

## DIVISION 2. JOINT CITY-COUNTY BOARD OF TRUSTEES\*

**Sec. 42-91. Continued.**

There is continued, as heretofore established in and for the city, a board of trustees to govern the Brookings Hospital and Brookview Manor, which were constructed, in part, through the use of municipal and county funds.

(Code 1996, § 20-18; Ord. No. 32-99, § 20-18, 1-10-2000)

**Sec. 42-92. Composition, appointment and criteria for appointment.**

(a) The board of trustees provided for by this division shall be composed of nine members. Six members shall be duly qualified residents and electors of the city and shall be appointed by the mayor with the advice and consent of the city council. At least one of the six members shall be a member of the active hospital medical staff, but may reside within or without the city limits. The remaining five members shall be duly qualified residents and electors of the city. Three members shall be residents and electors of the county, residing outside the corporate limits of the city and shall be appointed by the county commission.

(b) Individuals recommended to the city council or the county commission to serve as members of the board of trustees shall evidence an interest in fostering and maintaining a system of quality health care through support of the purpose of the Brookings Hospital and Brookview Manor as stated in section 42-72.

(c) Appointment shall be made without reference to sex, race, creed, religious preference, ethnic background, age or economic status.

(Code 1996, § 20-19; Ord. No. 32-99, § 20-19, 1-10-2000; Ord. No. 06-02, 6-10-2002)

**Sec. 42-93. Compensation; terms.**

(a) The members of the board of trustees shall serve without compensation except reasonable expenses shall be paid when a member is performing hospital and manor business. The members of the board of trustees shall be appointed for staggered three-year terms. New members shall be appointed prior to January 1 of each year. No members may serve more than three consecutive terms.

(b) If a board member resigns or is disqualified prior to the end of their term, the mayor, with the advice and consent of the city council or the county commission, as the case may be, shall appoint a new board member to complete the resigning board member's term.

(c) If a member shall miss more than 50 percent of the meetings annually without authorization of the board, he shall automatically be disqualified from serving on the board, and a replacement shall be appointed.

(Code 1996, § 20-20; Ord. No. 32-99, § 20-20, 1-10-2000)

\***Charter reference**—Hospital board, § 6.01(b).

**Cross reference**—Boards, committees and commissions, § 2-121 et seq.

**Sec. 42-94. Ex officio member.**

The city manager, or designee of the city manager, shall serve as an ex officio member of the hospital board of trustees. The ex officio member shall be entitled to all privileges and rights of a board member, except the ex officio member shall not be entitled to make or second motions or to vote.

(Code 1996, § 20-21; Ord. No. 32-99, § 20-21, 1-10-2000; Ord. No. 27-05, § I, 8-23-2005)

**Sec. 42-95. Meetings.**

The board of trustees shall hold monthly meetings at a time and place to be designated by the hospital board of trustees. Special meetings may be called at any time by the president or by a majority of the board of trustees by giving 24 hours' advance notice to the public and other members of such board. The president shall call a special meeting within 14 days of receipt of a written request of three or more members of the board of trustees. Notice of the special meeting shall be given a minimum of 24 hours prior to meeting time and shall state the reason for requesting the special meeting. Only business stated as the reason for calling a special meeting shall be transacted.

(Code 1996, § 20-22)

**Sec. 42-96. Officers.**

The board of trustees created by this division shall annually elect from its number a president, vice-president, and secretary, each of whom shall hold their office respectively for one year and until their successors have been elected from their number.

(Code 1996, § 20-23; Ord. No. 32-99, § 20-23, 1-10-2000)

**Sec. 42-97. Duties of the president.**

The president shall preside over all board meetings and, as appropriate, make committee or special assignment appointments. The president shall be kept advised of the general affairs of the Brookings Hospital and Brookview Manor and monitor the implementation of resolutions and policies with appropriate procedures. The president shall have other usual powers and duties customarily vested in the office of president and shall perform such duties as may be assigned by the board.

(Code 1996, § 20-24)

**Sec. 42-98. Duties of the vice-president.**

In the absence of the president, the vice-president shall perform duties of the president and when doing so, shall have all powers of and be subject to all the restrictions of that office. The vice-president shall also perform such duties as from time to time may be assigned by the board or president.

