

CITY OF EL DORADO, KANSAS

RESOLUTION NO. 3035

A RESOLUTION ADOPTING AN ADVISORY BOARD AND COMMITTEE POLICY, AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND GUIDELINES FOR IMPLEMENTATION THEREOF

WHEREAS, the City Commission of the City of El Dorado, Kansas, recognizes the importance of establishing clear and consistent policies to guide municipal operations and decision-making; and

WHEREAS, the City Commission periodically adopts new policies or revises existing policies to improve efficiency, accountability, and service delivery in accordance with the City’s mission and values; and

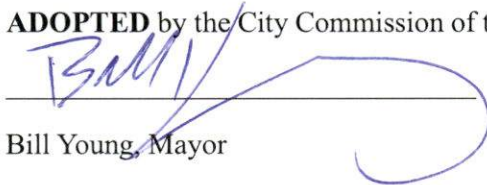
WHEREAS, the Advisory Board and Committee Policy has been prepared and reviewed by City staff to ensure alignment with applicable laws, regulations, and best practices; and

WHEREAS, the City Commission finds that adoption of the Advisory Board and Committee Policy serves the public interest and promotes the effective governance of the City of El Dorado.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EL DORADO, KANSAS:

1. **Adoption.** The City Commission hereby adopts the document entitled the Advisory Board and Committee Policy (“Policy”), attached hereto as *Exhibit A*, as the official policy of the City of El Dorado, Kansas.
2. **Purpose.** The purpose of this Policy is to establish uniform guidelines for the establishment and administration of advisory boards and committees of the City Commission.
3. **Supersession.** This Resolution supersedes any prior resolutions or policies that conflict with the provisions of the adopted Policy.
4. **Implementation.** The City Manager, or their designee, is hereby authorized and directed to implement the provisions of the Policy and ensure compliance by all applicable departments and personnel.
5. **Effective Date.** This resolution shall be in full force and effect from and after its adoption by the City Commission.

ADOPTED by the City Commission of the City of El Dorado, Kansas, this 15th day of December, 2025.


Bill Young, Mayor

ATTEST:


Emerald Veatch, City Clerk



Exhibit A

Advisory Board and Committee Policy

Established: December 15, 2025

1. Purpose

Appointed boards and committees play an important role in helping the City evaluate ideas, gather public input, and make informed decisions. This policy establishes consistent expectations for how these groups operate, interact with staff, and support the governing body. The intent is to create clarity, improve accountability, and ensure each board contributes meaningfully to the City's mission and strategic priorities.

2. Definitions

Board or Committee: Any advisory, quasi-judicial, or task-oriented body formally created by the City Commission.

Advisory Body: A group that studies issues and makes recommendations but does not make policy or allocate resources. Advisory bodies are established by ordinance.

Quasi-Judicial Body: A group with statutory or ordinance-based authority to review applications, hold hearings, and make determinations. Quasi-judicial bodies are established by ordinance.

Task Force/Working Group: A temporary body created for a specific purpose with a defined end date. Task forces or working groups are established by resolution.

Steering Committee: A type of task force/working group formed to aid in significant capital project or community-based initiatives by establishing goals and milestones, guiding the public engagement process, and making recommendations to the City Commission. Task forces or working groups are established by resolution.

3. Establishment of Boards & Committees

Each board or committee must be established by ordinance or resolution that includes:

1. Purpose and scope
2. Authority and limitations
3. Membership size and composition
4. Appointment process and terms
5. Reporting requirements
6. Sunset clause, if applicable
7. Staff liaison designation
8. Commission ex officio member designation

The City Manager may recommend changes to board structures as needs evolve.

4. Appointment Process

- i. **Eligibility.** Applicants must meet the following eligibility requirements to serve on boards or committees.
 - a. Be residents of the City unless otherwise authorized.
 - b. Demonstrate interest or experience related to the board's work.
 - c. Commit to active participation.
- ii. **Recruitment.** The City Manager's Office will oversee outreach efforts, including website notices, social media posts, and direct outreach to civic and community groups. Commission members are also encouraged to ask people within the community to serve on appointed bodies.
- iii. **Selection.**
 - a. The governing body appoints members unless otherwise provided by law.
 - b. Diversity of perspectives, backgrounds, and experiences is encouraged.
 - c. Appointments are for staggered terms to ensure continuity.
- iv. **Board Service Limits.** To encourage diversity of membership and ideas, members of appointed bodies may not serve more than two consecutive terms. Members may return to the board after remaining off the board for one term. This provision shall not apply to the Board of Appeals or Code Review Board.

