

CHAPTER 2.24 COMMITTEES

SECTION:

2.24.005: Purpose And Procedure

2.24.010: Formation And Function of Joint Committees

2.24.020: Formation And Function of Legislative Committees

2.24.030: Formation And Function of Executive Committees

2.24.005: PURPOSE AND PROCEDURE:

- A. Intent And Purpose: It is the intent and purpose of this chapter to encourage citizen involvement and obtain citizen advice and input. Citizens are encouraged to share their opinions and expertise by joining any committees organized by the city.
 - a. Any committee formed and organized by the city shall have an appointment chairperson. The chair may invite interested individuals to share their experience and advice with the committee, after consulting with the appropriate city official or their designee.
 - b. All committees established pursuant to this chapter have no authority to bind the city or impose any conditions on the city or its citizens and are not vested with the authority to make decisions regarding the public's business.
- B. Rules Of Procedure: The committees shall operate in accordance with "Robert's Rules of Order" unless the committee develops rules of procedure that are approved by the city administration.
- C. City Staff Support: The mayor may provide the committee with such administrative staff support and materials as deemed necessary to assist in carrying out the duties and responsibilities of each committee.
- D. Limit Of Membership: Membership, subject to the appointment process set forth herein on any committee shall be limited to the city residents or qualified individuals who have demonstrated an interest in promoting the welfare of the city.
 - a. An appointment with a committee shall expire if a member misses more than three (3) meetings without reason.
 - b. If a member's term expires, that member may reapply at a future date; however, the opening on the committee may or may not still be available.
- E. Meetings: The committees shall set their own meeting schedule. Committee meetings shall be open to the public. (Ord. 13-33, 12-4-2013)

2.24.010: FORMATION AND FUNCTION OF JOINT COMMITTEES:

- A. The City Council and the mayor may form joint committees by joint resolution (e.g., Ordinance Review Committee). Said resolution shall state that the committee is a joint committee being formed pursuant to this chapter, the name of the committee, the duties and responsibilities of the committee, whether the committee is an ongoing or special purpose committee, and if it is a special purpose committee, its duration.
- B. A chair and vice chair, as well as members of the committee, shall be appointed and removed by the mayor or the chair of the City Council, with the advice and consent of the City Council. Other than a special purpose committee, the chair and vice chair shall serve a one-year term. If at the end of the one-year term, the committee members vote to continue with the same chair and vice chair, those individuals may be reappointed by the mayor, with the advice and consent of the City Council.
- C. Members of joint committees who are appointed by the mayor may be removed by the mayor at any time without cause. Members of joint committees appointed by the City Council may be removed by the City Council at any time without cause. In the case of removals or vacancies for other causes, such vacancy shall be filled by the appointment process previously set forth herein.
- D. Joint committees shall have appointed thereto a City Council member to serve as an advisor. Appointment and removal of such advisor shall be made by the chair of the City Council. (Ord. 13-33, 12-4-2013)

2.24.020: FORMATION AND FUNCTION OF LEGISLATIVE COMMITTEES:

- A. In addition to the committees created by this chapter, the City Council may establish legislative committees by resolution to assist, provide counsel and investigate the conduct of any officer, department, or agency of the city or any matter relating to the welfare of the city. Appointment to such legislative committees shall be made by the chair of the City Council with advice and consent of the City Council. Legislative committees shall report to, and coordinate with the City Council or its designee, and shall have such power of inquiry as the Council deems necessary.
- B. A chair and vice chair, as well as members of the committee, shall be appointed and removed by chair of the City Council, with the advice and consent of the City Council. The chair and vice chair shall serve a one-year term. If at the end of the one-year term names can be recommended and submitted to the City Council and appointed with the advice and consent of the City Council.
- C. Members of legislative committees may be removed at any time by the City Council without cause. In the case of removals, or vacancies for other causes, such vacancy shall be filled by the appointment process previously set forth herein.
- D. Legislative committees shall have appointed thereto a City Council member to serve as an advisor. Appointment and removal of such advisor shall be made by the chair of the City Council. (Ord. 13-33, 12-4-2013)

2.24.030: FORMATION AND FUNCTION OF EXECUTIVE COMMITTEES:

- A. The mayor may establish executive committees by executive order to assist and provide counsel. Appointment to such executive committees shall be made by the mayor with advice and consent of the City Council. Executive committees shall report to, coordinate with, or have a city liaison through the mayor or their designee who shall also serve as the advisor to the committee.
- B. A chair and vice chair shall be appointed and removed by the mayor with the advice and consent of the City Council. The chair and vice chair shall serve a one-year term. If at the end of the one-year term the committee members vote to continue with the same chair and vice chair, those individuals may be reappointed by the mayor, with the advice and consent of the City Council.
- C. Applicants to these committees are required to fill out a volunteer application form. Once completed, the application will be given to the mayor for initial review and approval for further consideration by the committee chair. If the committee chair finds the appointment is in the best interest of the committee and city, the mayor may recommend the applicant to the City Council for appointment to the committee.
- D. Some committees may have membership capacity limits for specified reasons. If an applicant's committee of choice is full, that applicant will be asked to consider appointment with a different committee and/or asked if the applicant would like to keep their application on file in case a spot opens on the committee of choice.
- E. Members of executive committees may be removed by the mayor at any time without cause. (Ord. 13-33, 12-4-2013)