


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 300-06	HISTORY	
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SUBJECT: POLICY GOVERNING CITIZEN BOARDS AND COMMISSIONS

PURPOSE: To establish a procedure for appointments to citizen boards and commissions, guidelines for their operation, and clarification of relationships between appointed citizen boards and commissions, the City Commission, and City staff.

POLICY:

A. Appointments

1. Names of persons willing to serve on citizen boards or commissions shall be garnered by advertising and/or by collecting suggestions from citizen board and commission members, the Mayor, individual commissioners, the City Manager, or City staff. Each individual interested in serving shall complete a Personal Information Form and submit it to the City Clerk.
2. The City Clerk's Office will serve as staff to the Committee on Appointments, will maintain a record of all citizen boards and commissions, and will notify the appropriate appointing authority whenever any vacancies occur. It will be the responsibility of the Committee on Appointments to circulate Personal Information Forms among City Commission members and advise the City Clerk of any appointments to be made. The City Clerk's Office will advertise citizen boards and commissions service opportunities at least once each year.
3. All appointments shall be made via a resolution recommended by the Committee on Appointments and adopted by the full City Commission.

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4. All appointments shall be for a limit of six (6) years, or two (2) consecutive terms, whichever is longer for the following committees:

Automobile Parking Advisory Commission
Cable Television Advisory Forum
Community Relations Commission
Construction Code Board of Appeals
Economic Development Corporation
Historic Preservation Commission
Housing Appeal Board
Local Officers Compensation Commission
Parks and Recreation Advisory Board

Appointments to the following shall be for a limit of three (3) consecutive terms:

City Planning Commission

When a member has reached the service limitation, a period of twelve (12) months must pass before he/she is eligible for reappointment to that same citizen board or commission. All other Citizen Boards and Commissions not listed herein shall have no term limits.

5. The City Commission shall appoint residents of the City whenever possible, and shall strive to have a total membership on citizen boards and commissions that represents the three wards, as well as the racial, ethnic, and gender composition of the community.

B. Guidelines for Operations

1. Members of citizen boards and commissions are expected to attend meetings on a regular basis. **Three consecutive absences, or five absences within one calendar year may constitute sufficient reason for the affected citizen board or commission to recommend to the Committee on Appointments removal of a member with such an attendance record.** Boards meeting on an on call basis could make a similar recommendation when it is determined by staff and the board that the excessive absence of a member is detrimental to the function of the board.
2. Staff shall provide an orientation for all new citizen board and commission members that includes a review of enabling legislation for that board or commission, Robert's Rules of Order, historical perspectives on work of the board or commission, and any other material appropriate to the work of that board or commission.

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3. Citizen board members may receive reimbursement of parking for meetings.
 4. The Committee on Appointments shall meet with citizen boards and commissions, as necessary, to discuss their role and purpose, current issues, relationship to the City Commission, or other matters as deemed necessary.
 5. Each citizen board shall submit an annual report to the City Commission.
 6. The City Commission shall host a recognition event annually to honor citizens who have retired from boards and commissions during the previous year, and to award them certificates of appreciation for their service.
- C. Relationship Between Citizen Boards and Commissions, the City Commission, and City Staff
1. During orientation, these relationships shall be discussed as stated below or as stipulated by the enabling ordinance or resolution for a particular board or commission.
 2. The City Commission establishes citizen boards and commissions as they are needed to review City programs, provide citizen input and recommendations on City projects, and assistance on program review.
 3. It is important to distinguish between those roles stated above and the role of the City Commission in determining what shall be City policy as to what services and programs the City shall provide and how they shall be provided.
 4. It is not the role of citizen boards and commissions to give work direction to City staff. Staff is provided to a board or commission with the stipulation that they provide necessary information rather than receive directives from the board or commission to perform work which may infringe on, or conflict with, other staff activities.