

**CITY OF SHAKOPEE**  
**BOARDS AND COMMISSION**  
**GUIDELINES FOR APPOINTMENTS AND OPERATION**

Purpose and Need for a Policy

It is the Council's desire to assure equal and open access to the selection process for all City Council appointed boards and commissions. The Council, therefore, sets up the following recruitment and selection process for members to all Council boards and commissions.

Policy

The boards and commissions, except Shakopee Public Utilities Commission, shall be advisory bodies to the City Council charged with the responsibility of researching, reviewing and making recommendations on related issues.

It is the policy of the City of Shakopee to obtain the best possible appointments for boards and commissions through a standardized recruitment and selection process.

SECTION A. APPOINTMENTS:

I. Qualifications and Procedures

- A. All persons making application to the City Council for a position on a board or commission shall be a resident of the City of Shakopee, except where the enabling resolution states otherwise.
- B. Persons interested in being considered for appointment or reappointment to a City board or commission shall complete an "Application for Council Advisory Board and/or Commissions" form furnished by the City.
- C. No person shall serve as a regular voting member on more than one board or commission that meets monthly or more frequently, except that the same person may serve on both the Board of Adjustment and Appeals and on the Planning Commission.
- D. When an individual's regular employment may potentially cause a conflict of interest with the normal items of business of a City board or commission, he or she shall divulge such possible conflict in writing prior to the consideration for appointment. Prior to making an appointment, the City Council shall determine whether or not such potential conflict of interest would preclude the appointment of the applicant.

- E. Anyone already holding an elective County, State or Federal office shall not be eligible to serve in a regular voting position on any of the boards or commissions.
- F. No permanent full-time or part-time City of Shakopee employee shall hold a regular voting position on any board or commission except employees may serve as ex-officio (non-voting) members.
- G. A diversity of professions and occupations should be represented on all boards and commissions and, as a general guideline, at no one time should one-third of any one board or commission be comprised of individuals of like professions or occupations.
- H. As a general guideline, the members of each board or commission should be comprised of members representing a wide range of civic groups and interests.

## II. Recruitment and Selection

Ninety days prior to the expiration of commission terms each year, the Council shall be advised of the pending vacancies and the attendance record of the individuals whose terms are expiring, should those individuals be eligible for reappointment. At that time the Council shall consider the reappointment of those individuals. Should the Council determine that the individuals merit reappointment, they will be contacted to determine if they wish to seek reappointment. Council will also announce the vacancies on the City commissions at least sixty days prior to the expiration of terms each year and applications will be accepted from all interested citizens of Shakopee.

Sixty days prior to the expiration of commission terms each year, a notice of the expiring terms shall be placed in the official newspaper, posted on the bulletin board at the Marquette Bank, Citizens State Bank, Post Office and Library (if a bulletin board exists) and sent to the Chamber of Commerce, Shakopee Jaycees, Lions, and any other local organizations the Council so desires.

Thirty days prior to the expiration of commission terms, a committee comprised of two Councilmembers and the Vice-Chair of the board/commission for which applications are being made, will meet to review all applications and interview applicants. If there is no Vice-Chair of the board/commission, or if the Vice-Chair is to be considered for reappointment as a board/commission member, the Mayor shall make an appointment of an individual who is knowledgeable about the position being filled, but who is not Vice-Chair.

Incumbent members whose terms are expiring and who wish to seek reappointment may choose to be interviewed if they so desire. The qualifications of the members of the commissions shall be those that, in the judgment of the committee, are representatives of the Community and are qualified by training, experience and interest for the fulfillment of the commission's responsibility. The committee shall recommend all qualified candidates per position to the Council for consideration.

### III. Nominations and Appointments

Nominations and appointments shall be made annually by the Council in February, pursuant to Resolution No. 2206, A Resolution Setting Forth City Council Procedural Policy on Appointments to City Boards and Commissions. (Pursuant to Resolution 2559, Appointments to Shakopee Public Utilities Commission shall be made in January and shall become effective April 1st.)

#### SECTION B: OPERATIONS:

This section pertains to the operations of various advisory boards and commissions of the City of Shakopee. The Shakopee Public Utilities Commission is not advisory and does make its own policy, which it deems in the best interest of the community.

#### I. Attendance

- A. Should a board/commission member be unable to attend a meeting, it shall be his/her responsibility to contact City staff 24 hours in advance of the scheduled meeting date. Failure to do so shall count as a unexcused absence.
- B. Attendance at the meetings of these advisory bodies is critical to their effectiveness; therefore, one unexcused absence, three consecutive excused absences, or absence at more than 25% of the meetings in a six month period will cause the board/commission chairperson to review the nature of the absences with the member and, pending the outcome of that review, it may be necessary for the chairperson to forward a recommendation to the board/ commission as a whole for discussion and recommendation to the City Council that the member of the board/ commission be removed for poor attendance.
- C. Individual boards/commissions may grant extended leaves not to exceed 6 months in length at the request of a board/commission member; provided, however, that the board/commission is comprised of six or more members. During the extended leave the vacated seat shall not apply to the quorum requirements of the board or commission.

#### II. Terms of Office

All members shall be appointed for the term stated in the City Code or in the enabling resolution establishing the board or commission; however, said term may be terminated early by the Council. A member serving on a board or commission that meets monthly or more frequently may serve a maximum of three (3) consecutive terms. For purposes of this policy, an incumbent at the time of writing of this policy shall be considered to be serving his/her first term and shall be eligible for two additional terms. Any person appointed to fill the remainder of a term shall be eligible for three terms, beginning on his/her next appointment date.

#### III. Compensation

There is no statutory provision for compensation to volunteers serving on municipal boards and commissions. The City will however, pay for training workshops, mileage, meals and lodging for members attending budgeted board/commission functions.

#### IV. Orientation Program

It is in the best interest of the City to provide basic information to all board/commission members about the City, the purpose and responsibility of the board/commission, and additional information to help the member to perform intelligently in his/her position. The City will, therefore, conduct an annual orientation program for all board/commission members appointed since the last orientation program.

Members appointed to a board/commission in the middle of the year (because of a resignation) shall meet with the Department Head staffing the board/commission prior to assuming his/her position. This member will also be expected to attend the next annual orientation program.

Members not attending an annual orientation meeting during their first two years of services may be removed by the Council.

#### V. Annual Board/Commission Organizational Meeting

In March the members of a board/commission shall elect a Chairperson from among its appointed members for a term of one year and they may create and fill such other offices as they may determine. No member shall serve as Chairperson until after he/she has served one full year on the board/commission unless there is no member with one year experience. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the Statutes or City Code; with one exception, when an extended leave is granted by a board/commission, the vacated seat shall not apply to the quorum requirements of the board/commission. A record shall be kept of all transactions and findings which record shall be a public record.

Adopted by Res. No. 2847, 12-15-87  
Amended by Res. No. 3919, 12-21-93  
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Amended by Res. No. 5818, 11-26-02