

# Meeting Guidelines

## **ROLES AND DUTIES**

### **The Role of A Board, Committee, or Commission Member**

A member of a City of Clayton board, committee or commission serves a very important role in community life. Residents or other individuals who serve on a board, committee or commission dedicate many hours a year in service to the City and its citizens without compensation. The input of the members helps to shape the policies under which the City operates. This interaction helps to make the government reflective of citizen attitudes and to set the standards of service expected by the citizens.

All board, committee and commission members are appointed by the Mayor with Board of Aldermen approval.

The terms of office for the various boards, committees and commissions vary from one to five years.

### **Role of the Aldermanic Representative**

A member or members of the Board of Aldermen is appointed to the City Plan Commission, Clayton Recreation, Sports and Wellness Commission, Art Commission, Ecology and Environmental Awareness Committee, Economic Development Advisory Committee, Firemen and Policemen Retirement Board, Housing Council, MetroLink Planning Advisory Committee, Non-Uniformed Employees Retirement Board, Parks & Recreation Commission and Strategic Issues Committee. The role of the Aldermanic Representative is to communicate the Board of Aldermen's needs, policies, and interests, when determined, to the members of the board, committee or commission and to communicate back the Board of Aldermen the recommendations made and discussions held by the board, committee or commission. This further ensures thorough communication between the administrative staff, the members of the boards, committees and commissions, and the Mayor and Board of Aldermen.

### **Role of the Staff Liaison**

The City Manager may assign a staff liaison to boards, committees and commissions, who is a member of the Administrative Staff and who has knowledge and expertise in the functional area in which the board, committee or commission is involved.

The staff liaison serves:

(1) to provide factual information upon which the members can rely in making their decisions and formulating their advice to the Mayor and Board of Aldermen and City Administration

(2) to facilitate the meeting process by working with the Chairperson to schedule meeting times, dates and locations to eliminate conflict with other City functions and activities.

(3) to ensure that the City's policies on open meetings and records is adhered to at all times by the board, committee or commission.

(4) to coordinate with the Chairperson on the various activities of the board, committee, or commission.

5) to provide continuity to the work of the board, committee or commission by maintaining complete files of the work of the board, committee or commission, and

(6) to facilitate access to these records upon request by any board, committee or commission member, City official, employee or member of the community.

The staff liaison assigned to the board, committee or commission has the responsibility to regularly advise the City Manager of the activities of the board, committee or commission. This further ensures thorough communication between the administrative staff, the members of the board, committees and commissions, and the Mayor and the Board of Aldermen.

### **Role of the Chairperson**

Each board, committee or commission shall have a chairperson to facilitate the work of the members. The chair is either selected by the members from the membership itself or is appointed by the Mayor and Board of Aldermen as provided by the City Charter or ordinance. The role of the Chairperson is:

1. To call meetings
2. To chair meetings
3. To coordinate with the Mayor, Board of Aldermen and City Manager the City's needs, policies and interests, when determined, and to communicate same to the members of the board, committee or commission on any matter under discussion or consideration.
4. To coordinate with the staff liaison, and through this individual to other members of the City staff, on matters requiring the attention of the staff.
5. To serve as the focal point of communication with the individual members of the board, committee or commission and the staff liaison.

### **POLICY**

**City of Clayton Open Meetings and Records Policy:** All meetings, votes and records (including minutes) of City boards, committees and commissions are open for public review unless state law or City resolution allows the closing of the meeting and any votes of the records for a specified and allowed purpose. Rarely will a board, committee, or commission be involved with a matter that may be considered a closed session.

Missouri State Sunshine Law Sections 610.010 to 610.030 of the Revised Statutes of the State of Missouri contain the provision of the Missouri Open Meetings and Records Law, or the "Sunshine Law." These provisions are applicable to all boards, committees and commissions of the City of Clayton.

