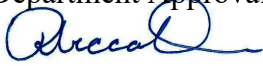


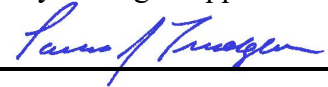
  
**REQUEST FOR COUNCIL ACTION**

Date: February 10, 2020  
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Consider changes to the Appointment Policy for City Commissions

**7.BACKGROUND**

Over the past several years, frequent vacancies on various city commissions have occurred. Currently, each time there is a vacancy, staff brings forward an agenda item to Council requesting they declare a vacancy and establish a timeline for advertising, recruiting and interviewing. Given the large number of vacancies over the past years on various commissions, the process for filling the vacancies has been time-consuming as well as confusing for applicants.

Council discussed this at the January 6 and January 27 meetings. Council directed staff to bring back an amendment updating the Appointment Policy to reflect the decision that the regular appointments will occur in March annually and if a vacancy occurs mid-year the council will consider appointments in September.

Attached is the ordinance updating the City Code, along with an ordinance summary and an updated Resolution adopting the City's Appointment/Reappointment Policy.

**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt the ordinance and ordinance summary updating Title 2- Commissions, of the City Code.

Staff recommends that the City Council adopt a resolution amending the Reappointment Process and Term Limits Policy for Roseville Citizen Advisory Commissions.

**REQUESTED COUNCIL ACTION**

Motion to adopt the ordinance and ordinance summary updating Title 2- Commissions, of the City Code.

Motion to adopt a resolution amending the Reappointment Process and Term Limits Policy for Roseville Citizen Advisory Commissions.

- Prepared by:** Rebecca Olson, Assistant City Manager  
**Attachments:** A: Resolution Amending Appointment Policy (redlined)  
B: Resolution Amending Appointment Policy (clean)  
C: Ordinance (redlined)  
D: Ordinance (clean)  
E: Ordinance Summary

**EXTRACT OF MINUTES OF MEETING  
OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

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Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 10<sup>th</sup> day of February, 2020, at 6:00 p.m.

The following members were present: , , , , and Mayor .  
and the following were absent: .

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**  
(Supersedes Resolution 10782)

**Appointment and Reappointment Process ~~and Term Limits~~ Policy  
Roseville Citizen Advisory Commissions**

WHEREAS, the City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement. Parks and Recreation, Planning, Police Civil Service; and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville’s quality of life; and

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby adopts an Appointment and Reappointment ~~and Term Limit~~ Policy (EXHIBIT A) to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor .  
and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

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## CITY OF ROSEVILLE

### APPOINTMENT AND REAPPOINTMENT ~~AND TERM LIMITS~~ POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

#### BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

#### POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

#### I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. ~~Regular commission appointments and reappointments will occur each spring in March. If vacancies occur mid-year, the council will consider appointments to fill those vacancies in September. Vacancies on commissions will be filled on a biannual basis. Appointments will occur at a regular Council meeting in March and September.~~
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above.

86 Applicants whose applications were received before the original deadline will remain  
 87 under consideration and need not reapply.

- 88 G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of  
 89 the Commission to which the applicant is seeking appointment will be invited to attend  
 90 and participate in the interview process. Interviews are open to the public.  
 91 H. The Council may fill a vacancy outside of the biannual basis should the need arise.

## 94 II. PROCEDURE STATEMENT - REAPPOINTMENTS

95 If a current Commission member's term is expiring and is eligible for reappointment, the  
 96 following procedure will be used.

- 97 A. No later than sixty days prior to the expiration of a term, each commission member  
 98 whose term is expiring will be contacted in writing to determine their interest in  
 99 reappointment. For persons seeking reappointment, if they have an application on file 3  
 100 years old or less, that application will be provided to Council. Should their most recent  
 101 application be older than 3 years, they will be asked to submit a new application.  
 102 B. Council will be advised of the attendance record of the individual whose term is  
 103 expiring. The Council will also be provided with written comments from the Chairperson  
 104 of the Commission regarding the reappointment of the individual. Chair  
 105 recommendations are not public data. At that time, Council will consider whether to  
 106 interview the commissioner. If two councilmembers request it, a commissioner seeking  
 107 reappointment will be scheduled to attend an interview before the entire council.  
 108 C. Should the Council determine that the individual merits reappointment, that person will  
 109 be reappointed.  
 110 D. Should the incumbent not wish to be reappointed or should the Council determine that  
 111 the individual does not merit reappointment, the Council will follow the procedure for  
 112 filling vacancies as described above.

