

# BOARD OF ALDERMEN

ITEM NO. C(5)

## AGENDA ITEM ABSTRACT

MEETING DATE: December 2, 2008

**TITLE:** Request to Adopt an Ordinance Amending the Town Code Provisions Relating to Advisory Boards and Revisions to the Guidelines for Selecting Advisory Board and Commission Members

<b>DEPARTMENT:</b> Town Attorney/Town Clerk	<b>PUBLIC HEARING:</b> YES or NO <input checked="" type="checkbox"/>
<b>ATTACHMENTS:</b> A. Ordinance B. Guidelines for Selecting Advisory Board and Commission Members	<b>FOR INFORMATION CONTACT:</b> Mike Brough, 929-3905 Sarah Williamson, 918-7309

### PURPOSE

Pursuant to Board direction on November 11, 2008, the town staff has prepared the attached amendment to the Town Code amendment relating to advisory boards and revised the Guidelines for Selecting Advisory Board and Commission Members.

### INFORMATION

The Board of Aldermen at its meeting on November 11, 2008 discussed advisory board appointments and training for advisory board members. The town staff was given the following direction at that meeting:

1. Staff should proceed with the creation of an advisory board training video.
2. Staff shall provide at least a monthly update on advisory board vacancies (staff's proposal is that this would be contained in a Board-Manager Memo).
3. The Advisory Board Appointment Guidelines be amended to state that advisory board appointees appointed to unexpired terms of 6 or fewer months will be simultaneously appointed to the following 3 year term.
4. Staff shall create materials for chair training.
5. Staff shall prepare a common set of bylaws for use by all advisory board to include procedural rules and email use.
6. That the Guidelines for Selecting Advisory Board Members be amended to state that advisory board chairs shall complete the Summary of Applications form only—not the Applicants Recommended for Appointment form.

7. That advisory board minutes include the advisory board name, the date and time of the meeting, the location of the meeting and members in attendance, in addition to the items on the agenda, a synopsis of discussion points, actions taken and next steps.
8. Advisory board members may serve as chair for only two years.
9. That Board of Aldermen liaisons for the Parks and Recreation Commission and Human Services Commission shall be non-voting members.

Town staff has prepared the necessary Town Code amendments and revised the Guidelines for Selecting Advisory Board and Commission Members. The remaining items are on the staff's work plan.

#### **FISCAL AND STAFF IMPACT**

None

#### **RECOMMENDATION**

The town staff recommends adoption of the attached ordinance and approves the revised Guidelines for Selecting Advisory Board and Commission Members.