared online should not imply they represent the City of Star.
- **Confidentiality:** Do not share confidential or sensitive city information, discussions, or documents on social media.
- **Respectful Engagement:** Avoid making inflammatory, disrespectful, or misleading statements about city matters, committee members, city staff, or the public.
- **Accuracy:** Refrain from answering questions or providing information about city business unless the information has been officially released by the city. Instead, direct inquiries to your liaison.
- **Creating Content for City Social Media:** Committees may develop content to promote their work, events, or initiatives. Any content intended for public distribution must be submitted to your liaison for review. Approved content will be posted by the City on official City of Star platforms. Committee members may not create separate social media pages or accounts on behalf of their committee.
- **Use of City Logos and Branding:** Committee members may not use the City of Star's official logo, seal, or branding in any

social media posts or accounts without permission from the liaison or city staff.

- Managing Public Inquiries: If approached on social media regarding committee matters, refer the individual to official city channels, such as the city's website or the appropriate department. Do not engage in debates or policy discussions in public forums.

FINANCIAL POLICIES AND PROCEDURES

Annual Budget Proposal

- Budget Development
 - Each committee is responsible for drafting an annual budget proposal that outlines intended projects, estimated costs, and any anticipated expenses.
 - This proposal must be submitted in time for the City's annual budget hearing (Must be submitted no later than May or June as the budget hearing is held the beginning of August).
- Budget Approval
 - The City Council will review, modify (if necessary), and approve or deny the proposed budget during the annual budget process.
 - Only expenses included in the approved budget are authorized for City funding.
 - Special projects/needs that arise during the year must be taken to your liaison to work with the city on possible budget adjustments to allow for funding.

Spending Authorization

- Vote to Approve
 - The committee must vote and approve any expenditure from its approved budget before money is spent.
 - This ensures transparency and that the cost aligns with the committee's objectives and the City's financial policies.
- Purchase Order (PO) Submission
 - After committee approval, the committee chair or designee submits a purchase order (PO) request to your liaison.

- Staff will then make the approved purchase on behalf of the committee.
- City Purchasing Standards
 - Because the City is a tax-exempt entity and has established vendor relationships, staff can avoid retail markups and secure any applicable discounts.
 - Committee members should not buy items at retail prices and cannot charge purchases to the City without following the PO process.

No Direct Access to Taxpayer Funds

Committee members do not have direct access to taxpayers' money. Any use of City funds must follow the above procedures, ensuring public accountability, financial controls, and compliance with City policy and state law.

No Personal Expense Accounts

Committee members are not provided with individual expense accounts. Members should not spend personal funds with the expectation of reimbursement by the City.

ATTENDANCE REQUIREMENTS

Attendance is critical for effective operations of a committee, as quorums are required to conduct business. Committee members are expected to attend all regularly scheduled meetings and should make every effort to do so. The City's attendance policy for members of committees is that if a member has three (3) absences within any consecutive twelve-month period the Mayor may declare the seat vacant and appoint a replacement. If many of the committee members have difficulty attending meetings, you may consider voting to change the date and/or time of your meeting. Failure to adhere to the attendance policy can result in removal from a position.

In the event an individual is unable to perform as a committee member due to health, business or personal reasons, a formal letter of resignation should be submitted.

REMOVAL

The City of Star appreciates all volunteers and acknowledges the effort it takes to participate on a committee. However, there may be circumstances that necessitate removing a member from their position. A member may be removed from office by a vote of the majority of all members of the City Council.

POLICY VIOLATIONS

Violations of this policy may result in removal from the committee or other appropriate actions as determined by the Mayor and City Council.

RESIGNATION

If you are unable to complete your term, it is important to let your staff/city council liaison know as soon as possible. A letter of resignation should be sent indicating the date your resignation is effective and whether you are able to serve until a replacement is named.

COMMITTEES

BEAUTIFICATION COMMITTEE

MISSION STATEMENT: The Beautification Committee is a volunteer committee tasked with beautifying the Star community to help foster the 'hometown' quality of life Star residents seek to preserve.

FUNCTIONS: Encourage intergovernmental and private sector relationships and initiatives for beautification. Manage the City Hall Art Exhibit program. Facilitate the Make Star Shine Fall and Spring projects. Manage the State Street and New Hope Adopt-A-Highway clean-up sections twice a year. Manage the Light Up Star Holiday Light Contest.

MEMBERS: 6

TERM: 3 years, 2 seats rotating every year on October 1

HISTORICAL COMMITTEE

PURPOSE: (LIST COMMITTEE MISSION STATEMENT)

MEMBERS: 6

TERM: 3 years, 2 seats rotating every year on October 1

TRANSPORTATION & PATHWAYS COMMITTEE

PURPOSE: The City of Star Transportation and Pathways Committee is an advisory group tasked with developing a safe pedestrian, bikeway and pathway master plan, which will be incorporated into future buildings in Star. The committee works closely with our transportation partners (Ada County Highway District, Idaho Transportation Department and Canyon County Highway District #4) in the development of a strategic plan to make our roadways safer for pedestrian and bicycle travel.

MEMBERS: 6

TERM: 3 years, 2 seats rotating every year on October 1

MAYOR'S YOUTH COUNCIL

PURPOSE: (LIST COMMITTEE MISSION STATEMENT)

MEMBERS: Unlimited

TERM: Open to ages 14-18

IMPACT FEE ADVISORY COMMITTEE

PURPOSE: The City of Star Impact Fee Advisory Committee advises the City on land use assumptions, reviews and monitors the Capital Improvements Plan, evaluates the implementation of development impact fees, and provides recommendations for updates or revisions. By offering written comments, periodic reports, and advice on needed changes, the Committee helps ensure that impact fees are fairly assessed, transparently managed, and aligned with Star's growth and infrastructure needs.

MEMBERS: 5

TERM:

City of Star Committee Member Information Form

Committee Name:

Member Name:

Date of Appointment: ____ / ____ / ____

Term Length:

Staff Liaison:

City Council Liaison:

Notes: