

Boards and Commissions Membership

The intent of this policy is to provide a process for selecting citizens interested in serving on a City board and/or commission. The City of Indianola desires to have diverse representation on its boards and commissions to reflect the age, race/ethnicity and gender (in accordance with Iowa Code 69.16A) of the Indianola community.

The Mayor makes the following appointments with the approval of the City Council:

- *IMU Board of Trustees (6 years)*
- *Memorial Aquatic Center Commission (3 Years)*
- *Park and Recreation Commission (3 years)*
- *Senior Citizens Commission (3 years)*
- *Fine Art and Beautification Commission (3 years)*
- *Non-Judicial Human Relations Commissions (3 years)*
- *Cable and Communication Commission*
- *Civil Service Commission (4 years)*
- *Library Board of Trustees (6 years)*
- *Commission on Youth Affairs (2 years)*
- *Commission on Substance Abuse & Risk Behavior (3 years)*
- Greater Des Moines Convention Center and Visitors Bureau Representative

The City Council makes the following appointments:

- *Board of Adjustment/Appeals (5 years)*
- Landfill Board
- YMCA Steering Committee
- Sustainability Committee
- BRAVO Greater Des Moines Representative
- City Council Administrative & Policy Committee
- *Planning and Zoning Commission (5 years)*
- CIRTPA/MPO Representative
- City Investment Committee
- *Hometown Pride Committee*
- Metro Advisory Committee
- WCEDC Board

Those appointments in *italics* are open to citizens. Others are a designated governmental appointee.

The following are procedures for appointing/reappointing a citizen:

- Boards and Commission openings will be listed six months in advance of a vacancy on the City's web site by the City Clerk.
- Interested citizens should complete a volunteer application form by the posted deadline. The City will keep applications on file until December 31st of each year.
- The names of the citizens who express interest in serving on the Boards and Commissions appointed by the Mayor will be forwarded by the City Clerk to the Mayor for his/her review. The Mayor will consider the information provided on the application and make his/her recommendation to the City Council Administrative & Policy Committee for their consideration and recommendation to the Mayor and City Clerk.
- The names of citizens who express interest in serving on the Boards and Commissions appointed by the City Council will be forwarded by the City Clerk to the City Council Administrative & Policy Committee for their review.
- The name of the citizen recommended for the Board or Commission will be placed on the agenda for Council approval.

The City Council Administrative & Policy Committee will also bring forward appointments to the Landfill Board, CIRTPA, MPO, YMCA, Investment Committee, Sustainability Committee, Hometown Pride, BRAVO, Metro Advisory, WCEDC.

Factors that may be consider when recommending appointments include:

- What is the current gender balance of the Board/Commission?
- The area of town in which a candidate resides, are all areas represented?
- Are there too many members with similar occupations, should other occupations be represented?
- Are there potential conflicts of interests if a certain candidate were chosen to serve?
- What expertise and/or experience does the candidate bring to the Board/Commission?
- Does the candidate serve on more than one board/commission?
- How long has the person served on the board/commission?
- If they are currently serving on a board/commission how effective have they been in serving on the board/commission?

- If they are currently serving on a board/commission, has their attendance been acceptable?
- Only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time.
- City employees may serve as members on City boards and commissions that are established by ordinance. However, City employees shall not serve on boards/commissions that govern their respective departments. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve City employees when potential conflicts of interest may be present.

Attendance: Attendance is critical to the successful functioning of a board/commission. Staff shall monitor attendance to assure members are participating to an acceptable level. If attendance problems occur, staff shall inform the board/commission chair and/or the Mayor and City Council to consider action to assure the board/commission has active/participating members.

Adopted by City Council on February 4, 1974, amended August 3, 1987; amended August 1, 1988; amended June 13, 2018.