



**City of St. Marys**  
**Boards, Authorities, Commissions and Standing Committees**  
**Appointment and General Policies**  
**July, 2016**

**This document is intended to supplement, not replace, requirements of Boards, Authorities, Commission or Standing Committees addressed in City Ordinances. For details see the City of St. Marys Code of Ordinances, Section 4-103. - Boards and Commissions. (Attachment C)**

Purpose: The purpose of this policy is to establish a process that enhances the current notification, announcement and selection for appointments to Boards, Authorities, Commissions and Standing Committees by the City Council and to clarify general policies related to these entities.

Goal: The goals of this policy are:

- 1) To augment the current mechanisms to inform citizens of opportunities to serve
- 2) To create a structured process to seek appointments
- 3) To create a process to select qualified individuals with a willingness and commitment to serve
- 4) To promote diversity in the composition of the entities also known as citizen boards.

Application and Appointment Procedure:

1. The City Clerk, as the official keeper of records, shall be responsible for maintaining and keeping current reports as to Boards, Authorities, Commissions and Standing Committees vacancies.
2. The City Clerk shall be responsible for the notification to the Mayor and Council of its need to announce pending vacancies. Multiple venues will be used to accomplish timely notification, including the official legal organ and the City website.
3. Since many citizens utilize the city website to obtain information, the City Clerk in conjunction with the entity Chairs and/or their representative and the IT Department, will ensure that the website contains current and accurate information relative to the available positions, members currently serving, length of time in the position, and when each term is expiring. (See Attachment A for details and additional information.)
4. The city encourages all interested persons to attend one or more meetings of an entity for which they are seeking appointment prior to applying.
5. Utilizing the most currently approved application form, an individual seeking appointment or reappointment must submit the completed form to the City Clerk. The closing date for the acceptance of applications will be established by the City Clerk. The closing date will normally be 5:00 p.m. on the Wednesday prior to the Monday City Council meeting. When an individual

is seeking reappointment, the Chair or designated individual will ensure a two-year attendance report is available to Council for use during the decision making process..

6. Although there is no formal interview process, applicants may be contacted by City Council members if additional information is desired prior to making a selection. In addition, applicants are encouraged to attend the City Council meeting when the appointment decision is scheduled.
7. The City Council shall appoint an individual from the names submitted or may postpone any action or re-open the process by voting to do so. Normally the time period to advertise and accept applicants when a position is re-opened shall be 30 days.
8. Individuals selected to serve will be notified in writing by the City Clerk and are required to attend an Open Records/Open Meetings Session conducted by the City Clerk or other State of Georgia approved instructors. These sessions are conducted locally every six months during the months of April and October. If an applicant has attended a session within six (6) months of applying, this requirement is considered to have been met.
9. The entity Chair or a representative will provide each newly appointed member pertinent written documentation such as by-laws, ordinances and charters relating to the position and opportunities for required training. Each entity is encouraged to have a documented training program and training materials available.
10. Appointments are made for one term. Any reappointment of an applicant for a subsequent term is by vote of City Council. In addition, the following entities have established term limits which need to be adhered to when appointments are made: Historic Preservation Commission, Library Board, Oak Grove Cemetery Authority, and the Senior Advisory Committee.

#### General Policies and Procedures

1. Most entities have an election each year to select a Chair. This selection is done through a vote of the current members. The City encourages that a Chair be in place no more than two consecutive years as the responsibilities and commitments are significant. In the unusual event if no other member is willing to take on that responsibility, it is permissible that the Chair serve additional terms.
2. Some of the entities have a City Council member as a voting or non-voting member of the entity. In instances where a City Council member is not directly involved with an entity, the City Council, following consultation with the entity, may appoint a Council member as a liaison or contact person for the entity. The liaison may or may not attend regular and special called meetings based on the needs of the specific entity or the information needs of the City. Unless State law requires City Council members to be voting members, Council members will not cast a vote during the entity meeting particularly if the decision could be appealed to City Council.

3. The entity Chair or representative is required to notify the City Clerk of all meetings so public notice can be given. Approved minutes voted on at the next scheduled meeting are to be supplied to the City Clerk as well as other documentation requirements addressed in City Ordinances or required based on Georgia Open Records Open Meetings laws.
  
4. As in the past, the annual reporting for each entity will be scheduled throughout the calendar year and occur in conjunction with a City Council meeting. The entity's annual report should be approved by the entity and submitted two weeks in advance of the Council meeting in which it is to be reviewed and accepted. At the request of either the entity or City Council, a work session can be scheduled prior to the City Council meeting if either party feels more discussion is needed. Board and Authority members are encouraged to attend the work session and Council meeting. (See Attachment B for more information.)

