



## CHAPTER 2.66. UNIFORM PROVISIONS FOR BOARDS, COMMISSIONS AND COMMITTEES

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### Contents:

- 2.66.010 Civil Service Commission.
- 2.66.020 Annual Evaluations.
- 2.66.025 Standard Operating Procedures.
- 2.66.030 Term Limits for Boards, Commissions and Committees.
- 2.66.035 Serving on more than one Board, Commission, or Committee.
- 2.66.040 Hold Over.
- 2.66.050 Break in Service.
- 2.66.060 Term of Office, Vacancies and Compensation.
- 2.66.070 Annual Reports.
- 2.66.080 Attendance at Meetings via Electronic Communications.

### **2.66.010 Civil Service Commission.**

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Pursuant to [Section 400.1 of the Code of Iowa](#) there is established a civil service commission, which shall consist of five commissioners who shall hold office for a term of four years. Commissioners shall be appointed by the mayor with the approval of the city council. The commission shall conduct its business in accordance with the provisions of [Chapter 400 of the Code of Iowa](#). Unless specifically authorized by the City Council, no person shall serve more than two consecutive full terms on the commission.

(Ord. 2011-0080; 2007-0467, 2001-0189; 83/T-2370)

### **2.66.020 Annual Evaluations.**

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Any board or commission with the independent authority to employ an executive director shall on the anniversary date of the executive director's appointment conduct an evaluation of the director's performance for the previous year. The board shall forward to the city council its recommendation on whether the director should be retained or terminated. If the recommendation is for termination and is accepted by the city council the board shall proceed in accordance with applicable city procedures regarding terminations. If the recommendation for retention is not accepted by the city council, the director may resign the position at any time during the next seven days. If the director does not resign, the city council shall proceed in accordance with applicable city policies regarding termination.

(Ord. 92/U-104; 83/T-2275)

### **2.66.025 Standard Operating Procedures.**

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Standard Operating Procedures are established for all City Council appointed boards, commissions, or committees and shall be maintained, kept on file, and distributed to all future members of the boards, commissions, and committees by the City Clerk's Office.

(Ord. 2023-0591)

Effective on: 6/19/2023

### **2.66.030 Term Limits for Boards, Commissions and Committees.**

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Unless specifically authorized by the majority of the City Council, no person shall serve beyond the term limit established for the position held.

(Ord. 2011-0080)

### **2.66.035 Serving on more than one Board, Commission, or Committee.**

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Unless specifically authorized by the majority of the City Council, no person shall serve on more than one board, commission, or committee at any one time.

(Ord. 2023-0591)

Effective on: 6/19/2023

### **2.66.040 Hold Over.**

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Members whose terms have expired shall continue to serve until a successor is appointed by the majority of the City Council. In the event that this provision conflicts with a specific hold over provision contained within the ordinance regulating the board, commission, or committee that specific provision shall apply.

(Ord. 2011-0080)

### **2.66.050 Break in Service.**

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For those positions limited to a set number of consecutive terms, a break in service of 90 days shall constitute a new initial term of service and the prior service on the boards/commission/committee shall not be considered in computing the term limit for the subsequent appointment.

(Ord. 2011-0080)

### **2.66.060 Term of Office, Vacancies and Compensation.**

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1. Unless specifically provided for in another section of this code and except as required by state law, the term of office of members of any board, commission or committee appointed after the date of this ordinance shall be three years.
2. Unless specifically authorized by the City Council, no person shall serve more than two consecutive terms.
3. Vacancies shall be filled by the City Council for the balance of the unexpired terms. A vacancy occurs when a member resigns, fails to qualify within 14 days, dies, becomes ineligible for the position they were appointed, or has unexcused absences from twenty-five percent or more regular meetings within any 12 month period. Absences from or attendance at special or emergency meetings shall not be used in determining compliance with the attendance requirements for meetings within any 12 month period. Attendance shall be reflected in the minutes of all meetings. When a member has accrued two unexcused absences in less than 12 months, the chair of the body shall direct the secretary to send written notice to the member reminding them of the attendance requirements for the body and a copy of the notice shall be sent to the City Clerk. In the event a member of a board, commission, or committee fails to attend the required number of meetings within a 12 month period, the chair shall notify the member that due to the violation of the attendance policy, the member's position on the board, commission or committee shall be considered vacated unless the member files a written request within ten days of the date of the notice requesting an appeal hearing before the City Council. The request for an appeal hearing shall be filed with the City Clerk and with the secretary of the board, commission or committee. At the hearing, the member will be afforded the opportunity to explain why he or she should not be considered to have vacated his or her position by reason of failure to attend meetings as required. At the conclusion of the hearing the City Council shall determine whether to allow the member to remain in his or her position.
4. All members of a board, commission or committee shall serve without compensation for their services.
5. All boards, commissions or committees terms will begin January 1st and end December 31st with the exception of the following boards, committees, or commissions whose terms will begin July 1st and end June

30th: Airport Board of Trustees; Events Facilities Advisory Board; Historic Preservation Commission; Human Rights Commission; Library Board of Trustees; Planning and Zoning Commission / Board of Adjustment; and Transit System Advisory Board. ¶The following boards, commissions or committees terms expire the 1st Monday in April: Civil Service Commission.

6. Resignations shall be submitted in writing and delivered to the City Clerk. The resignation shall be effective upon delivery to the Clerk unless a future effective date is contained within the letter of resignation. Upon receipt of any resignation, the City Clerk shall notify the Council and shall begin the process for the Council to fill the vacancy.

(Ord. 2011-0363; 2011-0080)

### **2.66.070 Annual Reports.**

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Under the Iowa Code, the following boards, commissions and committees are statutorily required to file an annual report with the City Council: the Board of Trustees of the Public Library. This annual report is required to be timely filed with the City Clerk through city staff; staff will cause a resolution or motion to appear on the City Council's agenda calling for the City Council's acknowledgment of the receipt of the report and approval of it. The above-noted board, commission and committee will prepare the report according to the information required by Code of Iowa Section [336.11](#).

Despite the lack of specific statutory mandate requiring the preparation and filing of an annual report, the City Council requires that all City Council appointed boards, commissions and committees prepare and submit an Annual Report by December 31st of each year, the Annual Report will contain:

1. Accomplishments for the prior fiscal year.
2. General description of activities.
3. Goals for the upcoming year.

(Ord. 2016-0269; 2011-0080)

### **2.66.080 Attendance at Meetings via Electronic Communications.**

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1. A board member shall be able to attend a board meeting and participate in board deliberations and voting, through electronic communications as follows:
  - a. A board member attending a meeting through electronic communications shall only be considered present if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the board president determines that either condition is not occurring, s/he shall terminate the member's attendance through electronic communications. In the absence of the board president, or if the board president is the member attending electronically, such decision shall be made by the board vice-president.
  - b. To attend a board meeting through electronic communications, a board member shall comply with the following:
    - (1) Ensure that the remote location is quiet and free from background noise and interruptions.
    - (2) Must be in attendance electronically at the start of the meeting and must participate in the meeting until all action items on the agenda are completed.

(Ord. 2024-0720; 2019-0102)

Effective on: 7/8/2024