



**City Council  
Appointed Boards,  
Commissions or  
Committees Policies  
and Procedures**

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Revision #	2
Implementation Date	8/22/2019
Last Reviewed/Update Date	9/18/2024
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**1. Purpose**

This document provides policies and procedures for all City Council appointed boards, commissions or committees in order to provide uniformity. It covers establishment of boards, commissions or committees, member administration, meeting requirements and other policies and procedures for the staff liaison, City Clerk's Office and members of any appointed board, commission or committee.

Boards, commissions or committees may have their own ordinance or by-laws which must be followed. If there is a conflict of information between the policies and procedures set forth below and the ordinance or by-laws, the policies and procedures below shall take precedence.

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**2. Open Meetings**

Open meetings are governed by Chapter 21 of the Iowa Code. Under that law, boards and commissions are considered to be governmental bodies and any gathering of a majority for deliberation or action is considered to be a meeting. All meetings must be open to the public and must be preceded by at least 24 hours notice. A closed session of the board or commission may be held for the limited purposes set forth in Section 21.5. It is required you do not go into a closed session without consulting the City Attorney in advance and obtaining a written statement of approval. However, it should be remembered that the law generally demands public meetings and all doubts are generally settled in favor of openness.

The City of Marion has established an Open Meetings Policy which offers more information concerning record requests. More requirements of Chapter 21 in relation to open meetings can be found under the Meeting Management section.

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**3. Public Records**

Public records are governed by Chapter 22 of the Iowa Code. Unless a record is found to be confidential under Section 22.7, it is a public record and subject to public examination. The public has a right to examine all public records and may seek a court order to enforce that right.

The City of Marion has established a Public Records Request Policy which offers more information concerning record requests.

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**4. Gift Law**

Gift accepted or received are governed by Chapter 68B of the Iowa Code. Except as otherwise provided in section 68B.22, a public official, public employee, or candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A public official, public employee, candidate, or the person's immediate family member shall not solicit any gift or series of gifts from a restricted donor at any time.

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**5. Code of Ethics**

Marion City Council has adopted a Code of Ethics for members of City Council and appointed board, commission, or committee to assure the public confidence in the integrity of local government and its effective and fair operation. The Ethics Policy is provided as Exhibit A (adopted by Resolution 22824, November 11, 2012).



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Violations to this policy shall be filed with the City Clerk's Office. The City Clerk's Office will obtain written statements and will notify the City Manager, Mayor or Mayor Pro Tem, and/or City Attorney.

The staff liaison shall review the policy with the board, commission or committee members annually.

## **6. Board, Commission or Committee Establishment**

When it is determined that a board, commission or committee should be established, the following will need to be completed:

- Council Approval of the board, commission or committee
- Council adoption of Ordinance or By-Laws for the board, commission or committee
- Appointment of members with staggering terms of office

The Ordinance or by-laws should contain information including but not limited to purpose, authority, composition, powers and duties, meetings, quorum, voting, attendance, officers, terms of office, staff liaison expectations, and rules of order.

## **7. Member Administration**

### **New Members**

Interested applicants for a City of Marion board, commission or committee must submit an application to the City Clerk's Office. The application shall also include a signed receipt of ethics policy. The Application is provided as Exhibit B.

The review of eligible applicants may be done using any of the following methods:

#### **Method A**

- The City Clerk's Office receives and reviews application for eligibility.
- If eligible, the application is forwarded to the Staff Liaison.
- The board/commission reviews, may interview applicant and gives recommendation to Staff Liaison.
- Staff Liaison informs the City Clerk's Office and Mayor of recommendation(s).
- Mayor reviews applicant, may interview applicant and gives selection to City Clerk's Office.

#### **Method B**

- The City Clerk's Office receives and reviews application for eligibility.
- If eligible, the application is forwarded to the Staff Liaison and Mayor.
- The Chair/Vice Chair and Mayor review and interview applicants.
- Mayor gives selection to the City Clerk's Office.

#### **Method C**

- Mayor seeks eligible applicants and encourages them to complete application
- The City Clerk's Office receives and reviews application for eligibility.
- If eligible, the application is forwarded to the Staff Liaison and Mayor.
- Mayor gives selection to the City Clerk's Office.



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Once appointed, the applicant will be mailed a packet welcoming them to the board, commission or committee. The applicant will need to return a "Receipt of Boards, Commissions or Committees Policies and Procedures" prior to attending their first meeting.

Any applicant who is not chosen for appointment, will be sent a letter by the City Clerk's Office notifying them of the status of their application. Applications for those not appointed will remain on file for one year after application is submitted.

