

CITY OF SHAKOPEE

POLICY FOR APPOINTMENT AND OPERATION OF BOARDS AND COMMISSIONS

1. Purpose:

This policy establishes consistent procedures and standards for the appointment of individuals to all city boards and commissions, and applies to individuals serving on city boards and commissions appointed by the Shakopee City Council. This policy does not apply to temporary or ad hoc committees or to appointments made by the council to external boards, commissions or committees.

This policy supersedes all other policies on boards and commissions including Administrative Policy No. 164 and Resolutions No. 2847, 3919 5697 and 5818.

2. Duties of Boards and Commissions:

All boards and commissions shall act in an advisory capacity to the city council with the exception of the Shakopee Public Utilities Commission (SPUC), and the Board of Adjustment and Appeals which is a quasi-judicial body.

3. Qualifications and Restrictions:

a. Applicants shall be a resident of the City of Shakopee.

b. No person shall serve as a regular voting member on more than one board or commission, except that the same person may serve on both the Board of Adjustment and Appeals and on the Planning Commission.

c. Any conflict of interest between an applicant and their proposed role as a member of a board or commission shall be divulged in the application process. A failure to do so may result in expulsion.

d. Persons currently holding any elective municipal, county, state or federal office shall not be eligible to serve in a regular voting position on any board or commission. If a sitting board or commission member is elected mayor or to city council, that sitting member shall resign their board or commission position prior to swearing in and accepting the position as a mayor or councilmember.

e. City employees (part-time or full-time) are not eligible to serve on a city board or commission, unless serving in an advisory and/or ex officio (non-voting) capacity.

h. Applicants shall indicate which board or commission they are interested in on their application. If interested in more than one, applicants shall indicate an order of preference.

4. Selection Process:

a. During the first week of January, a notice inviting applications for the City of Shakopee Boards and Commission shall be placed in the official newspaper, online (website and social media), and emailed to city email subscribers. Potential members will have approximately three weeks to apply with all applications to be due no later than 4:30 pm on the last Friday in January.

- b. Persons interested in appointment or reappointment to a city board or commission shall complete a City of Shakopee Boards & Commissions application as provided by the city on its website.
- c. Applications shall be received by the city clerk on or before the advertised deadline. Late or incomplete applications will not be considered. All applications will be held by the clerk for a period of one year.
- d. City staff will screen all applications for residency and other requirements.
- e. In February, city staff will coordinate interviews with the Interview Committee for all applicants (including incumbents) who have successfully satisfied the staff screening requirements.
- f. The Boards and Commissions Interview Committee shall be appointed by the mayor and confirmed by the City Council and shall consist of two city councilmembers and the vice-chair of the board/commission for which applications are being made. If there is no vice-chair, or if the vice-chair is to be considered for reappointment as a board/commission member, then a member selected by the board or commission in question shall sit on the interview committee.
- g. The qualifications for service on a board or commission shall be those that in the judgement of the interview committee are representative of the community and are qualified by training, experience, and interest for the fulfilment of the board/commission's responsibility. The interview committee may elect to submit more applicants than the number of available positions if it determines the candidates are qualified. If the interview committee feels that particular candidates who were not recommended for selection would be viable alternates to serve in case of vacancy, they may note those applicants to the city clerk as part of their report.
- h. If the interview committee does not agree which candidates to forward to City Council for a particular board or commission, all candidates for that board or commission shall be forwarded to city council for selection and approval. Any member of the City Council may then nominate an individual, or a slate of candidates for action. Votes will be taken as with any other motion of the City Council until all vacancies are filled.
- i. City council has the ability to approve any of the candidates submitted to them by the interview committee.
- j. On the day following council action, the city clerk shall notify each applicant of the council's appointment decision. Letters will subsequently be mailed to each individual appointed to a board or commission stating the name of the board to which they have appointed, the name of the staff liaison for their board, and any other pertinent information relevant to the position and shall include a copy of the current "City of Shakopee Boards and Commissions Manual" which will cover responsibilities of board members as well as information on ethics, conflicts of interest and open meetings requirements.
- k. The city clerk shall also prepare and mail letters to those not selected for service to express the council's appreciation for their willingness to serve the City of Shakopee and to encourage them to volunteer in other areas of the community.

5. Terms of Office

- a. Residents are appointed at the pleasure of the Shakopee City Council, and can be removed or replaced at any given time by the same.
- b. Terms of office for all boards and commissions are for three years, except for the Planning Commission/Board of Adjustment and Appeals which have a term of four years.
- c. Terms shall be limited to three consecutive full-terms.
- d. Occasionally, a member may be unable to finish their term, may voluntarily resign, or may be removed by council prior to the expiration of their term. In such cases, the vacant position may be filled by the city council with a mid-term appointee who will serve out the remainder of the unexpired term. In such a case, the interview committee shall refer any qualified applicants from the current year kept on file with the city clerk for council action. No interview is required absent a lack of qualified applicants on file with the city clerk, which would necessitate a new solicitation and interview process.

6. Attendance:

- a. The council is appreciative of the dedication and contribution of those willing to donate their time to community service. Any decision reached by a City of Shakopee board or commission has an impact on the community as a whole. Board and commission members are required to maintain regular attendance. Members who cannot attend a meeting should inform the staff liaison 24 hours in advance of the scheduled meeting.
- b. Any member of a board or commission who is absent 1) from more than two consecutive regular meetings, or 2) twenty-five percent (25%) of the regularly scheduled meetings during the twelve month period immediately preceding and including the absence in question without explanation acceptable to a majority of the other members shall have their name forwarded to the city council for action to remove them from their position.

7. Compensation

Members serving on municipal board and commissions are not normally monetarily compensated except for SPUC and the Planning Commission which may provide a stipend. The City of Shakopee will however pay for training workshops, mileage expenses, and meals/lodging for members attending budgeted board/commission functions. SPUC shall be responsible for all payments to SPUC members.

8. Orientation Program

Newly appointed members should make every effort to become as familiar as possible with all aspects of their particular board/commission. The city will provide basic information to all board/commission members about the city, the purpose and responsibility of the board/commission, and additional information to assist members in the performance of their duties.

9. Organizational Meeting

At the first board/commission meeting following city council approval of new members, an organizational meeting of each board/commission will be held. At this meeting, new/reappointed

members shall take an oath of office, and elect a chairperson from among its body. No member shall serve as chair until he or she shall have served for one full year on the board/commission. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the state statutes or city code. A record shall be kept of all transactions and findings. A verbatim transcript is not required.