

DRAFT

Board and Commission Subcommittee Meeting Notes

May 31, 2022

1. Roll Call: Laura Arnold, Emily Hixson Shepherd, Emerson Smith. David Franklin absent.
2. Notes from last meeting (5/20/22) were reviewed and approved.
3. Review of revised application
 - a. Changes looked good a few additional changes will be requested from Jennifer Conrad.
 - b. Added a step 4a to the steps in the process proposed , which reads, “Liaison consults with the B/C Chair and staff liaison about the submitted applications.
4. Potential term limits and emeritus status for commissions.
 - a. It was generally agreed that some term limits should be in place for B/Cs that do not have significant membership requirements. Those excluded from term limits could be business district commissions, ARB and Board of Adjustment.
 - b. Once term limits are in place, anyone termed off a B/C could reapply after one year.
 - c. The length of service was not decided. Additional information has been solicited from the clerk about each of the current B/Cs to help determine this.
 - d. No emeritus status positions will be recommended.
 - e. Creve Couer’s B/C handbook was mentioned as a good example. You can find it here: <https://www.crevecoeurmo.gov/DocumentCenter/View/1407/GUIDE-to-Boards--Commissions-JDC-7-27-09?bidId=>
5. Application for Charter Commission
 - a. Before creating an application for the Charter Review Advisory Board, committee members agreed that additional guidance from the council is needed.
 - b. Information needed includes:
 - i. Timeline. Should we work backwards from the April 2024 election? That means the deadline for submitting ballot language would be January 2024.
 - ii. Are there particular backgrounds or skills that we are looking for in members?
 - iii. How often do we expect them to meet?

- iv. Will we require updates to the council? At what intervals?
 - v. Should we provide DEI training for seated members?
 - vi. Should we provide an informational session for those interested in applying to the commission. Basic tutorial on our form of government, charter as a document, expectations, ethics, etc.
 - vii. What information should be available about the commission? A basic manual?
- c. Charter Ordinance:

Article VIII. Charter Review Advisory Board

Section 4.410. Membership.

There shall be a Charter Review Advisory Board. The Board shall consist of nine (9) electors of the City appointed by the Council. The members shall serve until removed or discharged by the Council. The Board shall elect its own Chairman and Vice-Chairman, for such terms as the Board may determine. The Board may adopt from time to time such rules and regulations, as it may deem necessary to carry out its duties.

Section 4.420. Meetings.

Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings of the Board except executive sessions shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent, or failing to vote, indicating such fact, and shall keep such other records, as it shall deem necessary. Executive sessions of the Board may be called by the Chairman.

Section 4.430. Duties.

The Charter Review Advisory Board shall act in an advisory capacity to the Council in matters pertaining to the amendment of the Charter of the City only as may be directed by the Council from time to time, and shall make reports to the Council regarding matters referred to the Board by the Council. (Ord. No. 8067, § 1, 11-17-98)

Next meeting to be scheduled.