

City of Brookings

Volunteer & Compensated Boards, Committees, and Commissions

A goal of the City Clerk's Office is to actively encourage, stimulate and reward citizen participation in local government. The contributions of time and expertise made by volunteers to develop, improve and coordinate city programs is inherent in the democratic process.

I. Summary

The Clerk's Office coordinates recruitment of all volunteer and compensated positions, the appointment process, the maintenance of the City Directory, volunteer orientation activities, volunteer recognition events, and compliance with annual reporting requirements for the 109 volunteers that serve on the 14 city boards, committees, and commissions.

II. City Volunteer & Compensated Boards, Committees, and Commissions

1. **Regional Municipal Airport Board**

Membership: 5
Term: 5 years
Residency: No (state law changed in 1995)

The Board has the power and authority to manage, supervise, regulate and care for the Brookings Municipal Airport. Any rules or regulations are subject to the approval of the City Manager.

2. **Board of Adjustment**

Membership: 7 (5 full and 2 alternate)
Term: 3 years
Residency: Within the Joint Jurisdictional Area

The Board of Adjustment has the authority to act on variances or special exceptions to the zoning ordinance. Four of the five members must vote in the affirmative for a motion to pass.

3. **Board of Appeals**

Membership: 5
Term: 5 years
Residency: Required

The function of the Board is to hear and decide on appeals or orders, decisions or determinations made by the city building officials relative to the application and interpretation of the Building Code, and to determine the suitability of alternate materials and methods of construction. All members of the Board must be qualified by training and experience to pass upon matters pertaining to building construction.

4. Board of Health

Membership: 9
Term: 3 years
Residency: 2 may live outside city but must be in Brookings County

The purpose of the Board of Health is to provide a general supervision of the health of the city with full powers to take all steps and measures necessary to promote the cleanliness and healthfulness and to prevent and arrest the spread of any contagious or infectious diseases and harmful environmental conditions, and to quarantine any person or evacuate any area contaminated by such condition or disease. In addition, the Board is to provide public education for the need of all phases of an integrated solid waste management system;

- Establish a comprehensive realistic solid waste plan for the city;
- Develop a financial policy that would be used for raising the funds required to build and operate an integrated solid waste program; and
- Develop and promote pilot programs for recycling and collection of household hazardous waste and reducing solid waste.

Board Composition Requirements:

- Ordinance – The Board of Health shall be comprised of nine members,
 - 1 Licensed physician in active practice in the City
 - 1 County Commissioner
 - 1 Industry
 - 1 Environmental Concerns
 - 1 Business
 - 1 Agricultural Business
 - 1 Transportation Industry
 - 1 Formal background in Economics
 - 1 Governmental Institutions

5. Historic Preservation Commission

Membership: 7 (up to 10 members is allowed)
Term: 3 years
Residency: Required

The purpose of the Brookings Historic Preservation Commission is to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of this city and to preserve, promote and develop the historical resources of the city.

Composition Requirements:

- Ordinance – “... due regard to proper representation of such fields as history, architecture, urban planning, archeology and law.”
- State Law – “... due regard to proper representation of such fields as history, architecture, archeology, urban planning, paleontology and law.”

Historic Preservation Commission (continued)

- State Certified Local Government Procedures, State Historical Preservation Program require the following for certification (source: National Historic Preservation Act Amendments of 1980):
 - “Local governments shall have established an adequate and qualified historic preservation review commission by State or local legislation.”
 - Each certified local jurisdiction is required to have a historic preservation commission with at least two professional members, from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community and have a demonstrated interest, experience or knowledge in historic preservation. The State recognizes that it will be very difficult for many communities to meet this requirement. Therefore, each certified jurisdiction making a good-faith effort to locate and appoint such professionals, and providing documentation to the State Historical Preservation Center as to how this effort was accomplished will be assisted by the State in receiving a waiver for this stipulation from the National Park Service.
 - Each commission’s total membership must also include at least three but not more than eight other non-professional members, who represent a demonstrated interest, experience, or knowledge in historic preservation.”

