

### Ad Hoc and Standing Committees and Boards

A committee or board may be established as ad hoc or standing. Ad hoc committees and boards are called to serve a limited and specific purpose, and are dissolved when the committee or board has served its stated purpose. Standing committees, on the other hand, deal with more perennial issues, and fulfill their purpose on a continuing basis. When creating an ad hoc committee, the City Council will designate a deadline for completion of the committee's work. The Council has the authority to extend or shorten the committee deadline. Once the final deadline has been reached, the committee will automatically cease to exist. Standing committees may also be terminated if the City Council so decides.

### B. Membership Application and Procedures

The City Council appoints members to various commissions, committees, and boards.

For the practices and procedures governing the recruitment and appointment process for both the Planning and Parks & Recreation Commissions, please refer to Council Policy 000-2.5. This Policy also identifies other information specific to both Commissions.

Committees and boards serve staggered terms. The Mayor may appoint a chairperson pro tem of a committee to assist in organizing, after which time the committee may annually elect a chairperson from among themselves. The chairperson is the presiding officer for the committee or board. The position is rotated on an annual basis to other members. The Mayor designates at least one member of the City Council to serve as a non-voting liaison to each committee. Committee or board members may sit concurrently on a City Commission.

All commission, committee, and board members serve at the pleasure of the City Council for designated terms: Committee and board members are typically appointed for two years, unless otherwise specified by the City Council.

If a member wishes to be reappointed, a letter or "Committee Interest Form" requesting reappointment must be submitted to the Mayor prior to the term expiration date. Unless reappointment is desired, and such application is received, committee and board members are required to step down after their terms have been completed. Committee and board members may step down or resign by submitting a letter to the Mayor. In addition, the City Council may request resignations or terminate membership at any time for any committee or board member.

### Notification Process

The staff liaison notifies all applicants of their appointments or reappointments and the term expiration date in writing. All applicants not appointed or