



## COMMITTEE GUIDELINES

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### **PURPOSE:**

To establish guidelines and a process for appointments to Committees. The guidelines are established to encourage citizen participation and manage the size of Committees. Committee meetings are open to the public.

### **GUIDELINES:**

There are established, in the City, Committees with the following guidelines for membership, meetings, and duties:

### **FINANCE & ADMINISTRATION**

- A. Description: The Finance & Administration Committee serves as a committee of the whole. The Committee focuses on issues pertaining to the finances of the City including but not limited to: budget, investments, cash flow and debt management and on issues pertaining to Human Resources, city policies and guidelines, insurance, Building and Zoning and Code Enforcement matters
- B. Membership: The Mayor shall appoint all members of the City Council to serve on this committee
- Meeting schedule: The Finance & Administration Committee will meet monthly.

### **PUBLIC WORKS**

- A. Description: The Public Works Committee makes recommendations to the Governing Body on issues pertaining to the Public Works Department including but not limited to: capital improvements and vehicle and equipment maintenance.
- B. Membership: The Mayor shall appoint at least three (3) Councilmembers to the Committee. In addition, the Committee may include up to four (4) citizen members, preferably representing various areas of the City. Citizen and Council members will be appointed by the Mayor with advice and consent of the Council following the process outlined below. Appointments will occur in February corresponding to the bi-annual elections. Members are appointed for a two (2) year term. Vacancies which occur shall be filled by appointment of the Mayor with the advice and consent of the Council for the unexpired term. Citizen members shall serve without compensation.
- C. Meeting schedule: The Public Works Committee will meet as needed but not less than quarterly.

### **POLICE**

- A. Description: The Police Committee makes recommendations to the Governing Body on issues pertaining to the Police Department and public safety.
- B. Membership: The Mayor shall appoint at least three (3) Councilmembers to the Committee. In addition, the Committee may include up to four (4) citizen members, preferably representing various areas of the City. Citizen and Council members will be appointed by the Mayor with the advice and consent of the Council following the process outlined below. Appointments will occur in February corresponding to the bi-annual elections. Members are appointed for a two (2) year term. Vacancies which occur shall be filled by appointment of the Mayor with the advice and consent of the Council for the unexpired term. Citizen members shall serve without compensation.
- C. Meeting schedule: The Police Committee will meet as needed but not less than quarterly.

### **PARKS AND RECREATION**

- A. Description: The Parks and Recreation Committee makes recommendations to the Governing Body on issues pertaining to the City of Fairway Park, Kathy's Park, swimming pool, Shawnee Indian Mission and Parks and Recreation Department programming.

- B. Membership: The Mayor shall appoint at least three (3) Councilmembers to the Committee. In addition, the Committee may include up to five (5) citizen members, preferably representing various areas of the City. Citizen and Council members will be appointed by the Mayor with the advice and consent of the Council following the process outlined below. Appointments will occur in February corresponding to the bi-annual elections. Members are appointed for a two (2) year term. Vacancies which occur shall be filled by appointment of the Mayor with the advice and consent of the Council for the unexpired term. Citizen members shall serve without compensation.
- C. Meeting schedule: The Parks and Recreation Committee will meet as needed but not less than quarterly.

**PLANNING COMMISSION**

*Please refer to Chapter 15, Article 2 of the City of Fairway Code for a full description of the Planning Commission duties and requirements. This provides a summary only.*

- A. Description: The Planning Commission shall have the powers granted and duties delegated to it by this Chapter [Chapter 15 of the City of Fairway Code] and by Statute, including the making or causing to be made the comprehensive plan, and making recommendations on plat approval, subdivision regulations, site plans, zoning regulations, and rezonings.
- B. Membership: The Planning Commission shall consist of seven (7) members, all of whom shall be residents of the City. The members shall be appointed by the Mayor, by and with advice and consent of the Governing Body. The members shall be appointed for terms of three (3) years each; provided, appointments shall be so staggered that no more than three (3) members' terms shall expire in any given year. Vacancies which occur shall be filled by appointment of the Mayor with the advice and consent of the Council for the unexpired term. Members may be removed for cause as provided by law, and any member who is absent from three consecutive regular meetings may be removed by the Mayor, by and with the consent of the Governing Body. Members shall serve without compensation and shall remain in office until their successor takes office. The Planning Commission shall elect a chair and vice chair from within the membership.
- C. Meeting schedule: As needed the last Monday of the month at 6:00 p.m.

