



**GUIDELINES FOR
ADVISORY BOARD, COMMISSION, COMMITTEE,
AND ECONOMIC DEVELOPMENT AUTHORITY APPOINTMENTS,
AND PROCEDURES POLICY**

I. PURPOSE

- A. Assure balanced and fair access to the appointment process for all City advisory board and commission positions appointed by the City Council.
- B. Set up a uniform recruitment and selection policy for all eligible applicants to the City advisory boards and commissions.
- C. Establish and outline the role of advisory boards and commissions and commissioners within the City of Crosslake in a clear format.
- D. Provide applicants to City advisory boards and commissions with necessary information pertinent to their position as an advisory commission member.

II. POLICY

It is the purpose of this policy to provide fair and consistent guidelines to be followed in regards to the application, appointment, and role of advisory board members and commissioners.

III. PROCEDURE

A. Application Process

- 1. Advertisements will be included on the City's website and will be included in the City's official newspaper on an as needed basis.
- 2. The advisory commission application will also be included on the City of Crosslake website.

B. Appointment Process

- 1. All board and commission appointments authorized by ordinance or resolution shall be made by the mayor, and such appoints confirmed by the council at the first regular meeting in January of each year.
- 2. Unless otherwise established by ordinance, all commissions shall consist of five members with a three-year staggered term. No board or

commission member shall be appointed to more than two consecutive three-year terms. New appointees shall assume office on February 1, January 31 being the date of expiration of terms; provided however that all appointees to boards and commissions shall hold office until their successor is appointed and qualified.

C. Vacancy Process

1. All vacancies shall be filled in the same manner as for an unexpired term, but the appointment shall be effective immediately when made and only for the unexpired term.
2. If a vacancy in the alternate position occurs, the alternate position shall be filled for the remainder of the alternate's term using the following format:
 - i. Staff shall review the list of applicants that applied (to the commission in which there is a current vacancy) and were interviewed during the previous commission appointment process for appointment, but were not appointed at that time.
 - ii. Staff shall contact the remaining applicants to inquire as to whether they would be interested in serving as the alternate on the commission in which there is a vacancy.
 - iii. Council will vote on which applicant to appoint to the alternate position.

C. Attendance Policy

1. In the event that an advisory commissioner is absent from three meetings in a row, he or she may be removed from the advisory commission.
2. Attendance records shall be included in the advisory commission meeting minutes.
3. Alternate members on each commission are asked to attend all commission meetings; however, alternate members are only permitted to vote in the event that a regular commission member is not present.

E. Commission Funding Requests

1. Advisory commissions must seek Council approval for funding requests (Discretionary funds are available to advisory commissions in the appropriate departmental budgets for routine meeting expenses).

F Role of Advisory Commissions

1. Advisory commissioners are volunteers of the City of Crosslake and serve without remuneration.
2. Advisory commissioners are appointed by the Mayor and confirmed by the City Council to be members of advisory boards and commissions that are charged with the serving in an advisory nature to the City Council.

3. Under no circumstance may advisory commissioners act on behalf of the City, nor shall commissioners be involved in enforcement and/or regulation on behalf of the City, unless directed to do so by the City Council as a whole.
4. Advisory commissioners are permitted and encouraged to attend project sites within the City of Crosslake that are pertinent to Commission agenda items. Commissioners, when on project sites, are encouraged to state their role as a member of a City of Crosslake Advisory Commission.

IV. RESPONSIBILITY

By accepting this policy, the City of Crosslake accepts responsibility to enact the guidelines and policies as proposed. Any proposed modifications to the policy must be submitted to the City Council for consideration.

Date of City Council Approval: April 13, 2015

Steve Roe, Mayor
Gary Heacox, Council Member
Mark Wessels, Council Member
Dave Schrupp, Council Member
Brad Nelson, Council Member