6. Hospital Board

Membership: 9 (6 appointed by the City, 3 appointed by the County)
Term: 3 years
Residency: Required for 6 city appointments

The Board of Trustees is an administrative board responsible for the planning, operation and evaluation of all hospital and nursing home programs, services, and related organizational activities consistent with the City Charter, ordinance and facility bylaws.

Composition Requirements:

- Ordinance:
 - The Board of Trustees provided for by this Article shall be composed of nine (9) members. Six (6) members shall be duly qualified residents and electors of the City of Brookings and shall be appointed by the Mayor with the advice and consent of the City Council. Three (3) members shall be residents and electors of the County of Brookings, residing outside the corporate limits of the City of Brookings and shall be appointed by the County Commission. At least one (1) of the nine (9) members shall be a member of the active medical staff of the Brookings Hospital.
 - 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 this Section 20-2.
 - Appointment shall be made without reference to sex, race, creed, religious preference, ethnic background, age or economic status.

7. Human Rights Committee

Membership: 10 (9 City and 1 County appointment)
Term: 3 years (1 year terms for one student position)
Residency: Not required

The Committee has the power to investigate complaints alleging discrimination. Other programs include:

- ❑ Study the existence, character and causes and extent of discrimination in employment, housing and public accommodations, property rights, education and public services;
- ❑ Advise and provide a forum for those subjected to unfair and discriminatory practices in the City and County;
- ❑ Advise City officials concerning matters issues of discrimination; and
- ❑ Conduct educational programs and disseminate information for further the committee's policy to eliminate discrimination in the city.

Board Composition Requirements:

- ❑ No bylaws
- ❑ Ordinance 02-93 – "...due regard shall be given to representation of minority groups on the Committee."

8. Library Board

Membership: 5
Term: 3 years
Residency: Required

The Library Board is responsible for the appointment of the Librarian, the conduct of business and development of policies for the Brookings Public Library materials, the governance of the library, and the use of the public library services and materials.

9. Brookings Committee for People who have Disabilities

Membership: 11
Term: 3 years (1 year terms for one student position)
Residency: 7 must be residents - non-residents may not exceed 25% of committee

The Committee strives to advocate for the rights of people who have disabilities in our community. Throughout the year, specific events are held to bring awareness and information to our citizens. Technical assistance is provided to the business community, private individuals, governmental entities, and nonprofit organizations. This is a service not provided by any other entity in Brookings.

The goals of this service are to improve the quality of life for people who have disabilities through enhancing the knowledge base of entities in the community; and to further serve as a community-based advocacy group enhancing the ability of local entities to comply with Federal Civil Rights legislation.

Brookings Committee for People who have Disabilities (continued)

Composition Requirements:

- ❑ Resolution – “...representative of industry, labor, private business, veterans’ organizations, private organizations, and public agencies interested in persons with disabilities.”
- ❑ Committee Bylaws:
 - For maximum effectiveness of the Committee, members may include people with physical and mental disabilities and representatives from government, industry, business, labor, rehabilitation, medical and health groups, senior citizens, veterans’ organizations and auxiliaries, education, welfare, religious, student and other organizations that reflect the community.
 - There is hereby created the Brookings Committee for People who have Disabilities, which shall consist of a minimum of seven residents of the city of Brookings, to be selected and representative of the above stated areas. At no time shall more than twenty-five percent (25%) of the committee be non-residents of the City of Brookings. Members of the committee shall be appointed by the Mayor to serve for a period of three years without compensation. Student representative members shall be appointed by the Mayor to serve for a period of one year without compensation.
 - Membership of the Committee shall consist of people having an interest in problems and challenges faced by people with disabilities.