(Code 1996, § 20-25)

**Sec. 42-99. Duties of secretary.**

The secretary shall establish and maintain a record of minutes of proceedings of the board. The secretary shall also perform such duties as from time to time may be assigned by the board or president.

(Code 1996, § 20-26)

**Sec. 42-100. General authority.**

The board shall have and is vested with all powers and authority, except as may be expressly limited by applicable law. The board shall have power to do or cause to be done by delegation to others and all lawful things for and on behalf of the hospital and manor. The board of trustees shall have power and authority to direct and control the hospital and nursing care facility and shall have the power and authority to adopt bylaws necessary in the proper governance of the hospital and manor, provided that such bylaws are consistent with state law and city ordinance.

(Code 1996, § 20-27; Ord. No. 32-99, § 20-27, 1-10-2000)

**Sec. 42-101. Collection of funds.**

All funds and revenues derived from the operation of such hospital and nursing care facility shall be collected by the business office, and a record of all such funds and revenues received shall be submitted to the city clerk's office by copy of daily deposit slips and by submission of an annual audited financial report.

(Code 1996, § 20-28; Ord. No. 32-99, § 20-28, 1-10-2000)

**Sec. 42-102. Payment of warrants.**

All expenditures of the Brookings Hospital and Brookview Manor shall be approved by the board of trustees, and warrants for payment of such expenditures shall be drawn on the Brookings Hospital and Brookview Manor funds.

(Code 1996, § 20-29; Ord. No. 32-99, § 20-29, 1-10-2000)

**Sec. 42-103. Staff.**

The board of trustees shall have power to employ staff and shall have the power to make any and all rules and regulations for supervision and control of such staff.

(Code 1996, § 20-30)

**Sec. 42-104. Auxiliary.**

The board of trustees may permit volunteers to organize an auxiliary and grant them privileges to serve the hospital and manor through such an organized auxiliary.

(Code 1996, § 20-31)

**Sec. 42-105. Publication of minutes.**

The minutes of the board of trustees shall be published in the official legal newspaper of the city within 30 days after each meeting, providing, at a minimum, the following information:

- (a) The names of the members attending the meeting and those absent;
- (b) The date and place of the meeting and time the meeting was called to order and adjourned;
- (c) A list of the topics discussed, providing an accurate report of the matters discussed in sufficient detail to truly reflect the matters discussed;
- (d) A description of each motion made at the meeting, whether the motion was seconded, and the names of the members who make and second each motion;
- (e) The results of every vote taken at the meeting; and
- (f) The vote of every member on every recorded roll call vote.

(Ord. No. 15-04, § I, 8-24-2004)

**Secs. 42-106—42-140. Reserved.**

**ORDINANCE NO. 29-06**

AN ORDINANCE REVISING THE COMPOSITION, APPOINTMENT AND CRITERIA FOR APPOINTMENT OF MEMBERS OF THE BROOKINGS HEALTH SYSTEM BOARD OF TRUSTEES.

BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BROOKINGS, STATE OF SOUTH DAKOTA, AS FOLLOWS:

I.

**Sec. 42-92. Composition, appointment, criteria for appointment, and name.**

(a) The board of trustees shall consist of eight (8) members. In addition, physician-representatives shall be appointed as described below.

(b) The board of trustees shall be known as the "Brookings Health System Board of Trustees". The Brookings Health System consists of the Brookings Hospital, Home Health/Hospice Agency, Brookhaven Estates and Brookview Manor.

(c) The board may grow to more than nine (9) members. Five (5) members shall be appointed by the mayor with the advice and consent of the city council and shall be residents and electors of the city. Three (3) members shall be residents and electors of the county, residing outside the corporate limits of the city and shall be appointed by the county commission.

(d) In addition, a practicing physician representative from each clinic whose physicians are members of the active medical staff of the Brookings Hospital and who have been members of the active medical staff of the Brookings Hospital for at least one (1) year are eligible for appointment by the mayor, with the advice and consent of the City Council, to serve on the Brookings Health System Board of Trustees. Such physician representatives shall have all of the voting privileges as other members of the board of trustees, and may reside within or outside the city limits, provided they reside within the County of Brookings.

