

The City Council of the City of Kirksville seeks input and participation from the community. One way in which citizens and other members of the community can participate is by appointment to one of the City's boards or commissions. The City has 11 Citizen Advisory Boards and Commissions, each requiring community members to serve. The number of members and the term of office for each vary. Of these 11, five are regulated in some respects by certain Missouri Statutes: Board of Adjustment (ref. RSMo 67.1220); Kirksville Historic Preservation Commission (ref. 36 CFR § 61.6); Kirksville Housing Authority (ref. RSMo 99.050); Planning and Zoning (ref. RSMo 89.320); and Tax Increment Finance Commission (ref. RSMo 99.820). This Policy considers those requirements.

I. APPOINTMENTS

Each Board and Commission has a specific time of year in which appointments are made, and appointments are typically for a portion of the membership of the Board or Commission. Sometimes, individual members find they are unable to complete a term; therefore, leaving unexpired terms to be filled. New appointments for full and unexpired terms, as well as reappointments to the various boards and commissions, are the responsibility of the City Council.

Appointees have the opportunity to serve for up to two full terms on any board or commission to which they are appointed. Exceptions to this would include any time a member no longer meets the qualifications required for an appointment, such as residency, or a member is removed for cause.

The City Clerk will notify the staff liaison for the board or commission approximately two months before a member's term expires. If the member is eligible for reappointment, the responsible staff will contact the member to determine whether they are willing to continue serving another term. If they are willing to serve, a report will be prepared and brought before the Council for approval. If the member has completed two full terms and reached the reappointment limit, applications will be solicited. Should this member wish to continue to serve, they would be eligible to apply.

Those members who have the option to be reappointed will be asked by the staff liaison assigned to the board or commission. If the member wishes to be reappointed, a request for reappointment will be presented to the City Council. Should a member wish not to be reappointed, or has completed their second full term and is no longer eligible to serve on that Commission, the staff liaison will notify the City Clerk.

When a vacancy occurs on a board or commission, whether for the appointment of a full term or a partial term, the City Clerk will begin the process of soliciting applicants by placing a notice on the City's website and through the City of Kirksville's social media and communication outlets. The notice will include all requirements of the appointment, the term of the appointment, and a brief description of the responsibilities of the Commission. Applications will be accepted through the office of the City Clerk for no less than two weeks. This policy does not mandate a minimum number of applications to be obtained before

submission to the City Council. However, the City Council reserves the right to extend the application solicitation time.

Once the submission deadline has passed, the City Clerk will present copies of the submitted applications to each Councilmember along with an applicable ranking form. Councilmembers will complete their evaluations, submitting a ranking form for each applicant to the City Clerk. The City Clerk will compile the results of these rankings and determine the individual(s) who will be presented for an appointment. Applications for board vacancies will be retained per Missouri Revised Statutes Chapter 109 Public and Business Records and as further outlined in the General Records Retention Schedule GS 044 Commission and Appointment Records.

This individual(s) will be contacted to confirm their desire to serve, and upon confirmation, their name will be brought before the City Council for approval.

Upon City Council approval, the City Clerk will notify the individual and schedule an orientation meeting with the City Manager. The City Clerk will provide notice to the appropriate staff liaison of the name and contact information. The City Clerk will prepare appropriate correspondence from the Mayor and City Manager welcoming the appointee to the Commission. The correspondence will include specific information about the board or commission including laws specific to that board, meeting details, and general information on the Sunshine Law and Roberts Rule of Order.

The City Manager will then conduct a one-on-one orientation with the new member and the applicable staff representative.

II. RECOGNITION

The City appreciates citizens' involvement through service on the various boards and commissions and wishes to recognize this service.

As the length of the term varies between the different boards and commissions, for this policy, the number of terms, not the number of years, will be used for recognition purposes.

- A. **NEWLY APPOINTED MEMBER**
 - 1. Letter of congratulations from the Mayor
 - 2. Include Kirk the Blue Bird lapel pin

- B. **MEMBER RETIRING AFTER COMPLETION OF TWO TERMS**
 - 1. Letter from the Mayor
 - 2. City Gift of Appreciation

- C. **MEMBER RETIRING AFTER THREE OR MORE TERMS**
 - 1. Certificate of Recognition presented at Council meeting
 - 2. City Gift of Appreciation commensurate with the time served

- D. **ANNUAL RECOGNITION**

The City Council will host an annual event to recognize and thank members (and their guests), as well as support staff of the various boards and commissions.