5. Roles and Responsibilities

- i. **Board or Committee Members.** Members are expected to:
 - a. Attend meetings consistently and arrive prepared.
 - b. Respect the agenda and maintain decorum.
 - c. Focus discussion on the board's defined scope.
 - d. Avoid intervening in City operations or directing staff.
 - e. Follow the Kansas Open Meetings Act.
 - f. File Statements of Substantial Interest when required.
 - g. Serve as ambassadors for the City's mission and values.
 - h. Select a member to chair meetings and serve in this role.
- ii. **Chairperson.** The Chair is responsible for:
 - a. Running effective and orderly meetings.
 - b. Working with the staff liaison to set agendas.
 - c. Encouraging balanced participation.
 - d. Ensuring respectful dialogue.
 - e. Keeping discussions within the board's scope.

- iii. **Staff Liaison.** City staff liaisons will:
 - a. Prepare meeting packets and materials,
 - b. Provide technical expertise and context,
 - c. Maintain compliance with KOMA and records laws,
 - d. Help the board stay aligned with City goals,
 - e. Avoid taking direction from individual board members.

6. **Conduct of Meetings**

i. **Meeting Schedule**

- a. Each board must meet at least once annually or as required by its scope.
- b. Special meetings may be called by the Chair or City staff.

ii. **Agenda Preparation.** Agendas are prepared jointly by the Chair and staff liaison. Agendas should:

- a. Prioritize action items.
- b. Tie discussions to strategic or policy direction when applicable.
- c. Be published in accordance with the Kansas Open Meetings Act.

iii. **Public Participation.** Boards will follow City procedures for public comment. Members should avoid debating with commenters and instead focus on deliberation after public input is closed.

iv. **Work Plans and Annual Reporting.** Every board or committee must prepare an annual work plan aligned with:

- a. The City Commission's goals.
- b. The City's strategic plan.
- c. Operational priorities identified by the City Manager.

Work plans must be submitted to the City Manager's Office by February 1.

Boards will also submit an annual report to the City Commission by December 1.

Annual reports should contain the following information:

- a. Key accomplishments.
- b. Meeting attendance.
- c. Recommendations made.
- d. Emerging issues the City should monitor.

Annual reports will become part of the City Commission's strategic review process.

7. **Recommendations to the City Commission.** Boards may make recommendations but cannot create policy, commit City resources, direct staff, or speak on behalf of the City. Recommendations should be:

- i. Presented in writing.
- ii. Supported by clear rationale.
- iii. Reviewed by the City Manager before being placed on a City Commission agenda.

8. Removal and Vacancies. Members may be removed by the appointing authority for:

- i. Repeated absences.
- ii. Failure to adhere to conduct expectations.
- iii. Conflicts of interest.
- iv. Disruptive or unethical behavior.

Vacancies will be filled using the standard appointment process. All persons wanting to serve on an appointed body must complete an appointment application.

9. Code of Conduct. All members must adhere to:

- i. City values, which are Excellence, Respect, Responsibility, Integrity, Innovation, Stewardship.
- ii. City ethical policies.
- iii. Applicable conflict-of-interest rules.

No member may:

- i. Use their role for personal benefit.
- ii. Interfere with City operations.
- iii. Speak publicly as a representative of City policy without authorization.

10. Training and Orientation. New members will receive:

- i. An orientation packet.
- ii. Training on KOMA and conflicts of interest.
- iii. An overview of the City's vision, mission, and strategic priorities.

Chairs may receive additional training on facilitation and meeting leadership.

11. Sunset and Review

Each board or committee should be reviewed at least once every three years to determine whether:

- i. The board or committee's purpose remains relevant.
- ii. Membership structure is appropriate.
- iii. The board or committee is contributing value to City governance.

Boards with limited ongoing usefulness may be discontinued by the City Commission. Boards specific to a particular capital project may have an anticipated sunset period following the completion of the project.

12. Supersede. This policy supersedes all prior policies governing advisory bodies of the City, except for any conflicting provisions adopted by ordinance. In these cases, the provisions adopted by ordinance will have precedence.

13. Effective Date. This policy becomes effective upon adoption and may be amended by the City Commission.