## 115 III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

116 The Council may use the procedure outlined in Section I. and II. above for making appointments  
 117 to other advisory groups, committees, task forces, etc.

## 120 ~~IV. TERM LIMITS~~

121 ~~Members of all Advisory Commissions may serve a maximum of two full consecutive three-year~~  
 122 ~~terms. The Council may reappoint a person for a period not exceeding one additional year if the~~  
 123 ~~Council, by four-fifths vote determines that reappointment is in the best interest of such~~  
 124 ~~Commission and the City. Retiring commissioners are eligible for appointment to other~~  
 125 ~~commissions and may apply for appointment to the commission after one full year of being off~~  
 126 ~~the commission.~~

128 STATE OF MINNESOTA )  
129 ) SS  
130 COUNTY OF RAMSEY )

131  
132  
133 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of  
134 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and  
135 foregoing extract of minutes of a regular meeting of said City Council held on the 27<sup>th</sup> day of  
136 January, 2020 with the original thereof on file in my office.

137  
138 WITNESS MY HAND officially as such Manager this 10<sup>th</sup> day of February, 2020.

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142 SEAL

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Patrick J. Trudgeon, City Manager

**EXTRACT OF MINUTES OF MEETING  
OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 10<sup>th</sup> day of February, 2020, at 6:00 p.m.

The following members were present: , , , and Mayor .  
and the following were absent: .

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**  
(Supersedes Resolution 10782)

**Appointment and Reappointment Process Policy  
Roseville Citizen Advisory Commissions**

WHEREAS, the City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement. Parks and Recreation, Planning, Police Civil Service; and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville’s quality of life; and

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby adopts an Appointment and Reappointment Policy (EXHIBIT A) to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor .  
and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

CITY OF ROSEVILLE

45 APPOINTMENT AND REAPPOINTMENT POLICY  
46 ROSEVILLE CITIZEN ADVISORY COMMISSIONS  
47  
48

49 BACKGROUND

50 The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human  
51 Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and  
52 Public Works, Environment and Transportation; the City also establishes other advisory groups  
53 as needed.  
54

55 POLICY STATEMENT

56 It is the intent of this policy to establish a fair and open notification and selection process that  
57 encourages all Roseville residents to apply for appointments.  
58

59 I. PROCEDURE STATEMENT – APPOINTMENTS

60 If a vacancy occurs because of resignation, death, moving from the City, removal from office,  
61 ineligibility for reappointment, etc. on any standing Advisory Commission, the following  
62 procedure will be used.  
63

- 64 A. Regular commission appointments and reappointments will occur each spring in March.  
65 If vacancies occur mid-year, the council will consider appointments to fill those  
66 vacancies in September. .
- 67 B. Annually, the City Council will establish dates to conduct interviews twice a year, and  
68 application deadlines to fill any commission vacancies. The time between the  
69 application deadline and interviews will be no more than 30 days.
- 70 C. Commission vacancies will be advertised using the most relevant, effective and efficient  
71 method to reach as many residents as possible. These methods may include but are not  
72 limited to: social media, newspaper or print, electronic newsletter, cable television, city  
73 hall bulletin board.
- 74 D. Applications received after the deadline will be held for the next round of  
75 appointments. Should a vacancy occur, any applicants on file will be notified by their  
76 preferred method listed in the application and given the date of the next round of  
77 interviews. After the next round, should an applicant not be appointed but remain  
78 interested, they will be invited to submit a new application.
- 79 E. Names of applicants and applications will be provided to the City Council and the public  
80 after the application deadline.
- 81 F. If fewer applications are received than twice the number of openings, the City Council  
82 may establish a new application deadline and Council meeting for interviews. If a new  
83 deadline is adopted, the vacancy will be re-advertised as described in 'C' above.  
84 Applicants whose applications were received before the original deadline will remain  
85 under consideration and need not reapply.

