

ORDINANCE NO. 1132

AN ORDINANCE TO AMEND THE EAST RIDGE CITY CODE, TITLE 2 BOARDS AND COMMISSIONS, TO AMEND TITLE 2 BY ADDING CHAPTER 2 TO PROVIDE CERTAIN BOARD AND COMMISSION REQUIREMENTS

WHEREAS, the City of East Ridge relies upon volunteer citizen participation to assist with operations of the City; and

WHEREAS, the City considers it important for appointed board members to actively participate is selected for City boards and/or commissions; and

WHEREAS, the City desires to promulgate certain requirements on members to be applied equally to all boards or commission.

NOW THEREFORE, be it ordained by the City Council for the City of East Ridge as follows:

SECTION 1. That Title 2 of the East Ridge City Code be amended by adding Chapter 2 to provide certain board and commission requirements as follows:

TITLE 2

CHAPTER 2

GENERAL BOARD AND COMMISSION REQUIREMENTS

SECTION

- 2-100 General.
- 2-101 Appointment Process.
- 2-102 Terms of Appointment.
- 2-103 Meetings and Officers.
- 2-104 Vacancies and Removals
- 2-105 Public Records

2-100. General. The following requirements will apply to all procedures, appointments and terms of any Boards and Commissions in the City of East Ridge except where otherwise provided by the East Ridge City Charter, state, or other superior law.

2-101. Appointment Process.

a) Unless otherwise provided for in the East Ridge City Charter or East Ridge City Code, appointments to any board, committee or commission of the City of East Ridge (hereinafter referred to generally as "board" or "city board") shall be ratified by a majority vote of the City Council. The City Council will make every effort to ensure that the membership of its standing and advisory boards reflects the diversity of the community. Board openings shall be publicly advertised for a period not less than two (2) weeks on the City's website. Board applicants shall submit an application supplied by the City and may submit a letter of intent and a list of qualifications and other reasonable information requested by the City Council for making an informed decision.

b) Re-appointment for sitting board members shall not be automatic. Members who are still eligible and wish to apply for re-appointment shall advise the City Manager prior to the member's term expiration. Unless otherwise provided for in the East Ridge City Charter or East Ridge City Code, all appointments and re-appointments will be determined by a majority vote of the City Council.

c) Appointees to boards, committees, and commissions must be residents of and domiciled in the City, or verified business owners or land owners within the City of East Ridge, unless otherwise specified or provided for by law, ordinance, or City Council action establishing said board or commission, or in the rules or by-laws of said board or commission, if approved by City Council.

d) An eligible person may not serve on more than two (2) City boards or commissions at any given time.

2-102. Terms of Appointment. Members shall serve for the terms set forth by law, ordinance, or City Council action establishing said board or commission, or in the rules or by-laws of said board or commission, if approved by City Council.

2-103. Meetings and Officers. The date and time of regular meetings shall be decided by law, ordinance, or City Council action establishing said board or commission, or in the rules or by-laws of said board or commission, if approved by City Council. All meetings shall be publicly noticed and comply with the provisions of public meetings law. At the beginning of each calendar year, unless otherwise specified or provided by law,

ordinance, or City Council action establishing said board or commission, each respective board shall elect a chairman who will set the agenda, call and preside over meetings, provide orientation to new members, and keep all members informed and a vice-chairman to serve in the chairman's absence.

2-104. Vacancies and Removals. In the event that a vacancy shall occur during the term of a member, his or her successor shall be appointed for the unexpired portion of the term by means of the appointment process set forth by law, ordinance, or City Council action establishing said board or commission, or in the rules or by-laws of said board or commission, if approved by City Council. Board members serve at the pleasure of the Council. Members may be removed for cause. Cause shall include, but not be limited to, if a member:

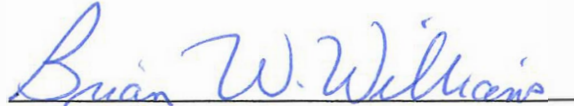
- a) Lacks at any time during the term of office any qualification for the office prescribed by the Charter, the City Code, or by law.
- b) Violates any expressed prohibition of the Charter.
- c) Is convicted of a state or federal felony, appeals notwithstanding.
- d) Fails to stay current and participate in the work of the board or commission.
- e) Fails to attend 70% or more of meetings of the board or commission.
- f) If required for membership, fails to maintain a bona fide residence within the City for sixty (60) consecutive days.
- g) Engages in any conduct that is deemed to be in violation of the City's Code of Ethics as set forth in Ordinance 818, as amended.
- h) Becomes an employee of the City, irrespective of whether such employment is part-time, full-time, or seasonal.

2-105. Public Records. All City boards and commissions create public records while conducting regular business and shall be subject to public disclosure. Communications between members in their official capacity or communications exchanged between members about matters under a board's or commission's purview shall create a public record, irrespective of whether such communications is exchanged on private emails, cell phones, or other electronic means.

BE IT FURTHER ORDAINED, that this ordinance shall take effect September 1, 2020, the public welfare of the City requiring it.

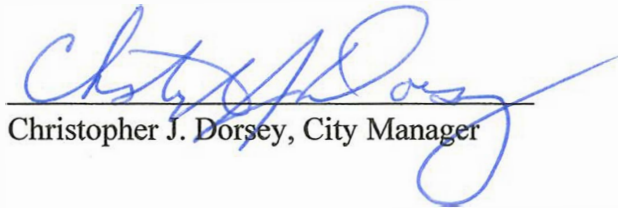
Passed on First Reading July 23, 2020

Passed on Second Reading August 13, 2020



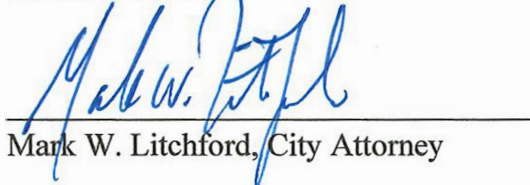
Brian W. Williams, Mayor

ATTEST:



Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:



Mark W. Litchford, City Attorney