# Attachment A

## Board, Authority, Commission and Committee Web Page Format

The following document provides a standard formats to be used on the St. Marys web-site pages for the various Boards, Authorities, Commissions and Standing Committees. The intent is to provide the public with information on each of the citizen boards, their functions and volunteer opportunities in a uniform manner.

### Entity Specific Page (XYZ Board)

**Purpose:** The XYZ Board is responsible for

**Members:** The XYZ Board consists of seven (7) citizens. All seven members are appointed by City Council and serve three year terms. Members must be a resident of St. Marys and have (describe specific skills, interests and experience needed)

The current members and terms are:

Name XXXXXX chair (term)

Name XXXXXX vice-chair (term)

Name (term)

**Meetings:** The XYZ Board meets monthly on the second Tuesday of each month at 6:00 p.m. Meeting are open to the public and held in (location). It is anticipated that appointed members will attend the majority of regularly scheduled meetings and if unable to attend, will notify the chair in advance of the meeting.

### Interested in Serving:

(Process for applying.) If you are interested in serving, it is suggested that you attend at least one meeting in order to have a better understanding of the function of the board. Appointed members of all citizen boards are required to attend Open Records Open Meetings training provided by the City Clerk. In addition, the XYZ Board members are required to complete (list any specific training required for the position.)

### More Information:

For more information, please contact \_\_\_\_\_.

## **Attachment B**

### **Board, Authority, Commission and Committee Annual Reporting Process Revised October 2015**

Earlier this year council initiated an evaluation of all the St. Marys Boards and Authorities to identify opportunities for improvement in their operational effectiveness and strengthen the relationship to the city council. One immediate opportunity identified and strongly supported by the majority of Council and board members is an enhancement to the content of the annual reports.

As we engage in the Master Plan process it is essential that the boards and authorities partner with the city to facilitate the establishment and execution of the plan.

In the future we are requesting all the Boards and Authorities include the following in their Annual Reports to the St. Marys City Council.

- 1) Provide a brief written description of the previous year's accomplishments.
- 2) Propose written goals for the next reporting period.
- 3) Provide a financial report if applicable including the funds available and anticipated income and expenditures for the next reporting period. Include as an exhibit
- 4) Describe skills, diversity and special needs which could be considered when reviewing applicants for open positions.
- 5) Provide Ideas for facilitating improved results for the next review period and identify if there is a need to clarify goals, direction, and/or coordination with other entities.

As in the past, the annual reporting for each entity will be scheduled throughout the calendar year and occur in conjunction with a City Council meeting. The annual report should be sent two weeks in advance to Council. At the request of either the entity or City Council, a work session can be scheduled prior to the City Council meeting if either party feels more discussion is needed. We encourage Board and Authority members to attend the council meeting.

Once experience is gained using the new process, the procedure for Annual Reporting and Goal Discussion may be adjusted.

Thank you for your support and please feel free to contact us with any questions.

## Attachment C

### Per the City of St. Marys Code of Ordinances:

- Section 4-103. - Boards and commissions.

(a)

The mayor and council may by ordinance, unless otherwise provided by law, create boards and commissions which may perform the duties prescribed including, but not limited to, making studies, conducting research and investigations, holding hearings, and preparing recommendations as to needed ordinances and resolutions and for any other purposes authorized.

(b)

The mayor and council may provide by ordinance, unless otherwise provided by law, for the manner of appointment, makeup, and composition of boards and commissions, their periods of existence, and for the compensation of their members and employees, in whole or in part. The mayor and council may provide by ordinance for reimbursement of the actual and necessary expenses incurred by the members of boards and commissions in the performance of their official duties. The mayor and council shall have the authority to annually appropriate money derived from taxation, contributions, or otherwise for and to boards and commissions to provide for their operation, either in whole or in part.

(c)

Any vacancy in the office of any member of a board or commission shall be filled for the unexpired term in the manner prescribed for original appointment.

(d)

Any member of a board or commission may be removed from office for cause by a majority vote of all of the councilmembers.

(e)

Each board and commission may establish bylaws, rules, and regulations not inconsistent with this Charter, ordinances, or applicable state law as it deems appropriate and necessary for its internal organization, election of officers, and the conduct of its affairs, copies of which shall be filed with the city clerk and approved by the mayor and council prior to their being effective.

**Code reference**—Boards and commissions, § 2-111 et seq.