

**THE CITY OF SEDGWICK
POLICIES AND PROCEDURES FOR CITIZEN BOARDS,
COMMISSIONS, AND COMMITTEES**

COMMUNICATIONS

Decisions of the Mayor and Council that are of special interest to the respective boards, commissions, or committees will be transmitted to the chair-person of said board, commission, or committee either in writing or verbally.

The Mayor and Council will transmit referrals for information or action through the City Clerk who notifies the chairperson of each board, commission, or committee. The board, commission, or committee transmits minutes of meetings, findings, reports, etc. to the Mayor and Council through the City Clerk Office.

Boards, Commissions or Committees shall submit requests for staff support to the City Clerk. While the staff's role is one of assisting the commission, the staff assistants are not employees of the board, commission or committee. The staff member is directly responsible to the department head and the Mayor and Council.

Boards, commissions, or committees shall channel any budget requests to the City Clerk prior to April 1 of each year. Boards, commissions, or committees, upon request, can receive the budget as soon as it is presented to the Mayor and Council and are encouraged to testify at the public hearings on the budget.

Members are encouraged to attend Council Meetings to keep abreast of Council actions.