

Memorandum

To: Library and Community Services Commission
Traffic and Transportation Commission

Cc: Cary Ann Siegfried, Library and Community Services Director
Gary Petersen, Public Works Director

From: Christopher Callihan, City Attorney

Date: April 7, 2017

Re: Proposed Uniform Bylaws for Commissions, Committees, and Boards

Recommendation

The Library and Community Services Commission and the Traffic and Transportation Commission are asked to review the attached proposed Uniform Bylaws and to provide any feedback on the proposed Uniform Bylaws. Any feedback provided will be forwarded to the City Council for their consideration when they next consider the proposed Uniform Bylaws.

Discussion

Currently, all of the City's commissions, committees, and boards conduct their meetings pursuant to bylaws approved by the City Council. While the different bylaws are mostly consistent, there are some differences among them. To facilitate uniform administration and uniform practice in the conduct of meetings, a set of Uniform Bylaws is proposed. The Uniform Bylaws have been considered by the City Council, but no action was taken pending input from the City's Commissions.

One item to highlight is the process for assumption of the position of Chairperson if that position becomes vacant. Currently, in the event the Chair position becomes vacant, the Vice Chairperson automatically becomes the Chairperson for the remaining term of office. To provide additional opportunities at the commission, committee, and board level, Section 7 of Article 1 of the proposed

Memorandum

April 7, 2017

Page 2

bylaws has been revised to allow the Vice Chairperson to automatically assume the Chairperson position or to nominate another member to become Chairperson (the underlined text are additions made after the City Council's initial consideration):

"Section 7. If the office Chairperson becomes vacant, the Vice Chairperson shall automatically become Chairperson for the Chairperson's remaining term of office. Alternatively, the commission, committee, or board may select a successor from its membership to assume the office of Chairperson. The period of time during which the Vice Chairperson assumes the office of Chairperson will not be counted toward the maximum term of office under Section 6, above. If the office of Vice Chairperson becomes vacant, the Commission, committee, or board will select a successor from its membership at the next regular meeting and such election will be for the existing Vice Chairperson's remaining term of office. The period of time during which a Commissioner or committee member or board member assumes the role of Vice Chairperson will not be counted toward the maximum term of office under Section 6, above. A minimum of four votes is required for electing each position under this Section."