(e) Individuals recommended to the city council or the county commission to serve as members of the board of trustees shall evidence an interest in fostering and maintaining a system of quality health care through support of the purpose of the Brookings Health System as stated in section 42-72. The physician members may be asked at times to recuse themselves if there is a conflict of interest with their particular practice and contractual or other issues under discussion. The term of appointment shall be for three (3) years. Advice from physician representatives is particularly needed to provide information from his or her medical background that would be beneficial to the needs of the hospital, and, in addition, to represent the members of the active medical staff of the Brookings Hospital.

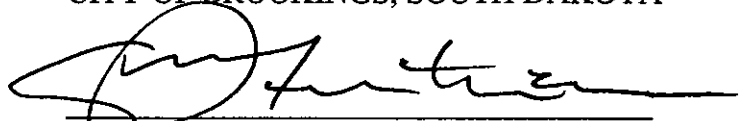
(f) Appointment shall be made without reference to race, gender, sexual orientation, age, handicap, religion, country of origin, or political affiliation.

II.

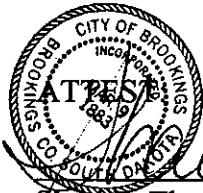
Any or all ordinances in conflict herewith are hereby repealed.

FIRST READING: August 29, 2006  
SECOND READING: September 12, 2006 (Tabled)  
September 26, 2006  
PUBLISHED: September 29, 2006

CITY OF BROOKINGS, SOUTH DAKOTA



Scott D. Munsterman, Mayor

  
Shari L. Thornes, City Clerk

## ORDINANCE NO. 10-03

### An Ordinance Establishing A Conflicts Of Interest Policy For The City Of Brookings, South Dakota.

Be It Ordained And Enacted By The Council Of The City Of Brookings, State Of South Dakota, As Follows:

#### I.

**Section 1. Authority.** The City Council hereby adopts this ordinance pursuant to Article VII of the Brookings City Charter.

**Section 2. Purpose and Declaration of Policy.** The primary purpose of this Ordinance is to ensure that the use of public office for private gain is prohibited. Moreover, this ordinance is intended to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage as a result of their position with the City and so that the public trust in municipal officials will be preserved. A further purpose of this Ordinance is to avoid the appearance of impropriety, whether or not an actual conflict of interest exists. This Ordinance applies to the mayor and council members, and to city officers, employees and members of all boards, commissions and committees of the city.

**Section 3. Definitions.** For the purposes of this ordinance, the following definitions shall apply:

*Benefit* means anything reasonably regarded as economic gain or economic advance, including benefit to any other person in whose welfare the beneficiary is interested, but does not include a contribution or expenditure made and reported in accordance with law.

*Business entity* means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity, or entity.

*City agency* means any authority, advisory board, body, commission, committee, department, or office of the city.

*Confidential information* means privileged statements or communications, whether expressed or implied, oral or written, between the city council member, city employees, and their attorneys; work product of the city attorney, or other attorneys representing the city, its council member, officers and employees; and city records, documents, and other information not subject to public disclosure or dissemination by law.

*Financial interest* means an expectation of receiving a financial benefit. A financial interest of a person includes any financial interest of a member of that person's immediate family. A person has a financial interest in an organization in which that person has an ownership interest, or is a director, officer or employee. A person has a financial interest in a decision if a financial interest

of that person will vary with the outcome of the decision. A financial interest does not include the following:

- (1) A personal or financial interest which is not of the magnitude that would exert an influence on an average, reasonable person.
- (2) A personal or financial interest of a type which is generally possessed by the public or a large class of persons to which that official or employee belongs.
- (3) An action or influence which would have an insignificant or conjectural effect on the matter in question.

*Immediate family* means any person related to an officer or employee within the first degree of consanguinity and includes a spouse, parent, child, grandparent, grandchild, or an individual claimed by that individual or the spouse as a dependent for federal income tax purposes.

*Officer, official, employee, board, committee or commission member* are also referred to in this ordinance as “public official” and “public officers” and include any person elected to, appointed to, or employed or retained by any public office or public body of the city, whether paid or unpaid and whether temporary, part-time, or full-time. Accordingly, the mayor, council members, employees, all board, committee and commission members are officers, employees and officials of the city.

*Conflict of Interest* means a direct personal or financial interest of a public official, his or her spouse, household member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed. “Conflict of Interest” does not arise in the case of votes or decisions on matters in which the public official has a personal or financial interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate. In addition, a conflict of interest does not arise if the personal or financial interest is permitted by law, such as the exceptions to prohibited contracts set forth in SDCL 6-1-2.