A Resolution was adopted by the Board of Aldermen on June 12, 1990, in accordance with the amended Sunshine Law, to adopt the provisions of the state law. Under state law, a meeting may (not must) be closed only for the following purposes (in summary):

1. Legal actions, causes of action or litigation involving the City.
2. Leasing, purchasing or sale of real estate by the City where public knowledge of the transaction might adversely affect the legal consideration therefor.
3. Hiring, firing, disciplining or promoting an employee of the City. However, any vote taken in closed session must be made available to the public within 72 hours of the close of the meeting where the vote occurred. Posting of Meeting Notices and Agendas Notices of meetings are required to be posted at least 24 hours in advance of the meeting, and such 24-hour period shall be calculated exclusive of weekends and holidays. In an emergency situation, less than 24-hours notice is acceptable. The main bulletin board in the front lobby of the City Hall is the official bulletin board for this purpose. If possible, a tentative agenda for the meeting containing the items of business to be discussed should be posted. The staff liaison works with the Chairperson to develop the agenda. The agenda may be brief and simply contain a listing of the items to be discussed

**Minutes:** Minutes taken at board, committee and commission meetings should contain the following information:

1. The date, the time the meeting convened and the meeting place;
2. The calling to order by the Chairperson;
3. The roll call, including a recording of the names of the members present and absent;
4. A listing of others in attendance at the meeting;
5. Unfinished and new business items and a brief summary of the discussion and any motions made and voted upon by the members;
6. The vote taken by a board, committee or commission on a motion; if a roll call vote is taken, the ayes and nays shall be attributed to each member voting, or if not voting, the abstinence;
7. Any future meetings dates, times, and locations, if determined;
8. The time of adjournment;
9. The names of the individual taking the minutes. Minutes are usually approved by the board, committee or commission at the next meeting.

**Attendance:** Determination of a quorum: In order to conduct business, the board, committee or commission must have a quorum. A quorum is a simple majority (half of the members plus one). The Chairperson is considered a member in the determination of a quorum. The staff liaison is not considered present when determining a quorum. In the

event a quorum is not obtained, the Chairperson can continue the meeting and hold discussion on the agenda items. No official business may be conducted and no votes on motions can be taken during a meeting without a quorum. Should late arrivals change the status, then actions may be considered.

**Meeting Facilities:** Meeting facilities for board, committee and commission meetings are available at the City Hall and at the Community Center. It is the responsibility of the staff liaison to obtain a meeting place for the board, committee or commission that they serve. The Council Chamber, the City Manager's Conference Room, the Public Works Conference Room, the City Plan Commission Conference (Room 112) and several rooms in the Community Center are all locations that may be used for this purpose.

**Public Accessibility and Accommodation of Special Needs:** The Missouri "Sunshine Law" requires that all meetings are to be held in a location that allows for public attendance. Further, in 1992, Congress passed the Americans with Disabilities Act which requires all services, programs, activities and functions of the City to be accessible to the disabled members of the community. In compliance with this federal legislation, meetings of all boards, committees and commissions are required to conduct public business in an accessible and barrier free environment.

Individuals with special needs are encouraged to communicate their needs to the City in advance of any meeting so that the proper accommodations can be made, if any are required, for the individual to participate in the meeting. In the event an individual with a special disability attends a meeting without advance notice of the need to provide an accommodation, the Chairperson shall make every effort to postpone and reschedule the item of business for which the individual is attending the meeting until arrangements can be made to satisfy the need(s) of the person.

**Parking:** A member of a City of Clayton board, committee or commission attending a meeting at City Hall may park in visitor parking located at the north side of the building. After 5:00 P.M. parking is available on the employee parking lot located on the east side of City Hall. A member of a board, committee or commission receiving a parking violation while attending a meeting at the City Hall should contact the City Manager.

## **A MATTER OF ETHICS**

**Missouri State Ethics Commission:** In 1992, the Missouri State Legislature passed ethics legislation creating a Missouri State Ethics Commission. Certain City of Clayton officials are required to submit to the Missouri Ethics Commission, each year prior to May 1, a State of Financial Interest covering the proceeding twelve months. Currently, this includes the Mayor, Board of Aldermen, City Manager and Director of Finance and Purchasing Agent. This requirement does not affect any board, committee or commission member at this time.

**Conflicts of Interest:** Clayton prides itself on providing an open, honest City government where the highest ethical standards are observed. It is incumbent upon any

member of an advisory board, commission or committee to promptly and publicly report any potential conflict of interest and to refrain from participating in the discussion or from voting on matters in which the member or members of his or her family may have a financial interest.