

## **DRAFT COUNCIL POLICY**

### **Board/Commission Appointment Process**

#### **Planning Commission/Board of Appeals and Adjustments**

The Planning Commission shall be composed of seven (7) members appointed for a term of two (2) years. Terms for Planning Commissioners shall expire in March of each year when a successor is qualified. Vacancies occurring at the end of a term or during a term shall be filled by mayoral appointment, which a majority of the entire City Council shall confirm no less than ten (10) days following written notice to the Council of an appointment. Members may be removed by the mayor if the removal is confirmed by a majority vote of the entire City Council. The mayor shall appoint a Chair from among the members. At least two (2) members must reside in each council election ward during the term of their appointment. Current members who move from the council election ward they were appointed to shall be allowed to complete their term with the approval of the Mayor and the two (2) Councilmembers from the council election ward they moved from. A Board Member/Commissioner may serve no more than three 2-year terms unless agreed upon by consensus of a majority of the City Council. In the event a candidate cannot be identified from a ward a resident from outside that ward may be appointed to serve at large for one 2-year term upon consensus of the majority of City Council. Should a Commissioner move outside the City their term shall end immediately. It shall adopt rules for the transaction of its business and such rules may include provisions for the giving of oaths to witnesses and the filing of written briefs by the parties. The Commission shall provide a public record of its proceedings which include the minutes of its meetings, its findings, and action taken on each matter heard by it, including the final recommendation. The meeting of the Planning Commission shall be held at the call of the Chair and at such other times as the Commission in its rules of procedure may specify.

#### **Traffic Commission**

*Membership.* The traffic commission shall be composed of seven members appointed for a term of two years. Terms for traffic commissioners shall expire in March of each year when a successor is qualified. Vacancies occurring at the end of a term or during a term shall be filled by mayoral appointment, which a majority of the entire city council shall confirm no less than ten days following written notice to the council of an appointment. Members may be removed by the mayor if the removal is confirmed by a majority vote of the entire city council. The mayor shall appoint a chair at large from among the members. At least two members must reside in each council election ward during the term of their appointment. Current members who move from the council election ward they were appointed to shall be allowed to complete their term with the approval of the mayor and the two councilmembers from the council election ward they moved from. A Board Member/Commissioner may serve no more than three 2-year terms unless agreed upon by consensus of a majority of the City Council. In the event a candidate cannot be identified

from a ward a resident from outside that ward may be appointed to serve at large for one 2-year term upon consensus of the majority of City Council. Should a commissioner move outside the city their term shall end immediately.

## **Park Board**

*Membership.* The park board shall be composed of seven members appointed for two-year staggered terms. All park board members' terms shall expire in March of each year when a successor is qualified. Vacancies occurring at the end of a term or during a term shall be filled by mayoral appointment, which a majority of the entire city council shall confirm no less than ten days following written notice to the council of an appointment. At least two members must reside in each council election ward during the term of their appointment. Current members who move from the council election ward they were appointed to shall be allowed to complete their term with the approval of the mayor and the two councilmembers from the council election ward they moved from. A Board Member/Commissioner may serve no more than three 2-year terms unless agreed upon by consensus of a majority of the City Council. In the event a candidate cannot be identified from a ward a resident from outside that ward may be appointed to serve at large for one 2-year term upon consensus of the majority of City Council. Should a commissioner move outside the city their term shall end immediately.

## **Natural Resources Conservation Board**

*Resolution 01-88 adopted May 17, 2001 established the NRCB; the policy outlined structure:*

a. The Natural Resource Conservation Board will be comprised of eleven members; three representing each council ward, a member representing the Park Board, and a member representing the former Citizen's Environmental Committee. Three City Council Members will service as ex-officio members of the Board. Blaine residents as well as non-resident taxpayers are eligible to serve on the Board. If a Board member moves from the council election ward they were appointed to, they shall be allowed to complete their term with approval of the Mayor and two Councilmembers from the council election ward they moved from. If a current Board member moves outside the City, their term shall end immediately.

b. Board members will serve three two-year terms expiring in March.

c. Board members may be reappointed to additional terms.

d. In the event a candidate cannot be identified from a ward a resident from outside that ward may be appointed to serve at large for one 2-year term upon consensus of the majority of City Council.