*Official act or action* means any discretionary legislative, administrative or judicial act performed by any elected or appointed official, officer or employee while acting on behalf of the municipality.

*Public body* means a municipality and its departments, boards, city council, commissions, committees or other instrumentalities.

*Public interest* means an interest of the community as a whole, conferred generally upon all residents of the municipality.

*Public officer* means any person elected to, appointed to, or employed or retained by, any public office or public body of the city, whether paid or unpaid and whether temporary, part-time, or

full-time. Accordingly, the mayor, council members, employees, all board, committee and commission members are officers, employees and officials of the city.

*Public official* means any person elected to, appointed to, or employed or retained by, any public office or public body of the city, whether paid or unpaid and whether temporary, part-time, or full-time. Accordingly, the mayor, council members, employees, all board, committee and commission members are officers, employees and officials of the city.

#### **Section 4. Disqualification.**

A public official shall not participate in any official action if he or she has a conflict of interest in the matter under consideration. A conflict of interest includes a Conflict of Interest as defined in Section 3. of this Ordinance and as provided in the following sections of this Ordinance.

#### **Section 5. Disclosure.**

(a) A public official who has reason to believe that he or she has or may have a conflict of interest shall, prior to participating in any official action on the matter, identify the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able or unable to act in the matter.

(b) The remaining members of the public body of which such public official is a member and the city manager shall have the authority to inquire of any public official about a possible conflict of interest and to suggest or recommend that the member recuse him or herself from the matter. If the member believes that he or she does not have a conflict of interest, the member shall, prior to participating in the matter, identify the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter.

#### **Section 6. Public Contracts.**

(a) No official, officer or employee shall enter into any contract with the City, except as permitted as follows:

(1) An official, officer or employee may enter into a contract with the City involving one thousand dollars (\$1,000.00) or less, provided that the consideration exchanged is fair and just;

(2) An official, officer or employee may enter into a contract with the City involving more than one thousand dollars but less than the amount for which competitive bidding is required if there is no other source of supply or services available within the city, and provided that the consideration exchanged is fair and just, and further provided that the accumulated total of such contracts paid during any calendar year do not exceed the amount for which competitive bidding is required;

(3) Any firm, association, corporation or cooperative association may enter into a contract with the City for which competitive bidding is not required and where other sources of supply and services are available within the City, and the consideration exchanged is fair and just, unless the majority of the city council are members or stockholders who collectively have controlling interest, or any one of the City Council is an officer or manager of any such firm, association, corporation or cooperative association.

(4) Any firm, association, corporation or cooperative association whose members include a public official may enter into a contract with the City where competitive bidding procedures are followed and where more than one such competitive bid is submitted;

(5) Any individual, firm, association, corporation or cooperative may enter into a contract with the City for professional services even though the individual or any member of the firm, association, corporation or cooperative is a public official of the City, whether or not other sources of such services are available within the city, provided the consideration exchanged is reasonable and just;

(6) An official, officer or employee may enter into a contract with the City for commodities, materials, supplies, or equipment found in the state price list, at the price there established or below.

(b) Any official, officer or employee who has or may have a personal interest in any public contract shall disclose such interest prior to the first of any of the events set forth below:

(1) The solicitation of a contract;

(2) The bidding of a contract; or

(3) The negotiation of a contract; or

(4) The approval by the governing body of a contract.

(c) Any contract entered into in violation of this section may be voided by the City. This section does not affect the application of any state statute.

### **Section 7. Acceptance of gifts and other things of value prohibited.**

(a) No official, officer or employee shall directly or indirectly solicit any gift, or accept any gift whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence the officer or employee, in the performance of official duties, or was intended as a reward for any official action.

(b) Legitimate political contributions are not gifts under the provisions of this chapter.

(c) It is not a conflict of interest for any official, officer or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value.

Source: Brookings City Charter, Section 7.01(a)

**Section 8. Disclosure of confidential information prohibited.** During the period of employment or service and for two years thereafter, no official, officer or employee, with respect to any contract, transaction, zoning decision, or other matter which is or may be the subject of an official act or action of the city shall, without appropriate authorization, disclose confidential information concerning the property, government, or affairs of the city. In addition, no officer or employee shall use such information to advance the financial or other private interest of the officer or employee or others.

