

**POLICY MANUAL**

**RESOLUTION NO. 060397-A**

**CITY OF MANHATTAN, KANSAS**

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**SUBJECT**

Standard Procedures for City Advisory Boards and Committees

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**SECTION 1  
GENERAL**

**A. BACKGROUND:**

The City of Manhattan has established various advisory boards which assist the Governing Body. The purpose of most advisory boards is to meet and discuss issues regarding various topics, and then report their findings and recommendations to the Governing Body. Some of the advisory boards also make quasi-judicial decisions that determine the rights and responsibilities of individuals within the City.

**B. PURPOSE:**

The purpose of this policy is to establish standard procedures for the appointment and orientation of persons on the advisory boards, to establish attendance requirements, and to implement a process for the Governing Body to review advisory board by-laws.

**C. POLICY:**

It is the policy of the Governing Body of the City of Manhattan, Kansas that the following procedures be implemented with respect to the advisory boards of the City of Manhattan, except where an appropriate statute, ordinance, regulation or binding agreement would make other requirements, to wit:

**1. Appointment.**

The following process shall be utilized for the appointment of persons to advisory boards:

- a. All persons seeking initial appointment to an advisory board shall fill out an advisory board application and submit such application to the City Manager's office.

A copy of said application, labeled Exhibit "A", is attached hereto and incorporated herein by reference.

- b. All persons seeking reappointment to an advisory board shall complete a form expressing their interest in reappointment, and shall submit said form to the City Manager's office at least thirty (30) days prior to the expiration of their term. Board members will be presumed not to desire reappointment to their position, unless the reappointment form is submitted. A copy of said reappointment form, labeled Exhibit "B", is attached hereto and incorporated herein by reference.
- c. The names of all potential appointees or reappointees will be forwarded to the Mayor from the City Manager's office, along with appropriate background material.
- d. The Mayor shall make a recommendation of appointment to the Governing Body. The recommendation shall be included in the meeting packet prepared prior to the meeting at which the nomination will be considered. Approval of said recommendations shall be by an affirmative vote of a majority of the Governing Body.

## **2. Orientation.**

All persons, upon initial appointment to an advisory board of the City, shall receive the following orientation process.

- a. The staff liaison responsible for each respective advisory board shall coordinate an orientation for all new board members within thirty (30) days of their appointment to the board.
- b. The staff liaison shall personally meet with the appointee, and explain the roles and responsibilities of the board and its members.
- c. The appointee shall receive an orientation manual, which shall include explanations of the following items:

- i. The purpose of the board;
  - ii. Members' general responsibilities;
  - iii. Meeting dates and times;
  - iv. Attendance requirements;
  - v. Length of term-reappointment;
  - vi. Compensation;
  - vii. Communications prior to meetings;
  - viii. Meeting minutes;
  - ix. Chairperson's role;
  - x. The role of the staff liaison;
  - xi. Open meetings law;
  - xii. Conflicts of interest; and,
  - xiii. Such other items as may be unique to any advisory board.
- d. The appointee shall also receive:
- i. The minutes of the previous three board meetings;
  - ii. A roster of current board members;
  - iii. All City ordinances or State laws pertaining to the advisory board; and,
  - iv. A copy of this policy.
- e. The appointee shall sign a form which states that they have completed the orientation process outlined above. A copy of said form, labeled Exhibit "C" is attached hereto and incorporated herein by reference.

### **3. Attendance.**

All advisory board members shall comply with the following attendance requirements:

- a. When an advisory board member is absent from a meeting of the advisory board, the staff liaison shall notify them of said absence and forward to them minutes of the meeting.
- b. When an advisory board member is absent, without appropriate excuse, from twenty-five percent (25%) or more of the regularly scheduled meetings of the advisory board within any twelve (12) month period,

they shall be contacted by the advisory board chairperson and the staff liaison and be advised that further absences may be cause for their removal from said board.

- c. Whenever an advisory board member is absent, without appropriate excuse, from fifty percent (50%) or more of the regularly scheduled meetings of the advisory board within any twelve (12) month period, they may be removed from said board by an affirmative vote of a majority of the Governing Body. Prior to the City Commission meeting at which such issue will be considered, they shall be notified of the absences and of their right to appear at the meeting of the Governing Body and speak on their behalf.
- d. The provisions of this section shall not be construed to limit or restrict the fact that all advisory board members of the City serve at the pleasure of the Governing Body and may be removed at any time, with or without cause.

#### **4. By-laws.**

All advisory boards shall comply with the following requirements with regard to the by-laws of the advisory board:

- a. Within ninety (90) days of the passage of this resolution, all advisory boards of the City of Manhattan shall submit their existing by-laws to the Governing Body for its approval. The Governing Body shall either approve the existing by-laws, as submitted, or direct the Board to make the changes necessary for approval. All existing by-laws shall continued in effect until the changes are directed by the Governing Body.
- b. Whenever an advisory board proposes to modify, amend, revise or otherwise change the by-laws of the board, such modification, amendment, revision or change shall be submitted to the Governing Body for its approval. The Governing Body shall consider the proposal and may approve said proposal by an affirmative vote of the majority of the Governing Body. No such modification, amendment, revision or change

shall be effective until it is approved by the Governing Body.