10. Event Center Board

Membership: 7 (4 appointed by City, 2 appointed by County, 1 appointed by Chamber)
Term: 3 year
Residency: Not stipulated

The Board is a private, non-profit corporation which contracts with the City of Brookings to manage the city-owned Swiftel Center and Research and Technology Center.

11. Park and Recreation Board

Membership: 7
Term: 5
Residency: Required

The Board provides advice to the Director of Parks, Recreation and Forestry to assist in fulfilling the administering of the public park system, recreation programs and city forestry program. The Board also advises the City Council and makes recommendations on matters regarding park capital improvements and planning.

12. **Planning Commission**
Membership: 9
Term: 5 years
Residency: Required

The City Planning Commission is responsible for the city comprehensive plan for the physical development of the city, including areas outside the boundaries of the city and within the planning jurisdiction.

13. **Traffic Safety Committee**
Membership: 13
Term: 3 years
Residency: Required

The Committee is responsible to develop and implement coordinated traffic safety programs that meet local needs; promote public acceptance of official programs; foster public knowledge and support of traffic law enforcement and traffic engineering problems; and cooperate with city schools in promoting educational traffic safety aides.

Composition Requirements:

- Resolution – “The Committee shall consist of official and non-official members representing the: Chamber of Commerce, Police Department, Engineering Department, SDSU, Brookings School System, Media, Automobile Insurance, Religion, Senior Citizens, Industry, Jogger/Bicyclist, and two Citizen-at-large positions.”

14. **Utility Board**
Membership: 5
Term: 5 years
Residency: Required (resident & land owner)

The Utility Board is an administrative body responsible for the management and control of the electric, water, wastewater and telephone utilities of the City of Brookings.

III. City Governance Policy

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.
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.

IV. Vacancies

Vacancies occur:

January 1	Appointments made in December prior
May 1	Appointments made in April prior - *, **
Resignation	Appointments made as soon as possible after advertising vacancy

* May appointments are mandated by State law for the Airport Board, Park and Recreation Board, Utility Board

** student representatives are appointed in May for one year terms to Disability and Human Rights Committees

V. Recruitment

The City of Brookings wants to give as many citizens as possible the opportunity to participate in local government and provide their viewpoint on topics of concern to the City Council. Prior to the expiration of a volunteer's term or upon notification of a resignation, the City Clerk prepares and distributes a press release to radio and print media and the city website for all vacancies on City boards, committees, and commissions including partial terms.

Advertising Policy: *The City of Brookings will notify the public of any vacancies of volunteer or compensated positions on boards, committees and commissions of the City. Notification of vacancies will consist of press releases to local media at least two weeks prior to the appointment (Source: Resolution No. 94-94 dated September 6, 1994).*

If there is little or no response to an advertisement, the City Clerk will re-advertise the position and extend the application deadline.

Applications for Appointment and orientation packets specific to a board of choice are made available at the Office of the City Clerk. Applicants are required to review the orientation packet prior to submission of their application and return a signed application and supporting information, to include signing the City *Code of Ethics*, to the City Clerk by the advertised deadline.

Applicants may apply for more than one board by indicating 1st, 2nd, 3rd, etc., preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would be required to resign from the previous board.

One Board Policy: *The City Council desires to give as many citizens as possible an opportunity to serve upon the various boards and commissions. It is the policy of the City of Brookings that citizens may not serve on more than one committee, board or commission at a time (Source: Resolution No. 04-94).*

The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

VI. Mayoral Volunteer Appointment Process (Effective 01/01/03)

Section 2.03 of the Brookings City Charter, provides that the Mayor shall "...appoint with the advice and consent of the Council the members of citizen advisory boards, committees and commissions, ..."

The following recites the general process followed by the Mayor and City Clerk in the appointment process. It is designed to permit Council members to exercise their "advice and consent" roles during the process. Council members will be notified of upcoming appointments, may encourage potential applicants to submit applications to the City Clerk, and will be provided a list of volunteer applicants who have applied following the closing date for applications. Normally only those who have filed applications are considered for appointment. Council members are encouraged to discuss with the Mayor information or suggestions that they may have concerning applicants.