Source: Brookings City Charter, Section 7.01(a)

**Section 9. Appearances by city officials on behalf of private interests prohibited.** No official, officer or employee, except when acting in an official capacity, shall appear on behalf of any private person before any city agency. This section shall not apply to any official, officer or employee who has fully informed the city agency of the officer's private interest in a matter and the official, officer or employee does not participate in any decision related thereto.

Source: Brookings City Charter, Section 7.01(a)

**Section 10. Prohibited conduct after leaving the city.**

No present or former official, officer or employee may represent another person for compensation before the city or any public body thereof while in office or employed for a period of two years from the date of termination of their office or employment concerning any matter with which such officer or employee was directly concerned and in which such officer or employee personally participated during the employment or service by a substantial and material exercise of administrative discretion either during their holding of office or employment or for a period of two years thereafter.

Source: Brookings City Charter, Section 7.01(a)

**Section 11. Additional Prohibited Activities.**

- (1) No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any city position or appointive city administrative office because of race, gender, age, handicap, religion, country of origin, or political affiliation.
- (2) No person shall willfully make any false statement, certificate, mark, rating, or report in regard to any test, certification, or appointment under the provisions of the City Charter, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such charter provisions.

(3) No person who seeks appointment or promotion with respect to any city position or appointive city administrative office shall directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or in connection with any test, appointment, proposed appointment or proposed promotion.

(4) No person shall knowingly or willfully solicit or assist in soliciting any assessment, subscription, or contribution for any political party or political purpose to be used in conjunction with any city election from any city employee.

(5) No city employee shall, directly or indirectly, contribute money or anything of value to or render service in behalf of the candidacy of any candidate for nomination for election to any City office. The expression of private or personal views concerning candidates for political office is not prohibited hereby. Violation of this section shall be grounds for discharge or other disciplinary action.

Source: Brookings City Charter, Section 7.02.

### **Section 12. Clerk's Duties and Procedure for Informal Resolution of Conflict of Interest or Potential Conflict of Interest by City Manager**

After receiving a disclosure of a conflict of interest or potential conflict of interest, the City Clerk shall:

- (1) Maintain a record of such disclosure which shall be open to the public; and
- (2) Promptly forward a copy of the disclosure to the city manager; and
- (3) Promptly forward a copy of the disclosure to any person named in the disclosure as having or potentially having a conflict of interest; and
- (4) Promptly forward a copy of the disclosure to the City Council and to the City Attorney.

After receiving a disclosure of a conflict of interest or potential conflict of interest, the City Manager may attempt to informally resolve the matter before the consideration of the merits of any matter in which the conflict of interest is involved.

### **Section 13. Violations.**

- (a) Violation of this article may be punished under the general penalty provisions of this code.
- (b) In addition, the City Manager may, upon the finding of a violation of this ordinance by an employee, exercise any one or any combination of the following remedies:
  - (1) Reprimand the employee, either privately or publicly, either orally or in writing.

- (2) Impose other discipline, including, but not limited to, suspension, demotion, and termination of employment.
  - (3) Refer to the city attorney to prosecute for violation of city ordinance.
  - (4) Refer to the city attorney to seek civil remedies to enjoin any activity prohibited by this article.
- (c). If the party who is the subject of the complaint is not an employee, the City Council shall have the exclusive authority to:
- (1) Reprimand the public official or officer, either privately or publicly, either orally or in writing.
  - (2) Order the suspension or removal from the committee, board or commission as permitted by law.
  - (3) Refer to the city attorney to prosecute for violation of city ordinance.
  - (4) Refer to the city attorney to seek civil remedies to enjoin any activity prohibited by this article.
  - (5) Defer taking any formal action by imposing a probationary period up to one year.

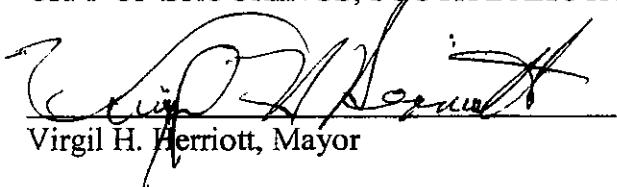
**Section 14. Severability.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.



**Section 15. Effective Date.** This ordinance shall become effective 20 days after its publication.

II.

