

## RESOLUTION NO. 7472

### RESOLUTION ADOPTING STANDARD POLICIES AND PROCEDURES RELATING TO POLICY ADVISORY BOARDS, COMMISSIONS AND OTHER ADVISORY BODIES.

**WHEREAS**, the Governing Body of the City of Lawrence, Kansas is committed to the work of the strategic plan, efficient and effective processes, effective governance, and professional administration; and,

**WHEREAS**, on \_\_\_\_\_, 2023, the Governing Body adopted Ordinance No. 9678 creating and establishing Policy Advisory Bodies to serve in an advisory capacity to the Governing Body on assigned areas of municipal policy; and,

**WHEREAS** the Governing Body wishes to establish standard policies and procedures for its Policy Advisory Boards, Commissions, and other advisory bodies.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS, AS FOLLOWS:**

**SECTION 1.** The Governing Body hereby adopts this policy to direct the operation and conduct of its Policy Advisory Boards, Commissions, and other advisory bodies.

**A. Policy Statement**

It is the policy of the Governing Body that the following provides general rules for the conduct of Policy Advisory Boards, Commissions, and other policy advisory bodies. Except where an appropriate statute, ordinance, regulation, or binding agreement would make other requirements, to wit:

**(1) Appointments.**

The Mayor, with the advice and consent of the City Commission, will appoint members of Policy Advisory Boards, Commissions, and other policy advisory bodies. City Commissioners are encouraged to suggest names for consideration to the Mayor when vacancies occur.

**(2) Membership.**

Appointments to Policy Advisory Boards, Commissions, and other policy advisory bodies are subject to the rules outlined in resolutions, ordinances, or statutes creating each body's structure, including any mandatory member qualifications, and the following:

- a. Appointees shall serve in no more than two City appointed positions at a time.
- b. Appointees must reside or own a business within City Limits.
  - i. Exceptions to this may be made from time to time, in which case the reason for the appointment should be stated.

**(3) Recruitment.**

- a. The City Commission, Advisory Body Members and the City Manager are encouraged to actively recruit qualified members to apply and have a duty to focus on our commitment to equity and inclusion and ensure representation and participation for all.
- b. Formal recruitment process that includes an active solicitation period, and posting of vacancies to City's website, agendas, and social media accounts.

**(4) Term of Appointment.**

- a. A limit of two (2) consecutive three (3) year terms.
- b. When a member is appointed to an unexpired term or a term that is less than a full term, the member shall serve the remainder of the unexpired term.
- c. Service of a partial term lasting 12 months or more is considered a full term.

**(5) Vacancies.**

- a. The Mayor, with the advice and consent of the City Commission, may ask members to retain their position at the expiration of the term until a replacement is appointed.
- b. The City Commission has a duty to fill vacancies in a timely manner.
- c. A position is considered vacated if the member:
  - i. Fails to maintain the qualifications of office.
  - ii. Fails to attend 70% of scheduled meetings in a fiscal year.

**(6) Review of Applicants.**

The Mayor shall include the following criteria when reviewing applicants:

- a. Focus on potential conflicts of interest and compliance with decorum, communications, and norms of conduct.
- b. The city's goals related to diversity, equity, and inclusion, the duties and purpose of the individual body, and any membership requirements.

**(7) Communications.**

- a. Policy Advisory Boards, Commissions, and other policy advisory bodies receive direction from the City Commission via the City's Strategic Plan, assigned work priorities, or other specific direction the Commission may provide.
- b. Policy Advisory Boards, Commissions, and other policy advisory bodies make recommendations to the City Commission through approved minutes, work plans, progress reports, or formal recommendations.
- c. Policy Advisory Boards, Commissions, and other policy advisory bodies do not have the authority to direct the City Commission or staff to act and do not have an operational role in the work of the city outside the scope of their specific purpose.

- d. Chairs of Policy Advisory Boards, Commissions, and other policy advisory bodies communicate with the Staff Liaison on matters related to the advisory body's operations and agenda.

**(8) Rules of Procedure.**

Policy Advisory Bodies shall follow the meeting rules and procedures as outlined in Resolution No. 7451.