The book of filed applications is maintained by the City Clerk and is available for review by the public.

1. The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for reappointment.
2. The City Clerk's Office prepares a packet of information for the Mayor that includes the following:
 - Incumbent reappointment requests
 - Copies of current Applications for Appointment (those responding to the press release)
 - Copies of prior Applications for Appointment on file
 - A summary on the specific Board's purpose
 - Specific Board composition requirements (professional designation, residency limitations, bylaw requirements, etc.)
3. After providing the Mayor with the applicant packet information, the City Clerk will email the City Council a summary list that includes the following:
 - Incumbent reappointment requests (including dates of prior service)
 - Names of new applicants
 - Names of applicants on file
 - Summary on the specific Board's purpose
 - Specific Board composition requirements, if anyAdditional information is available in the City Clerk's Office

If Council members have information or recommendations concerning applicants that they wish the Mayor to consider, they should confer with the Mayor within 7 days following receipt of the applicant list.

4. The Mayor may seek appointment recommendations from the specific board, committee, or commission by contacting the Board Chairman.
5. The Mayor may conduct personal interviews with applicants.
6. The Mayor may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor, when necessary, may accept applications after the published closing date.

7. The Mayor shall submit, or cause to be submitted, a list of planned appointments to the City Council members in the Council action agenda packet prior to the date for Council action. The document shall include:
 - Names of Mayor's appointments including dates of prior service
 - A brief statement on appointee's qualifications
 - A summary on the specific Board's purpose
 - Specific Board composition requirementsAdditional information will be available in the City Clerk's Office.
8. Formal City Council action on all appointments is required and will normally be listed on the consent agenda.
9. Upon appointment, volunteers are sent a letter of congratulations and a certificate of appointment. Applicants who are not appointed will be advised in writing.
10. The City Clerk provides the name and contact information of the new volunteer to the appropriate Department staff person to coordinate a formal orientation.

VI. City Directory

The City Clerk's Office maintains a comprehensive City Directory of all city committees, boards and commissions and their volunteers that is available to the general public, city staff and elected officials in book format and on the city website.

VII. Training

Formal orientation and training sessions are provided for all volunteers twice annually. All board members, long term and newly appointed, are strongly encouraged to attend this training session. Information is provided on the City Council/Manager Form of Government, the City Council Governance Policies, the Role of Citizen Advisory Boards, Legal Issues Facing Boards and the Role of the Chairman.

VIII. Recognition

The City established a Volunteer Appreciation Luncheon in 1993. The purpose of the event is to publicly recognize and thank all the people who volunteer their time to serve on city boards, committees and commissions. It is usually held in late April or early May, during National Volunteer Appreciation Week. In addition to the 101 city and 8 county volunteers, city staff that assist the boards, city management and the Mayor and City Council also attend the event. A guest speaker is invited to give a motivational speech during the one-hour luncheon. Gathering at the luncheon provides an opportunity for the City Council to meet and personally thank the volunteers. Starting in 2003 the City combined the recognition and annual reporting event.

IX. Annual Reporting

Commencing in 2003, the City sponsored an Annual Meeting Event to provide volunteers the opportunity to socialize, exchange ideas, seek partnering opportunities and provide a report to each other and the City Council regarding their activities. The annual meeting reports are then incorporated into the Council's annual evaluation of each board's mission and continued need.

Annual report contents:

- ❑ Verbal Reports – 5 minutes in length
- ❑ Written Report:
 - List of Volunteers
 - Summary of Purpose
 - Report on programs and services
 - Performance Measurement Summary
 - Expenditure report
 - Goals and objectives for the coming year
 - Unmet needs
- ❑ Each Board must formally approve their report
- ❑ Board member involvement in writing the report is required