Any or all ordinances in conflict herewith are hereby repealed.

FIRST READING:           April 15, 2003  
 SECOND READING:       April 22, 2003  
 PUBLISHED:             April 25, 2003

CITY OF BROOKINGS, SOUTH DAKOTA  
  
 Virgil H. Herriott, Mayor

  
  
 Shari Thorne, City Clerk

# City of Brookings

## Governance Process

*Defining the purpose of the City Council, City Manager, and all City Employees:*  
Policy #1

### Mission Statement

The City of Brookings is committed to providing a high quality of life for its citizens, and fostering a diverse economic base, through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

### 1.6 Governance Process, Citizen Advisory Boards

The Council values the expression of citizen viewpoints on topics of concern to the Council. Therefore, the Council will continue the tradition of seeking input from volunteer citizen advisory boards and committees, although final responsibility for decisions, and the implementation that follows, rests entirely with the Council. The Council reminds staff that the ideal purpose of citizen involvement is not to advance staff agendas, but to seek objective opinions from a diverse range of citizens.

#### Guideline A:

The Council will make every effort to offer overall direction and guidelines to citizen volunteers, through the use of Council Ends Policy statements, and by reviewing the mission and need for each citizen advisory board and committee on an annual basis. During the annual review:

1. The Council will determine if the need for a citizen advisory board or committee justifies continuation of the board or committee. If continuation is justified, proceed to #2.
2. The Council will make an effort to determine the most effective use of citizen volunteers, with a primary decision being the length of service for each board and committee. The Council believes citizen input will be more likely objective and updated if the advisory board or committee is kept in an ad hoc (short-term) format. However, the Council recognizes that some complex issues require citizen involvement for a longer period in order to be effective.
3. Unless otherwise specified by the Council, the City Manager will coordinate the activities and reporting functions of all citizen advisory boards and committees.
4. The City Manager will base his guidance of citizen advisory boards and committees on Ends Policies established by the Council.

4. The City Manager will base his guidance of citizen advisory boards and committees on Ends Policies established by the Council.
5. The Mayor, with advice and consent of the Council, will make all appointments to citizen advisory boards and committees.
6. Upon recommendation of the City Manager, the Council may approve the creation of ad hoc committees to assist the City Manager or his staff.

**Guideline B:**

The Council directs all staff to review relevant Ends Policies with citizens upon their appointment to an advisory board or committee. The Council asks staff to be as objective as possible in educating and presenting options to citizens, since the purpose of advisory boards and committees is not only to hear from citizens, but to increase citizen involvement, loyalty, and creativity toward their City.

1. The Council asks the City Manager to create and regularly update an orientation packet for each new volunteer that includes relevant Ends Policies.
2. The Council asks staff to review this orientation packet with each potential volunteer, prior to their appointment, emphasizing this very policy (Policy 1.6), and asking for a citizen signature on the line that indicates understanding of this policy.
3. Staff will provide regular summaries of citizen committee work to the Council.

# City of Brookings Orientation & Training for Appointed Board, Committee & Commission Members

Issue Date: December, 1994.

Effective Date: January, 1995.

**Purpose:** This program is designed to provide appointed board, committee and commission members with an overview of their legal responsibilities under South Dakota law and the ordinances of the City of Brookings.

**Applicability:** This orientation and training shall apply to all appointed positions of any board, committee and commission of the City of Brookings

**In General:** The City of Brookings will sponsor orientation and training sessions on a bi-annual basis in February and June.

**Responsibilities:** Chairpersons of all appointed boards, committees, commissions are strongly encouraged to attend one training session per year.

**Newly appointed board, committee and commission members are required to attend one training session during their first year of service.**

City staff responsible for appointed boards, committees and commissions shall attend a minimum of one training session per year.

**Training Topics:**

Orientation and training sessions will provide information on the following topics.

1. Open meeting laws of South Dakota.
2. Public records statute.
3. Parliamentary procedures.
4. Working with municipal codes and state laws.
5. Organizational structure of city government.
6. Responsibilities and duties of appointed boards, committees and commissions established by state statute and city ordinance.

**Duration:**

Sessions will be conducted in the evening for higher participation and will not exceed two hours in length.

**Facilitator:**

The City Clerk's Office, in cooperation with the City Attorney's Office, will facilitate topic and speaker selection, training location and scheduling.