- 86 G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of
- 87 the Commission to which the applicant is seeking appointment will be invited to attend
- 88 and participate in the interview process. Interviews are open to the public.
- 89 H. The Council may fill a vacancy outside of the biannual basis should the need arise.

90  
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92 **II. PROCEDURE STATEMENT - REAPPOINTMENTS**

93 If a current Commission member's term is expiring and is eligible for reappointment, the  
94 following procedure will be used.

- 95 A. No later than sixty days prior to the expiration of a term, each commission member
- 96 whose term is expiring will be contacted in writing to determine their interest in
- 97 reappointment. For persons seeking reappointment, if they have an application on file 3
- 98 years old or less, that application will be provided to Council. Should their most recent
- 99 application be older than 3 years, they will be asked to submit a new application.
- 100 B. Council will be advised of the attendance record of the individual whose term is
- 101 expiring. The Council will also be provided with written comments from the Chairperson
- 102 of the Commission regarding the reappointment of the individual. Chair
- 103 recommendations are not public data. At that time, Council will consider whether to
- 104 interview the commissioner. If two councilmembers request it, a commissioner seeking
- 105 reappointment will be scheduled to attend an interview before the entire council.
- 106 C. Should the Council determine that the individual merits reappointment, that person will
- 107 be reappointed.
- 108 D. Should the incumbent not wish to be reappointed or should the Council determine that
- 109 the individual does not merit reappointment, the Council will follow the procedure for
- 110 filling vacancies as described above.

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113 **III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS**

114 The Council may use the procedure outlined in Section I. and II. above for making appointments  
115 to other advisory groups, committees, task forces, etc.

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118  
119 STATE OF MINNESOTA )  
120 ) SS  
121 COUNTY OF RAMSEY )

122  
123  
124 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of  
125 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and  
126 foregoing extract of minutes of a regular meeting of said City Council held on the 27<sup>th</sup> day of  
127 January, 2020 with the original thereof on file in my office.

128  
129 WITNESS MY HAND officially as such Manager this 10<sup>th</sup> day of February, 2020.

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133 SEAL

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Patrick J. Trudgeon, City Manager

1                                   **City of Roseville**  
2                                   **ORDINANCE NO.**

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4                                   **AN ORDINANCE AMENDING**  
5                                   **TITLE 201 SECTION 201.04**  
6                                   **ADVISORY COMMISSIONS**

7  
8           THE CITY OF ROSEVILLE ORDAINS:

9  
10                   SECTION 1: Title 201 Section 201.04 of the Roseville City Code is  
11                   amended to read as follows:  
12

13   SECTION:

- 14   201.01:    Establishment  
15   201.02:    Purpose  
16   201.03:    Membership  
17   201.04:    Terms  
18   201.05:    Compensation  
19   201.06:    Organization  
20   201.07:    Meetings and Reports

21   **201.01: ESTABLISHMENT:**

- 22   A.   All permanent standing advisory commissions to the City shall be  
23   established by adoption of an ordinance under this Title, and shall be governed by  
24   the provisions of this Chapter.  
25   B.   From time to time, the City Council may elect to establish other advisory  
26   groups by adoption of a resolution establishing, among other things, the purpose,  
27   membership, organization, duties and term of service for such advisory groups.

28   **201.02: PURPOSE:**

29   Advisory Commissions are established to provide a method for citizen input and  
30   are advisory to the City Council. No advisory commission shall have decision-  
31   making authority for the City, except as expressly established by this Code or  
32   State Statutes.

33   **201.03: MEMBERSHIP:**

- 34   A.   All members of advisory commissions shall be residents of the City, and shall be  
35   appointed by majority vote of the City Council.  
36   B.   In addition to the regular commission members, the City Council may appoint up to  
37   two additional residents of the city who are the age of 18 or under and enrolled in  
38   high school to serve one-year terms on a commission as ex-officio youth

39 commissioners.