**(9) Training.**

The City shall establish an onboarding program for members appointed to Policy Advisory Boards, Commissions, and other policy advisory bodies. The onboarding program and training must be completed within three months of appointment. There shall be a biennial review for all members. Those who do not complete the required training will forfeit their appointed position. The onboarding program shall include, but not be limited to, the following:

- a. Training on the Kansas Open Meetings Act (KOMA) and the Kansas Open Records Act (KORA)
- b. The City's procedures, processes, requirements, and expectations for advisory board members
- c. Purpose and focus areas of the body.
- d. City's Ethics policy
- e. City's Strategic Plan
- f. Diversity, equity, and inclusion training

**(10) Duties.**

The following positions have responsibilities, as identified, for the advisory body they serve.

- a. The Chair, or Presiding Officer, has the following duties:
  - i. Serve as a meeting facilitator.
  - ii. Maintain decorum.
  - iii. Ensure public participation.
  - iv. Operate meetings fairly and impartially.
  - v. Ensure discussion is germane to the issue presented.
  - vi. Maintain communication with the staff liaison.

- vii. Address member attendance issues
- b. All Board Members have the following duties:
- i. Ensure the quorum is met utilizing regular and punctual attendance.
  - ii. Be prepared and participate.
  - iii. Abide by the rules of procedure policy and the ethics policy.
  - iv. Notify Staff Liaison of absences in a timely manner.
  - v. Keep contact information up to date.
  - vi. Complete required training
- c. Staff Liaison has the following duties:
- i. Serve as the primary contact with the advisory body for the City Commission
  - ii. Answer questions of order in accordance with the City's rules and procedures
  - iii. Prepare agenda in collaboration with the Chair or Presiding Officer
  - iv. Keep the Chair, or Presiding Officer, informed of attendance issues.
  - v. Prepare the minutes for the board's review and approval; provide them to the City Commission and make them available to the public.
  - vi. Train new members
  - vii. Respond to disruptions at meetings.

**(11) Norms.**

Members of Policy Advisory Boards, Commissions, and other policy advisory bodies are subject to the following standards:

- a. Members should treat each other with respect.
- b. Members are encouraged to share their experience and knowledge with new members.
- c. Members should not use language or actions that a reasonable person would find humiliating, intimidating, hostile, or offensive.
- d. Members should treat all staff with respect, as professionals.

- e. Members should be mindful of debating the merits of staff's professional judgment. Disagreements should be directed to the Staff Liaison or the City Manager if the Staff Liaison is subject to the disagreement.
- f. Questions and/or requests for additional information should be directed to the Staff Liaison.
- g. Requests for staff to attend a meeting should be directed to the Staff Liaison and approved by the City Manager or designee.
- h. Members may not attend staff meetings unless requested by the City Manager or Staff Liaison.
- i. Members must not attempt to pressure or influence workloads, schedules, or department priorities absent the approval of the City Manager and only then upon an action of the majority of the City Commission.
- j. Criticism of staff, including the Staff Liaison, should be made in private to the City Manager or designee.
- k. Members should not unilaterally offer testimony as a representative of the city on state or federal legislative matters or rule making processes or engage in lobbying of state or federal elected officials. Can recommend the City Commission support or oppose measures.
- l. Members do not have budget responsibilities or oversight responsibilities – that is the obligation of the Commission, City Manager, and staff.
- m. Members are not responsible for the drafting of Ordinances. Ordinance drafting should commence with the City Attorney's Office.
- n. Members must annually file a statement of substantial interest.
- o. Members must disclose any conflicts of interest.
- p. Members should speak with one voice, understanding:
  - i. The board has authority as a body, not as individual members.
  - ii. Once a decision is made, it is the will of the majority, thus the will and decision of the board.

**(12) Ethics Policy.**

Members of Policy Advisory Boards, Commissions, and other policy advisory bodies shall follow the ethics and professional conduct policy as outlined in Resolution No. 7346.

**SECTION 2.** Effective \_\_\_\_\_, 2023, existing Resolution No. 7224 is hereby repealed in its entirety.

**SECTION 3.** After adoption by the Governing Body, this Resolution shall be in full force and effect commencing \_\_\_\_\_, 2023.

**ADOPTED** by the Governing Body of the City of Lawrence, Kansas, this \_\_\_\_ day of May 2023.

**APPROVED:**

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Lisa Larsen  
Mayor

**ATTEST:**

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Sherri Riedemann  
City Clerk

**APPROVED AS TO FORM:**

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Toni Wheeler  
City Attorney