

### **2.08.060 Report to the Council.**

Each commission shall make and file with the Council a report of all meetings and transactions of the commission for the preceding month. Copies of the minutes recorded by the secretary at the regular and special meeting of the commission may serve as reports, and shall be filed with the council as expediently as possible, and in no case more than thirty (30) days after the meeting of the commission. Each commission shall, in addition, make other reports as may be requested by the council. (Ord. 177 § 6, 1995)

## **Administrative Policy #18 Commission Operations & Procedures**

### **Goal**

To insure timely and fair action on all matters before the commissions conformable to the powers and duties specified in the City Code (2.04.040 and 2.08.040).

### **OBJECTIVES**

To establish rules regarding Commission operations, functions, and duties that will provide direction, allowing the members to facilitate an orderly progression of business at regularly scheduled public meetings. All meetings will be held on City premises, and duly noticed.

### **Membership**

Members will be appointed or released as provided by Code ("by the Mayor with approval by the Council").

Any person applying for appointment to any Commission shall be interviewed by City Council at either a work session or regular meeting.

No person shall serve at the same time on more than one Commission.

### **Attendance**

Unless excused by the Chair, any member who has three absences in a twelve month period may be removed from the Commission by City Council action, the position will be declared vacant, and the member will have to reapply to be reconsidered for appointment.

### **Elections**

The Chair and a Vice-Chair shall be elected by ballot at the first meeting of the calendar year, or when a vacancy in these offices occurs.