40 **201.04: TERMS:**

41 A. Term Length: Members shall serve terms of three years, except for youth members  
42 and the first members appointed following the creation of the commission. First  
43 members shall be appointed as follows: At least one third of members shall be appointed  
44 for three-year terms, up to one third of the members shall be appointed for two-year  
45 terms, and the balance of the members shall serve a one-year term. Term length for any  
46 member will be established by the Council at the time of the appointment.

47 B. Oath of Office: Every appointed member, before beginning his or her duties shall  
48 take an oath stating that he or she will faithfully discharge of the duties of the  
49 commission to which he or she was appointed. Individual commissioners are expected to  
50 understand and adhere to the Roseville Ethics Code and attend the annual ethics training.

51 C. Expiration of Terms: A member's term shall expire on March 31 of the year of the  
52 expiration of the term, or at such time as a successor is appointed. Youth commissioner  
53 terms expire on July 31 of each year.

54 D. Term Limits:

55 • Members are eligible to serve two consecutive full terms on a commission in  
56 addition to any partial term served to complete an unexpired term resulting from a  
57 vacancy or an initial term upon creation of a commission.

58 • When members of an existing commission are transferred by the City Council to a  
59 new commission, term limits apply to the combined time on both commissions.

60 • Youth commissioners may serve up to three consecutive terms. Youth  
61 commissioners may not be appointed or re-appointed to a term during which they  
62 will turn 19 years of age.

63 • Upon completion of service on one commission, residents can be eligible for  
64 appointment to another commission, or after a period of at least one year, for  
65 appointment to the same commission on which they have previously served.

66 • The Council may reappoint a person for a period not exceeding one additional  
67 year if the Council, by four-fifths vote, determines that reappointment is in the  
68 best interest of such Commission and the City.

69 E. Vacancies: Vacancies during a term shall be filled by the City Council for the  
70 unexpired portion of a term per the city's appointment policy. A vacancy occurs in any  
71 of the following circumstances: resignation, residence outside the city, removal or death.  
72 The City Council reserves the right to defer filling commission vacancies for any length  
73 of time deemed necessary.

74 F. Attendance: It is the expectation that Commissioners attend all meetings of the  
75 commission. An absence is considered the same whether it is excused or unexcused. If a  
76 commissioner is absent three consecutive meetings and/or misses a total of 30% or more

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77 of commission meetings in a rolling 12 month period, the staff liaison or commission  
78 chair will forward the information to the City Council.

79 G. Removal: Members may be removed by the City Council without cause. A  
80 member's removal shall be by majority vote of the City Council. In addition:

81 1. If a member fails to comply with the Roseville Ethics Code, the member may  
82 be removed by the City Council.

83 2. If a member has absences from more than three consecutive commission  
84 meetings, or is absent from more than 30% of the meetings in any rolling 12 month  
85 period, the member may be removed by the City Council.

86 **201.05: COMPENSATION:**

87 Members of all advisory commissions shall serve without compensation.

88 **201.06: ORGANIZATION:**

89 A. Election of Officers: At the last meeting preceding the end of regular terms of  
90 appointment, or at such other time as required by State Statutes, each advisory  
91 commission shall elect a chair and vice-chair from among its appointed members for a  
92 term of one-year and appoint a member to serve on the Ethics Commission as described  
93 in Chapter 207 of this code.

94 B. Governing Documents: City Code and State Statutes will govern commission  
95 activities. A commission shall not adopt separate by-laws or rules to govern commission  
96 duties or activities.

97 C. Committees, Subcommittees and Task Forces: Commissions may by majority vote  
98 appoint committees or subcommittees of their own members from time to time as  
99 required for the conduct of their business. The formation of any other committees, task  
100 forces and/or alternate workgroups would be subject to the provisions of this Chapter and  
101 shall be created only after approval of the City Council. Subcommittees shall report on  
102 work underway and completed on a regular basis to the full commission.

103 D. Logo and Materials: To reflect the official nature of the commission and to preserve  
104 consistency of the City's brand, only the official city logo or a Council-approved  
105 derivative of the logo, that contains the words "City of Roseville," shall be used on  
106 commission materials.

107 E. Accessibility: Commission members will be available to residents of the city by  
108 providing a preferred phone number or email address that can be used on the city website  
109 and/or on print materials.

