

Subject: Boards and Commissions Policy

Meeting Date: March 9, 2026	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Adopt the Boards and Commissions Policy as presented (with changes)	
Background	
<p>The Council first reviewed this policy on January 12, 2026, and directed staff to gather feedback from board and commission members. That feedback was generally positive. A few clarifying questions were raised and addressed by staff, but none resulted in changes to the draft. On February 9, 2026, the Council discussed the policy again and directed staff to incorporate two additions prior to bringing the policy back for adoption. Both additions are reflected in the current draft.</p>	
<p>SUMMARY OF THE POLICY</p> <p>The policy establishes a Citywide baseline for all appointed citizen members serving on boards, commissions, committees, and task forces. It works alongside body bylaws, ordinances, and applicable law. Each body may recommend bylaws to the Council for approval and may adopt additional procedural practices, provided they do not conflict with City policy, rules, or law.</p>	
<p>Key topics addressed in the policy:</p> <ul style="list-style-type: none"> • Core expectation. Members serve the public interest and are expected to act with integrity, fairness, respect, and professionalism. • Roles and boundaries. Bodies are primarily advisory. Staff support the body and manage City operations. Members route questions and requests through the staff liaison and established processes. • Public statements and media. Members may speak as private residents but must clarify they do not represent the City or the body. Members may not speak on behalf of the City or the body unless authorized through the City communications process. • Conduct and professionalism. Respectful engagement, issue-focused discussion, orderly meetings, and responsible cell phone use while at the dais. • Open government and records. Members should avoid serial discussions outside of meetings and assume communications about City business may be public records, including on personal devices. • Ethics standards. Conflicts of interest, gifts, and use of position. • Attendance and reliability. Regular attendance is expected. Issues are addressed first through conversation, with escalation to the appointing authority if needed. 	

Subject: Boards and Commissions Policy

- Public communications and social media. Members may share general information and encourage civic engagement but should not imply they represent the City or the body unless authorized.
- Concerns and accountability. Coaching first, with escalation to the appointing authority as needed, up to and including removal.
- Board and commission procedures. Each body may adopt bylaws and elect its own officers. No member may serve as Chair for more than two consecutive years unless no other willing and able member exists.
- Acknowledgement and training. Members will receive orientation and periodic refreshers on open meeting practices, records, and ethics, and must sign an acknowledgement upon appointment.

CHANGES SINCE LAST REVIEW

Two sections were added following the February 9 discussion:

- Section H.5 - Cell Phone Use at the Dais. This section establishes expectations for cell phone use while members are seated at the dais. Use is limited to essential communication related to the ongoing meeting. Non-essential use, including personal calls, texting, browsing, and social media, should be avoided. Phones must be kept on silent or vibrate at all times.
- Section P - Board and Commission Procedures. This section addresses three items: each body may adopt bylaws, rules, and procedures provided they are consistent with this policy and ratified by the Council; each body is responsible for electing its own officers; and no member may serve as Chair for more than two consecutive years unless no other willing and able member exists. The two-year limit reflects staff's recommendation following Council discussion of a one- or two-year threshold.

Attachments

Attachment - Boards and Commissions Policy

Previous Relevant Actions

Alternatives

Financial

Budgeted: Yes

No Financial Impact

Fund:

Department:

Account:

Amount: