

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

OPERATING POLICIES

All meetings of boards, commissions, and committees are open to the public.

The number of meetings related to business needs of the board, commission, or committee may be set by the individual body. Dates of meetings should be publicized in The Official City Newspaper and the City Newsletter.

The chairperson of each entity will be responsible for the agenda for all of the meetings of their respective board, commission or committee.

Minutes are kept of all meetings and forwarded to the Mayor and Council when approved. Minutes should be brief and reflect decisions and recommendations except where transcripts are required.

A quorum for conducting business is a simple majority of the membership of the board, commission, or committee.

All members of advisory bodies should be aware of the need to avoid any instance of conflict of interest. Simple historical common law is that no individual should use an official position to gain a personal advantage.

Lobbying efforts on legislative matters should first be checked for consistency with existing City policy by contacting the City Clerk's office. In the event a position is taken that differs from that of the Mayor and Council, a Commission acting as an official body of the City, cannot represent that position before another body, e.g., the State Legislature. An individual member is free to voice a position on any issue as long as it is made clear that he or she is not speaking as a member of the board, commission, or committee.