



Boards, Commissions, and Committees

New Member Orientation



Government Overview

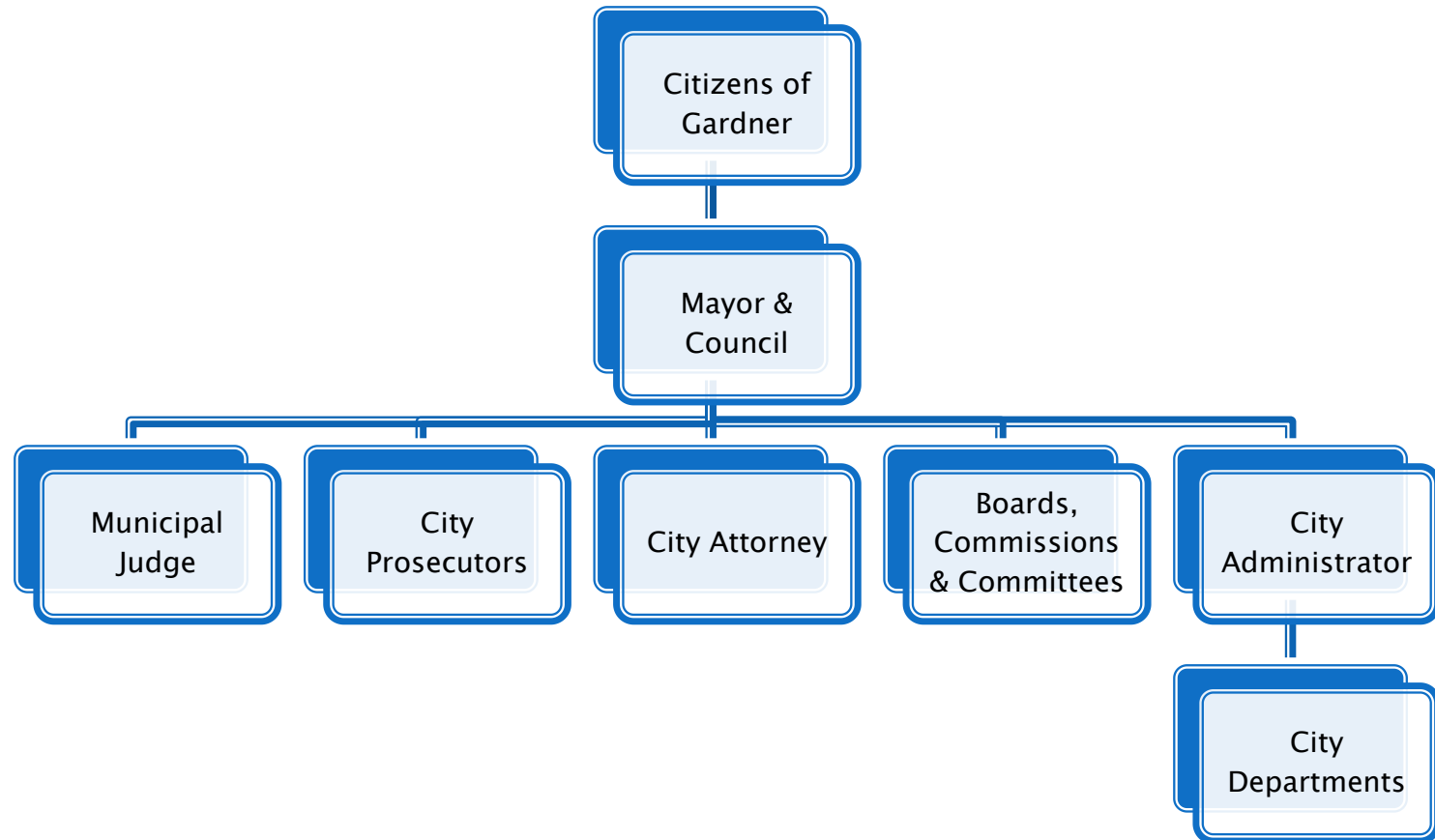
Form of Government

Mayor-Council

- ▶ Mayor and 5 Councilmembers serve as the Governing Body. Elected at-large; 4 year terms
- ▶ City of the Second Class, with home rule authority to determine local affairs and government
- ▶ Appoint a City Administrator to carry out day-to-day administrative operations



Organizational Chart



Mayor

- ▶ Preside at Council meeting and have tie-breaking vote
- ▶ Responsible for the order and conduct of the meeting
- ▶ Authenticate by signature acts made by the authority of the City Council
- ▶ Serve as the representative of the City Council at ceremonial functions



Governing Body

- ▶ Establish and enforce all municipal laws
- ▶ Ensure municipal services meet the desires of the community
- ▶ Review and approve the annual budget
- ▶ Establish priorities and policies that guide the operation of the City
- ▶ Enter into legal contracts
- ▶ Borrow funds
- ▶ Pass ordinances and resolutions
- ▶ Modify the city's charter
- ▶ Make appointments to City boards, commissions and committees



City Council Meetings

- ▶ Regular meetings held on the 1st and 3rd Mondays at 7:00 p.m.
- ▶ Recommendations from the boards, commissions and committees are brought to Council for consideration
- ▶ Meetings open to the public and the media



City Administrator

- ▶ Chief Administrative Officer of the City, overseeing the operation of all departments
- ▶ Recommend adoption of policies
- ▶ Recommend adoption of an annual budget
- ▶ Administer and enforce laws and ordinances
- ▶ Make short- and long-term planning recommendations
- ▶ City Administrator and Department Directors form the Leadership team



City Clerk

Appointed by the City Administrator

- ▶ Ensure compliance with Open Meeting Laws and Open Record Laws
- ▶ Maintain official records of the City
- ▶ Administers the City's program for boards, commissions and committees
- ▶ Attend all City Council meetings and produce official minutes



Boards and Commissions

Established by ordinance

- ▶ Airport Advisory Board
- ▶ Board of Zoning Appeals
- ▶ Planning Commission
- ▶ Utility Advisory Commission



Airport Advisory Board

- ▶ 5 member board
- ▶ Meets the second Monday at 7 p.m.
- ▶ Advise the City Council on matters pertaining to the continued growth and improvement of the airport.