**Member of Multiple Boards, Commissions or Committees**

A member may choose to sit on multiple appointed boards, commissions or committees. Members (non-employee) may only sit on a maximum of three appointed boards, commissions or committees for the City of Marion and the boards, commissions or committees must be unrelated.

Before being considered for another board, commission or committee, the member must submit an application similar to when they were a new member. The same procedures as a new applicant will be followed.

**Attendance**

By acceptance of an appointment to a board, commission or committee, members have accepted the responsibility to actively participate in the business of the board, commission or committee. Regular attendance is expected. Members shall have the option to attend meetings virtually. If any member is absent from 25% or more meetings within any 12 month period, the board, commission or committee will recommend to the Mayor and Council that the member's resignation be requested unless it is determined by affirmative vote that there is sufficient excuse for such non-attendance.

**Reappointments**

Each year, the City Clerk's Office will work with the staff liaison and provide a list to the Mayor or Mayor Pro Tem of the members who would like to be reappointed. The Mayor or Mayor Pro Tem will review the list and make their recommendation for Council approval.

**Resignations**

If a member chooses to resign, a memo or letter from the member or staff liaison must be submitted to the City Clerk's Office. The effective date of the resignation shall be provided in the memo or letter. This document will be received and filed at the next Council meeting. The staff liaison will then work with the City Clerk's Office to fill the vacancy.

**Vacancies**

When a vacancy occurs, the staff liaison will work with the City Clerk's Office to fill the opening. Applications currently on file will be reviewed first. If none on file, the opening will be posted or sent to one or more of the following locations:

- City of Marion Website – Boards and Commissions
- City of Marion Social Media
- Marion Public Library Bulletin Board
- Marion City Hall Bulletin Board
- Area Colleges or Universities (Kirkwood, Mount Mercy, Coe, etc.)
- Professional Associations (if related to vacancy need)



## **8. Meeting Management**

### **Announcement of Meetings**

Per Chapter 21.4 of the Iowa Code, advanced public notice will be given at least 24 hours prior to the commencement of any meeting and will be provided to the public and media. The public notice requirement applies to all meetings whether formal or informal and regardless of where such meetings are held.

### **Agendas**

Each board, commission or committee will prepare in advance an agenda for each meeting. The agenda will serve as the public notice of the meeting. Please see Exhibit C for the recommended agenda format.

### **Minutes**

Chapter 21.3 of the Iowa Code requires that minutes be kept of all meetings. Such minutes are public records, are subject to inspection upon request, and at a minimum must contain the time and place of the meeting, members present, and any actions taken. Please see Exhibit D for the recommended minute format.

The City of Marion has established an Open Meetings Policy which offers more information concerning record requests.

## **9. Staff Expectations**

The following are general expectations from staff in relation to appointed boards, commissions and committees:

### **City Clerk's Office**

- Member Administration
  - Accepting board, commission or committee applications
  - Coordinating applicant interviews
  - Applicant correspondence (welcome or regret letters)
  - Filing appointments and resignations with City Council
  - Posting vacancies
  - Initiating Code of Ethics violation investigations
- Webpage maintenance for General Board, Commission or Committee Information

### **Staff Liaison**

- Member Administration
  - Coordinating applicant interviews
  - Notifying City Clerk's Office of resignations
  - Notifying City Clerk's Office of possible Code of Ethics violations
  - Review Code of Ethics with members annually
- Agenda and Minutes Management
  - Agenda and Minute Preparation (if not done by an officer of the board, commission or committee)
  - Uploading agenda and minutes to website and the City's records management software
- Webpage maintenance for Specific Board, Commission or Committee



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**10. Annual Reports**

Under the Iowa Code, the following Boards, Commissions or Committees are statutorily required to file an annual report with the City Council: The Water Utility Board of Trustees and the Library Board of Trustees. These annual reports are required to be timely filed with the Finance Director or City Clerk. Annual Reports will appear on the City Council's agenda calling for the Council's acknowledgement of the receipt of the report and approval of it. The above noted boards, commission or committees will prepare the report according to the information required by the Iowa Code 388.4 and 336.11 respectively.

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**11. Questions**

Any questions concerning the Board, Commission or Committee Policies and Procedures should be directed to the City Clerk's Office.

City of Marion  
Attn: City Clerk's Office  
1225 6th Avenue  
Marion, IA 52302  
319-743-6327  
[cityclerk@cityofmarion.org](mailto:cityclerk@cityofmarion.org)