

## Board and Commissions Subcommittee Meeting Notes

June 27, 2022

1. Roll Call: Emily Hixson Shepherd, David Franklin, Laura Arnold and Emerson Smith
2. Notes from the last meeting are satisfactory.
3. Charter Review Advisory Board application
  - a. No changes to information solicited.
  - b. New introduction that includes:
    - i. Statement on diversity sought in composition of board (gender, race, education, geography, length of residence).
    - ii. Legal requirements of membership.
    - iii. Description of the charge of the board.
    - iv. Time frame of board work.
    - v. Willingness to commit to schedule and a minimum of one meeting per month.
  - c. The application will include a date and time for an informational session about CRAB service. This meeting will be led by the Mayor, City Manager and City Attorney. It shall include:
    - i. Review of the basic form of government.
    - ii. Review of the difference between Charter and ordinance.
    - iii. Review of basic task of the CRAB.
    - iv. Overview of process and timeline.
    - v. Role of staff liaison and council liaison.
    - vi. Review of Sunshine law
    - vii. Sharing of resources provided to CRAB that are on the website, including National League of Cities model charter and other examples.
4. Reviewed B/C requirements, including length of terms.
  - a. Discussed term limits. Agreed on a term limit, the length of which will be determined after information is gathered on term lengths. Limits will apply to full terms and members may serve until a replacement is appointed.
  - b. Some commissions (Business related commissions, Architectural Review Board) will be exempt from term limits.
  - c. While a one-year absence is required before returning to that B/C, residents may apply immediately to any other B/C for which they are eligible.
  - d. The goal of these limits is to promote a balance of experience and new ideas on our B/Cs.
5. Agreed to eliminate the Health and Environmental Services Advisory Board and shift its responsibilities to the Sustainability Commission.
6. Reviewed remaining tasks.
  - a. Review roster of B/Cs for additions or deletions
  - b. Finalize membership/term limit policies
  - c. Bylaws
  - d. Training (biannual for all members, periodic for new members)
  - e. Identify ways for B/Cs to interact with their community counterparts. (Sustainability and WGHS club, for example.)
7. Next meeting set for July 25<sup>th</sup> at 4:00pm.