Board of Zoning Appeals

- ▶ 5 member board
- ▶ Meets the first Tuesday at 6:30 p.m., as needed
- ▶ Consider and make decisions regarding:
 - Appeals of the City's actions in administering zoning regulations
 - Variances from the specific requirements of the zoning regulations



Planning Commission

- ▶ 7 member commission
- ▶ Meets the fourth Tuesday at 7:00 p.m.
- ▶ Review and make recommendations in the following areas:
 - Long range plans and use maps
 - Plats and development plans
 - Zoning and rezoning
 - Special Uses and Conditional Uses
 - Subdivision Regulations
 - Zoning Regulations



Utility Advisory Commission

- ▶ 5 member board
- ▶ Meets the first Thursday at 7:00 p.m.
- ▶ Provide guidance and make recommendations on all City utilities



Advisory Committees

Established by resolution for a specific purpose

- ▶ ADA Advisory Committee
- ▶ Citizens Police Advisory Committee
- ▶ Economic Development Advisory Committee
- ▶ Parks & Recreation Advisory Committee
- ▶ Streets, Sidewalks and Stormwater Advisory Committee



ADA Advisory Committee

- ▶ 7 member committee
- ▶ Meets the third Wednesday at 6:00 p.m.
- ▶ Acts in an advocacy and advisory role to improve the access of citizens with disabilities to all government and community facilities and activities.



Citizens Police Advisory Committee

- ▶ 7 member committee
- ▶ Meets the third Tuesday at 7:00 p.m.
- ▶ Serve as an advisory body and works to improve and foster understanding and communications between the police and the Gardner community



Economic Development Advisory Committee

- ▶ 8 member committee
- ▶ Meets the third Thursday at 6:00 p.m.
- ▶ Serve in an advisory capacity on Economic Development strategies and activities



Parks & Recreation Advisory Committee

- ▶ 7 member committee
- ▶ Meets the fourth Monday at 6:00 p.m.
- ▶ Recommend policies and guidelines on matters pertaining to parks and recreational programming that foster and promote an improved Quality of Life for residents.



Streets, Sidewalks & Stormwater Advisory Committee

- ▶ 7 member committee
- ▶ Meets the Tuesday following the first Council Meeting at 7:00 p.m.
- ▶ Advisory Body on issues relating to the planning, design and construction of capital improvement projects and other public infrastructure and assets



Board/Commission/Committee (B/C/C)

Responsibilities

- ▶ Accountable to City Council on issues delegated to the by the council
- ▶ Most are Advisory in nature – Study issues assigned by council, then recommend a course of action
- ▶ Some are Quasi-Judicial in nature – (BZA, PC) – Hear evidence on matters and present findings and recommendations to Council for approval. In the case of the BZA, the final decision rests with the BZA



B/C/C Members

- ▶ Learn what your responsibilities are
- ▶ Attend meetings
- ▶ Prepare for each meeting
- ▶ Participate Actively
- ▶ Observe meeting decorum



B/C/C Chair

- ▶ Conduct meetings professionally and efficiently
- ▶ Moderate discussion even-handedly, and deal with conflicts gracefully
- ▶ Guide interactions with the public
- ▶ Support the work and efforts of city staff and City Council



B/C/C Staff Liaison

- ▶ Administrative Duties include:
 - Prepare notices, agendas, and packets
 - Record and post minutes
 - Complete post-meeting tasks
- ▶ Communicate with chair regarding City Administrator's and City Council's direction and requests
- ▶ Help new B/C/C members become established
- ▶ Prepare recommendations to the City Council
- ▶ Ensure compliance with Open Meeting Law requirements



Rules of Procedure

Established guidelines and rules are essential to a productive and successful meeting. B/C/C's are governed by the following rules of procedure:

- ▶ [City Code](#) and [State Law](#)
- ▶ [Governing Body Rules of Procedure](#)
- ▶ Robert's Rules of Order - [Video](#)
- ▶ Special rules of procedure adopted by the B/C/C



Quorum

- ▶ A majority of a public body constitutes a quorum to do business
- ▶ Without a quorum, the only proper motion is to adjourn.



Order of Business

- ▶ Call to Order
- ▶ Pledge of Allegiance
- ▶ Presentations
- ▶ Public Comment
- ▶ Consent Agenda (approval of meeting minutes)
- ▶ New Business
- ▶ Discussion Items
- ▶ Other Business
- ▶ B/C/C Member & Staff Updates
- ▶ Adjournment



Motions & Voting

- ▶ Main Motion – focus discussion
 - “I move..”
 - “Is there a second?”
- ▶ Amendments
 - Amendment to the main motion
 - Amendment to the Amendment – specific change to the amendment
- ▶ Discuss before voting main motion
- ▶ For votes to pass, the motion should be stated affirmatively and then the number of votes in favor of the proposition determines whether the proposition passes or fails





Questions?

Contact the City Clerk's Office

913-856-0945

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