110 F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting  
111 planning and commission processes and serve as a conduit to city staff and the City  
112 Council.

113 G. New Commissioner Training: New commission members will receive both general  
114 and commission-specific training from the staff liaison and commission chair before

115 beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

116 **201.07: MEETINGS AND REPORTS:**

117 A. Meeting Schedule: Prior to the start of each calendar year, each commission shall  
118 adopt a regular meeting schedule for the coming year. Commissions may amend their  
119 regular meeting schedule, cancel meetings, or call special meetings as needed by majority  
120 vote at a regular commission meeting. Commissions shall meet at least quarterly, except  
121 as otherwise required by this Code or State Statutes. A special meeting of a commission  
122 may be called by the commission chair and/or the City Manager between regular  
123 meetings after consultation and approval of both parties.

124 B. Joint Meeting with City Council: At least once a year, each commission shall meet  
125 with the City Council to report on the previous year's work and to discuss work plans and  
126 pending issues for the upcoming year. Commissions may request additional joint  
127 meetings with the City Council whenever necessary to share information or seek  
128 guidance. A staff liaison is assigned to assist each commission and will work with the  
129 City Manager to schedule any joint meetings.

130 C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission  
131 need to be properly noticed and shall be subject to the requirements of State Statutes  
132 section 13D, as applicable. Individual commissioners are expected to understand and  
133 adhere to applicable state laws and statutes. When a vacancy exists on a commission, a  
134 quorum shall consist of a majority of the commission's non-vacant seats.

135 D. Rules of Order: All commissions shall be subject to the same Rules of Order as are  
136 adopted annually by the City Council.

137 E. Meetings: Commission meetings shall be held in a public place and the time, date, and  
138 location of the meeting shall be publicly noticed. Commission must allow time for public  
139 comment on each agenda item and at a Public Comment portion of the agenda at the  
140 beginning of each meeting. All meetings shall be televised and recorded for future  
141 reference. External site tours by a Commission shall be exempt from being televised, but  
142 such tours shall be publicly noticed as all other Commission meetings.

143 F. Minutes and Reports: Commissions are required to keep a record of its meetings and  
144 actions available through the City, as well as other recommendations, reports, studies and  
145 other documents created or performed by or for a commission. Minutes of the meeting  
146 shall be detailed in the same way as the City Council minutes are written.  
147 (Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

148  
149 SECTION 2: Effective date. This ordinance shall take effect upon its  
150 passage and publication.

151  
152 Passed by the City Council of the City of Roseville this 10<sup>th</sup> day of February,  
153 2020.

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156  
157 *Ordinance – Advisory Commissions*

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159  
160 (SEAL)

161  
162  
163 CITY OF ROSEVILLE

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165  
166 BY: \_\_\_\_\_  
167 Daniel J. Roe, Mayor

168  
169 ATTEST:  
170  
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172 \_\_\_\_\_  
173 Patrick Trudgeon, City Manager

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1 City of Roseville  
2 ORDINANCE NO.

3  
4 AN ORDINANCE AMENDING  
5 TITLE 201 SECTION 201.04  
6 ADVISORY COMMISSIONS  
7

8 THE CITY OF ROSEVILLE ORDAINS:  
9

10 SECTION 1: Title 201 Section 201.04 of the Roseville City Code is  
11 amended to read as follows:  
12

13 SECTION:

- 14 201.01: Establishment
- 15 201.02: Purpose
- 16 201.03: Membership
- 17 201.04: Terms
- 18 201.05: Compensation
- 19 201.06: Organization
- 20 201.07: Meetings and Reports

21 **201.01: ESTABLISHMENT:**

22 A. All permanent standing advisory commissions to the City shall be  
23 established by adoption of an ordinance under this Title, and shall be governed by  
24 the provisions of this Chapter.

25 B. From time to time, the City Council may elect to establish other advisory  
26 groups by adoption of a resolution establishing, among other things, the purpose,  
27 membership, organization, duties and term of service for such advisory groups.

28 **201.02: PURPOSE:**

29 Advisory Commissions are established to provide a method for citizen input and  
30 are advisory to the City Council. No advisory commission shall have decision-  
31 making authority for the City, except as expressly established by this Code or  
32 State Statutes.

