

Article 1
Uniform Regulations

Note: Article 1 entitled "General Provisions," consisting of Sections 2-9.101 - 2-9.102, codified from Ordinance No. 2420 c.s., eff. 8-7-85, renumbered by Ordinance No. 2437 c.s., eff. 6-5-86 and Ordinance No. 2705 c.s., eff. 10-21-93, amended in its entirety by Ordinance No. 2797 c.s., eff. 4-17-97.

§ 2-9.100. Appointment and terms of members.

- (a) The members of each board and commission shall serve for a term of four years, commencing October 1 and ending September 30 or as soon thereafter as his or her successor is appointed and qualified.
 - (b) The members of each board and commission shall be appointed by the Mayor, subject to confirmation by the City Council, within 60 days after the expiration of the four year term or within 60 days after a vacancy occurs. If the Mayor shall have failed to make an appointment within such period, any member of the Council may nominate an eligible person to fill such vacancy. Four affirmative votes of the Council to appoint such nominated person shall result in the appointment. Any appointment to fill an unexpired term shall be for such unexpired period.
 - (c) No person shall serve more than two full terms on the same board or commission. No person shall serve simultaneously on more than one board or commission.
- (§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.101. Organization meetings, chairperson, meeting cancelations.

- (a) Each board or commission shall meet as soon after the first day of October of every year as practical for the purpose of organizing. At such organization meeting, the boards and commissions shall organize themselves by electing one of its members to serve as chairperson for the ensuing year and one of its members as secretary. Each board or commission shall hold a regular meeting at least once each month, subject to the meeting cancelation procedures in subdivision (b) of this section. In addition to any such regular meetings, each board or commission shall hold whatever special meetings may be necessary or convenient to dispose of business without delay. All proceedings of any board or commission shall be open to the public.
 - (b) Regular monthly meetings may be canceled for lack of business only by a majority vote of commissioners or members, and only during the regular meeting that immediately precedes the meeting to be canceled. In order to cancel a meeting, the commissioners or members must publicly vote to cancel the next scheduled meeting during the "Adjournment" item on the commission agenda. No future meetings beyond the next scheduled meeting may be canceled in advance.
- (§ 1, Ord. 2797 c.s., eff. April 17, 1997, as amended by § 1, Ord. 3043 c.s., eff. November 7, 2009, § 1, Ord. 3062 c.s., eff. November 21, 2010, § 1, Ord. 3083 c.s., eff. September 16, 2011, § 1, Ord. 3096 c.s., eff. October 18, 2012, § 1, Ord. 3114 c.s., eff. December 5, 2013, § 1, Ord.

3133 c.s., eff. August 7, 2015, § 1, Ord. 3159 c.s., eff. August 18, 2016, § 1, Ord. 3203 c.s., eff. August 21, 2020, and § 1, Ord. 3219 c.s., eff. October 21, 2021; Ord. 3270 c.s., eff. July 6, 2024)

§ 2-9.102. Procedure.

The following procedure shall be followed by boards and commissions, at public meetings:

- (a) Each member of a board or commission shall vote unless he or she states the reasons for abstention for the record.
- (b) Each board and commission shall maintain a true and correct record of all proceedings of such board or commission in books devoted solely to such purpose.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.103. Proceedings.

Each board or commission may prescribe its own rules and regulations consistent with the provisions of this Code and in accordance with any ordinances or resolutions governing the operation of said commission. All of such rules or regulations shall be kept on file in the office of the City Clerk and shall be available at all times for inspection by the public. All boards and commissions shall have the same power as the City Council to compel the attendance of witnesses under oath and to issue or cause to be issued subpoenas for the attendance of such witnesses and any evidence deemed necessary by the board or commission.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.104. Budget requirements.

The City Manager shall recommend in the annual budget sufficient appropriations of funds to provide for the required expenses of each board and commission to permit it to conduct its business in an efficient and proper manner.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.105. Members' compensation.

No member of any board or commission shall receive any compensation for such services; provided, however, that all members shall be entitled to reimbursement for necessary traveling and other expenses when on business of the City on order of the board or commission and upon approval by the City Council.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.106. Membership eligibility.

Membership on any City board or commission shall be limited to registered voters of the City, with the exception of the Youth Commission as defined in Article 6 of this chapter.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997, as amended by § 1, Ord. 2858 c.s., eff. November 16, 2000)

§ 2-9.107. Vacancies.

In the event that any member of any board or commission shall be absent from the regular meetings of such board or commission for a period of 60 days consecutively following the last regular meeting attended by such member, unless by permission of the City Council expressed in its official minutes, or in the event such member shall be convicted of a crime involving moral turpitude, or ceases to be a registered voter of the City, his or her office shall become vacant and shall be so declared by the City Council. Vacancies occurring in any board or commission shall be filled in the manner set forth in Section 2-9.100.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.108. Oaths and affirmations.

The chairperson or chairperson pro tempore of each board or commission shall have the power to administer oaths and affirmations to any person appearing before any such board or commission during the course of an investigation or hearing.

(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.109. Removal of members.

The members of each board and commission may be removed from office by a vote of the majority of all members of the Council.

(§ 1, Ord. 3221 c.s., eff. October 21, 2021)