**PASSED BY THE GOVERNING BODY THIS 3RD DAY OF JUNE, 1997.  
CITY OF MANHATTAN, KANSAS:**



  
\_\_\_\_\_  
RICHARD L. DOAN, City Clerk

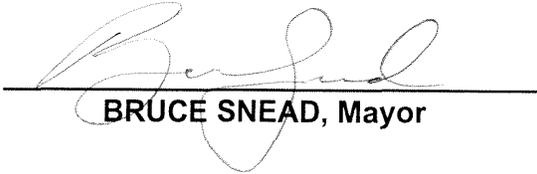
  
\_\_\_\_\_  
BRUCE SNEAD, Mayor

EXHIBIT A



It is our policy to provide individuals with disabilities an equal opportunity to participate in and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the City Manager's Office, 1101 Poyntz Avenue or call 587-2404 or (587-2448) TDD Kansas Relay Center. We are here to assist you in the application process as well.

CITY OF MANHATTAN  
INTEREST FORM FOR SERVING  
ON A CITY ADVISORY BOARD OR COMMITTEE

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) Occupation \_\_\_\_\_

Following is a list of current City Advisory Boards, Committees, and Task Forces. Please use a separate sheet for each one for which you would like to be considered. Some groups meet on set schedules and others meet as needed. Additional sheets may be picked up at the Public Library or at City Hall. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the City Manager's Office (587-2404).

- |   |   |
|---|---|
| _____ Aggieville Business Improvement District<br>Advisory Board (Special Qualifications) | _____ Library Board   |
| _____ Airport Advisory Board  | _____ Manhattan Economic Development<br>Opportunity Fund Advisory Board             |
| _____ Band Board  | _____ Manhattan Urban Area Planning Board   |
| _____ Board of Zoning Appeals   | _____ Parks and Recreation Advisory Board   |
| _____ Cemetery Board  | _____ Public Housing Authority Advisory Board                                       |
| _____ City-University Projects Fund Advisory Committee                                    | _____ Riley County Community Corrections<br>Advisory Board (Special Qualifications) |
| _____ Code Appeals Board (Special Qualifications)   | _____ Riley County-Manhattan Health Board<br>(some Special Qualifications)          |
| _____ Community Youth Council   | _____ Riley County Park Board   |
| _____ Douglass Center Advisory Board  | _____ Social Services Advisory Board  |
| _____ Downtown Business Improvement District<br>Advisory Board (Special Qualifications)   | _____ Special Alcohol and Drug Programs Fund<br>Advisory Committee                  |
| _____ Historic District Review Board  | _____ Transportation Task Force (planned)   |
| _____ Housing Advisory and Appeals Board  |   |
| _____ Human Rights and Services Board   |   |

Please state why you are interested in serving on this board, committee, or task force and indicate what expertise and/or capabilities you would bring to this board, committee, or task force (please use additional pages as needed).

What other boards (city, county, school, hospital, etc.) are you currently serving on? What other boards (city, county, school, hospital, etc.) have you served on?

When an opening on a board, committee, or task force occurs, the Mayor will review the interest forms on file. If your form is selected, you will be contacted to confirm that you are still interested in serving on this board, committee, or task force before an appointment is made. If you wish additional information, please contact the City Manager's Office at 587-2404.

Please return this application to: City Manager's Office, City Hall, 1101 Poyntz Avenue, Manhattan, Kansas 66502.

THANK YOU FOR YOUR INTEREST IN SERVING THE CITY OF MANHATTAN!

EXHIBIT B

**Name of Board Member:**

**Board:**

**Date of Term Expiration:**

*Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Board. Please sign the form and return it as soon as possible in the stamped envelope provided for your convenience.*

- I am interested in serving another term. (Please list what expertise and/or capabilities you would bring to this board, committee, or task force.)

**Expertise/Capabilities (Attach additional sheets if necessary):**

- I am not interested in serving another term.
- I am not eligible to serve another term.
- I am interested in serving on a different board or committee of the City. Please send me an interest form/application.

Signed:

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

cc: City Commission

EXHIBIT C - Sample

Date of Appointment: \_\_\_\_\_ Process Initiation Date: \_\_\_\_\_

**ORIENTATION PROCEDURES  
for New Members of the  
Airport Advisory Board**

1. The Staff Liaison shall compile and provide orientation material as prescribed.
2. The City Manager's Office will ensure that the orientation process is completed in a timely manner.

**ORIENTATION PACKET CONTENTS**

**Primary documents to be provided:**

- Orientation Manual
- Chapter 7 of the Municipal Code
- Roster of Board Members
- Minutes of the past three meetings
- Kansas Open Meetings Act
- Pertinent Kansas Conflict of Interest Statutes

**Other Orientation Procedures:**

- Facility Tour

**The preceding orientation packet contents and/or procedures have been completed and explained:**

Board Member	Date
Staff Liaison	Date

*Please return this form to the City Manager's Office upon completion.*