33 **201.03: MEMBERSHIP:**

- 34 A. All members of advisory commissions shall be residents of the City, and shall be  
35 appointed by majority vote of the City Council.
- 36 B. In addition to the regular commission members, the City Council may appoint up to  
37 two additional residents of the city who are the age of 18 or under and enrolled in  
38 high school to serve one-year terms on a commission as ex-officio youth

39 commissioners.

40 **201.04: TERMS:**

41 A. Term Length: Members shall serve terms of three years, except for youth members  
42 and the first members appointed following the creation of the commission. First  
43 members shall be appointed as follows: At least one third of members shall be appointed  
44 for three-year terms, up to one third of the members shall be appointed for two-year  
45 terms, and the balance of the members shall serve a one-year term. Term length for any  
46 member will be established by the Council at the time of the appointment.

47 B. Oath of Office: Every appointed member, before beginning his or her duties shall  
48 take an oath stating that he or she will faithfully discharge of the duties of the  
49 commission to which he or she was appointed. Individual commissioners are expected to  
50 understand and adhere to the Roseville Ethics Code and attend the annual ethics training.

51 C. Expiration of Terms: A member's term shall expire on March 31 of the year of the  
52 expiration of the term, or at such time as a successor is appointed. Youth commissioner  
53 terms expire on July 31 of each year.

54 D. Term Limits:

- 55 • Members are eligible to serve two consecutive full terms on a commission in  
56 addition to any partial term served to complete an unexpired term resulting from a  
57 vacancy or an initial term upon creation of a commission.
- 58 • When members of an existing commission are transferred by the City Council to a  
59 new commission, term limits apply to the combined time on both commissions.
- 60 • Youth commissioners may serve up to three consecutive terms. Youth  
61 commissioners may not be appointed or re-appointed to a term during which they  
62 will turn 19 years of age.
- 63 • Upon completion of service on one commission, residents can be eligible for  
64 appointment to another commission, or after a period of at least one year, for  
65 appointment to the same commission on which they have previously served.
- 66 • The Council may reappoint a person for a period not exceeding one additional  
67 year if the Council, by four-fifths vote, determines that reappointment is in the  
68 best interest of such Commission and the City.

69 E. Vacancies: Vacancies during a term shall be filled by the City Council for the  
70 unexpired portion of a term per the city's appointment policy. A vacancy occurs in any  
71 of the following circumstances: resignation, residence outside the city, removal or death.  
72 The City Council reserves the right to defer filling commission vacancies for any length  
73 of time deemed necessary.

74 F. Attendance: It is the expectation that Commissioners attend all meetings of the  
75 commission. An absence is considered the same whether it is excused or unexcused. If a  
76 commissioner is absent three consecutive meetings and/or misses a total of 30% or more



77 of commission meetings in a rolling 12 month period, the staff liaison or commission  
78 chair will forward the information to the City Council.

79 G. Removal: Members may be removed by the City Council without cause. A  
80 member's removal shall be by majority vote of the City Council. In addition:

81 1. If a member fails to comply with the Roseville Ethics Code, the member may  
82 be removed by the City Council.

83 2. If a member has absences from more than three consecutive commission  
84 meetings, or is absent from more than 30% of the meetings in any rolling 12 month  
85 period, the member may be removed by the City Council.

86 **201.05: COMPENSATION:**

87 Members of all advisory commissions shall serve without compensation.

88 **201.06: ORGANIZATION:**

89 A. Election of Officers: At the last meeting preceding the end of regular terms of  
90 appointment, or at such other time as required by State Statutes, each advisory  
91 commission shall elect a chair and vice-chair from among its appointed members for a  
92 term of one-year and appoint a member to serve on the Ethics Commission as described  
93 in Chapter 207 of this code.

94 B. Governing Documents: City Code and State Statutes will govern commission  
95 activities. A commission shall not adopt separate by-laws or rules to govern commission  
96 duties or activities.