**BOARD OF ZONING APPEALS**

*Please refer to Chapter 15, Article 4, Division 4 of the City of Fairway Code for a full description of the Board of Zoning Appeals duties and requirements. This provides a summary only.*

- A. Description: The Board of Zoning Appeals shall have the powers granted and duties delegated to it by this Chapter [Chapter 15 of the City of Fairway Code] and by Statute, including, the following:
  - 1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by any administrative official in the enforcement of the zoning regulations;
  - 2. To grant exceptions to the zoning regulations on the basis and in the manner specifically provided for by the zoning regulations;
  - 3. To grant variances to the zoning regulations on the basis and in the manner provided for by this Part and by Statute; and
  - 4. To the extent so authorized in the appropriate ordinance, the Board of Zoning Appeals may also act as the appeals board for any appeal of an alleged error in any order, requirement, decision or determination made by any administrative official in the enforcement of the City's building codes or property maintenance regulations.
- B. Membership: The Board of Zoning Appeals shall consist of seven (7) members, all of whom shall be residents of the City. The members shall be appointed by the Mayor, by and with the consent of the Governing Body. The members shall be appointed for terms of three (3) years each; provided, appointments shall be so staggered that no more than three (3) members' terms shall expire in any given year. Vacancies which occur shall be filled by appointment of the Mayor with the advice and consent of the Council for the unexpired term. Members may be removed for cause as provided by law, and any member who is absent from three consecutive regular meetings may be removed by the Mayor, by and

with the consent of the Governing Body. Members shall serve without compensation and shall remain in office until their successor takes office. The Board of Zoning Appeals shall elect a chair from within the membership.

- C. Meeting schedule: As needed the last Monday of the month at 5:30 p.m.

### **TREE BOARD**

*Committee established per Ordinance No. 1425. Please refer to Chapter 11, Article 4 of the City of Fairway Code for a full description of the Tree Board duties and requirements. This provides a summary only.*

- A. Description: It shall be the responsibility of the Tree Board to develop and review annually a written plan for the care, replacement, maintenance and removal of Street and Park Trees. The plan shall be presented annually to the City Council and, upon its acceptance and approval, shall constitute the official comprehensive City tree plan for the City of Fairway. The Tree Board, when requested by the City Council, shall consider, investigate, make findings and recommendations upon any special matter or question coming within the scope of its work.
- B. Membership: The Tree Board shall consist of eight members, five of whom shall be appointed by the Mayor with the approval of the City Council. Four appointed members shall live in the four wards of the City of Fairway, one from each Ward, if possible. A fifth appointed member shall be a member at large living in the City of Fairway. The other three members shall be the Public Works Director or designee, the Parks and Recreation Director and a Member of the City Council appointed by the Mayor. A majority of the members (five) shall constitute a quorum for the transaction of business. Failure of a board member to attend three consecutive meetings may result in removal from the board. The term of the five members appointed by the Mayor shall be three years, except the initial term of two of the members of the first board shall be for one year and the initial term of the other two members of the first board shall be for two years.
- C. Meeting schedule: The Tree Board will meet as needed but not less than quarterly.

### **PROCESS FOR COUNCILMEMBER APPOINTMENTS:**

- 1) Following the bi-annual election, all Councilmembers shall submit to the Mayor directly a list of Committees in which they are interested in serving.
- 2) The Mayor should meet with each councilmember individually to discuss their requests prior to making the appointments.
- 3) The Mayor shall appoint Councilmembers to Committees in the month of February, or as soon thereafter as practical, with consent of the City Council. Councilmember appointments to boards and committees are subject to KSA 12-16, 128.

### **PROCESS FOR CITIZEN APPOINTMENTS:**

- 1) Citizen fills out an Indication of Interest Form. A copy of the form is available at City Hall or on the City web site.
- 2) Citizen submits Indication of Interest form to City Hall.
- 3) City Administrator/City Clerk forwards to the Mayor and appropriate staff.
- 4) The Indication of Interest form is placed on the next Committee Meeting agenda for informational purposes.
- 5) .
- 6) If directed by the Mayor, the City Administrator/City Clerk shall place the item on the Council Meeting Agenda for consideration. Citizen appointments to boards and committees are subject to KSA 12-16, 128. Any appointment made by the Mayor and confirmed by the City Council shall be considered a full voting member and will take the Officer's Oath as outlined in Chapter 1, Article 3, Section 1-301 of the City of Fairway Code.
- 7) If a Committee is full at the time the Indication of Interest Form is submitted, the Form will be kept on file for consideration during the next round of bi-annual appointments, or in the event of a vacancy. The bi-annual citizen appointments shall occur the month of February, or as soon thereafter as practical.

- 8) In the event of a vacancy prior to the bi-annual appointments, staff will provide notification to the Community that there is Committee vacancy.
- 9) Any unfilled position is considered a vacancy.

Approved by the City Council on the 14th day of March, 2022.