

CITY OF HELENA

ORDINANCE 880-2021

THE UNIFORM REGULATIONS OF THE CITY OF HELENA'S APPOINTED ADVISORY BODIES

Title and Purpose

This may be referred to as the uniform regulations for the City of Helena's appointed advisory bodies. Its purpose is to provide uniform general regulations applicable to all appointed boards, commissions, and committees which serve in an advisory capacity to the City of Helena.

Severability

If any provision of this document conflicts with a specific provision of an ordinance or resolution which establishes a board, commission or committee, such specific provision in the establishing document shall control.

Rules and Regulations

The following rules and regulations shall apply to all appointed bodies of the City of Helena:

Section 1 - Membership

1. Members shall be appointed by the Mayor or City Council.
2. Members shall be confirmed by a majority vote of the City Council.
3. Members must reside or hold a business license within the City's police jurisdiction.
4. Members shall receive no compensation unless compensation is expressly provided by the City Council.
5. Appointments to fill vacancies shall be handled in the same manner as original appointments.
6. Members may be removed by a majority vote of the City Council for the following causes:
 - o Absence from three (3) consecutive meetings without official permission expressed in the official minutes
 - o Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving moral turpitude
 - o Refusal to resign from the body when the member no longer resides or holds a business license within the City's police jurisdiction.

Section 2 - Meetings

1. Meetings shall be open to the public and shall be held at a City-owned facility whenever possible.
2. Public notice and a written agenda shall be provided prior to the convening of any meeting.
3. Accurate agendas and meeting minutes shall be kept by the body's recording officer and filed with the City Clerk in a timely fashion.
4. All recommended amendments to the body's bylaws must be ratified by a majority vote of the City Council and filed with the City Clerk.

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Section 3 - Reports and Evaluations

1. The presiding officer of each appointed body shall appear in person at a City Council meeting once per quarter to present a report of the board's activities and provide a copy of the report in both printed and digital formats to the Mayor, City Council, and City Clerk.

Reports may include the following information:

- a. Name of the body
- b. Number of meetings held
- c. Attendance records of board members
- d. Goals set and accomplished
- e. Upcoming initiatives
- f. Report of the body's income and expenses

2. An annual evaluation of each appointed body shall be conducted by their City Council Liaison.

Criteria shall include:

- a. Identify the objectives, challenges, or needs which that body was to address and the extent to which the objectives have been achieved
- b. The extent to which that body is needed and used
- c. The efficiency of that body
- d. The promptness and effectiveness of that body in disposing of its business
- e. The extent to which the body's duties and/or objectives overlaps or duplicates those of another body, and the extent to which those functions may be consolidated
- f. The cost of operation
- g. The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public need
- h. The impact in terms of intervention or loss of funds if that body is abolished

Section 4 – Enforcement

The Mayor and City Council shall bear the responsibility of enforcing the uniform regulations set forth in this document.

Listing of the City of Helena's Appointed Bodies:

<u>Appointed Body</u>	<u>Number of Members</u>
Beautification Board	At least 9 and no more than 15 members
Board of Adjustments	5 members
Economic Development Board	At least 9 and no more than 15 members
Farmers Market	Up to 10 members
Historical Preservation Committee	At least 4 and no more than 9 members
HOTBoard	6 business or property owners 2 artists 3 arts patrons
Library Board	5 members
Planning and Zoning Commission	9 members
Utility Board	3 members 1 City Council member Mayor

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ADOPTED AND APPROVED THIS THE 8 DAY OF March, 2021.

(SEAL)



ATTEST:

Amanda C. Traywick
Amanda C. Traywick, City Clerk

J. Brian Puckett
J. Brian Puckett, Mayor

Leigh Hulse
Leigh Hulse, Council Member

Chris VanCleave
Chris VanCleave, Council Member

Absent
Hal Woodman, Council Member

Laura Joseph
Laura Joseph, Council Member

Alice Lobell
Alice Lobell, Council President