97 C. Committees, Subcommittees and Task Forces: Commissions may by majority vote  
98 appoint committees or subcommittees of their own members from time to time as  
99 required for the conduct of their business. The formation of any other committees, task  
100 forces and/or alternate workgroups would be subject to the provisions of this Chapter and  
101 shall be created only after approval of the City Council. Subcommittees shall report on  
102 work underway and completed on a regular basis to the full commission.

103 D. Logo and Materials: To reflect the official nature of the commission and to preserve  
104 consistency of the City's brand, only the official city logo or a Council-approved  
105 derivative of the logo, that contains the words "City of Roseville," shall be used on  
106 commission materials.

107 E. Accessibility: Commission members will be available to residents of the city by  
108 providing a preferred phone number or email address that can be used on the city website  
109 and/or on print materials.

110 F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting  
111 planning and commission processes and serve as a conduit to city staff and the City  
112 Council.

113 G. New Commissioner Training: New commission members will receive both general  
114 and commission-specific training from the staff liaison and commission chair before

115 beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

116 **201.07: MEETINGS AND REPORTS:**

117 A. Meeting Schedule: Prior to the start of each calendar year, each commission shall  
118 adopt a regular meeting schedule for the coming year. Commissions may amend their  
119 regular meeting schedule, cancel meetings, or call special meetings as needed by majority  
120 vote at a regular commission meeting. Commissions shall meet at least quarterly, except  
121 as otherwise required by this Code or State Statutes. A special meeting of a commission  
122 may be called by the commission chair and/or the City Manager between regular  
123 meetings after consultation and approval of both parties.

124 B. Joint Meeting with City Council: At least once a year, each commission shall meet  
125 with the City Council to report on the previous year's work and to discuss work plans and  
126 pending issues for the upcoming year. Commissions may request additional joint  
127 meetings with the City Council whenever necessary to share information or seek  
128 guidance. A staff liaison is assigned to assist each commission and will work with the  
129 City Manager to schedule any joint meetings.

130 C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission  
131 need to be properly noticed and shall be subject to the requirements of State Statutes  
132 section 13D, as applicable. Individual commissioners are expected to understand and  
133 adhere to applicable state laws and statutes. When a vacancy exists on a commission, a  
134 quorum shall consist of a majority of the commission's non-vacant seats.

135 D. Rules of Order: All commissions shall be subject to the same Rules of Order as are  
136 adopted annually by the City Council.

137 E. Meetings: Commission meetings shall be held in a public place and the time, date, and  
138 location of the meeting shall be publicly noticed. Commission must allow time for public  
139 comment on each agenda item and at a Public Comment portion of the agenda at the  
140 beginning of each meeting. All meetings shall be televised and recorded for future  
141 reference. External site tours by a Commission shall be exempt from being televised, but  
142 such tours shall be publicly noticed as all other Commission meetings.

143 F. Minutes and Reports: Commissions are required to keep a record of its meetings and  
144 actions available through the City, as well as other recommendations, reports, studies and  
145 other documents created or performed by or for a commission. Minutes of the meeting  
146 shall be detailed in the same way as the City Council minutes are written.  
147 (Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

148  
149 SECTION 2: Effective date. This ordinance shall take effect upon its  
150 passage and publication.

151  
152 Passed by the City Council of the City of Roseville this 10<sup>th</sup> day of February,  
153 2020.

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*Ordinance – Advisory Commissions*

(SEAL)

CITY OF ROSEVILLE

BY: \_\_\_\_\_  
Daniel J. Roe, Mayor

ATTEST:

\_\_\_\_\_  
Patrick Trudgeon, City Manager

**CITY OF ROSEVILLE  
SUMMARY OF ORDINANCE NO.**

**A SUMMARY OF AN ORDINANCE AMENDING TITLE 201, SECTION 201.04  
ADVISORY COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No.        on       , which is summarized as follows:

**AN ORDINANCE AMENDING TITLE TWO CHAPTER 201**

201.04 is amended to clarify that vacancies during a commission term will be filled in accordance with the city's appointment policy.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113 and on the City of Roseville website at [www.cityofroseville.com](http://www.cityofroseville.com).

*Ordinance – Chapter 201*

Attest: \_\_\_\_\_  
Patrick J. Trudgeon, City Manager

Date: \_\_\_\_\_