

TITLE 2
BOARDS AND COMMISSIONS

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2	Planning and Zoning Commission
3	Board of Adjustment
4	War Bonnet Roundup Advisory Committee
5	Parks and Recreation Commission
6	Golf Advisory Board
7	Americans with Disabilities Act Advisory Board
8	Sister Cities Advisory Committee
9	The Frontier Center for the Performing Arts Committee
10	Shade Tree Committee
11	Historic Preservation Commission
12	Impact Fee Advisory Committee

CHAPTER 1 LIBRARY BOARD

SECTION:

- 2-1-1: Establishment
- 2-1-2: Purpose
- 2-1-3: Duties
- 2-1-4: Organization
- 2-1-5: Term of Office
- 2-1-6: Removal
- 2-1-7: Vacancy
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- 2-1-13: Reports of Trustees
- 2-1-14: Library to be Free
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2-1-1: **ESTABLISHMENT:** The Idaho Falls Library Board of Trustees (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint a Board of five (5) Library trustees for the Library.

2-1-2: **PURPOSE:** In a non-partisan manner, the Library promotes the establishment and development of free library service for all City residents and assures an informed electorate by enabling the provision of free local library service, in the present and in the future, to children in their formative years and to adults for their continuing education, subject to such reasonable rules and regulations as the Board may find necessary to adopt.

2-1-3: **DUTIES:** The Board of the Library shall have the following duties:

- A. To establish bylaws for its own governance;
- B. To establish policies and rules of use for the governance of the Library or libraries under its control; to exclude from the use of the Library any and all persons who violate such rules;
- C. To establish, locate, maintain and have custody of Libraries to serve the City, and to provide suitable rooms, structures, facilities, furniture, apparatus and appliances necessary for Library service;
- D. With the approval of the Council:
 - 1. to acquire real property by purchase, gift, devise, lease or otherwise;

2. to own and hold real and personal property and to construct buildings for the use and purposes of the Library;
 3. to sell, exchange or otherwise dispose of real or personal property when no longer required by the Library; and
 4. to insure the real and personal property of the Library;
- E. To prepare and adopt a budget for review and approval by the Council;
 - F. To control the expenditures of money budgeted for the Library;
 - G. To accept or decline gifts of money or personal property, in accordance with Library policy, and under such terms as may be a condition of the gift;
 - H. To hire, supervise and evaluate the Library Director;
 - I. To establish policies for the purchase and distribution of Library materials;
 - J. To attend all meetings of the Board;
 - K. To maintain legal records of all Board business; and
 - L. To exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

2-1-4: ORGANIZATION: Every Board trustee shall be a resident of the City. A member of the Council, the Mayor, or an appointed officer of the City shall not be one (1) of the five (5) appointed trustees of the Board, but each year, the Council shall appoint one (1) of its members to be a liaison to the Board, without voting rights. Appointment to the Board shall be made solely upon consideration of the ability of such appointees to serve the interests of the people, without regard to sex, age, race, nationality, religion, disability, political affiliation, sexual orientation, or gender identity/expression.

2-1-5: TERM OF OFFICE: A Board trustee shall hold office for five (5) years. The term of a trustee shall run from January 1 through December 31. The term of not more than one (1) Board member shall expire in any one (1) calendar year. Appointments to complete unexpired terms shall be for the remainder of the term only.

2-1-6: REMOVAL: Any trustee may be removed by the Council by the unanimous vote of all its members.

2-1-7: VACANCY: The Board shall report all vacancies to the Mayor within five (5) working days. All appointments to fill vacancies shall be made in the same manner as appointments are originally made.

2-1-8: ATTENDANCE: A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-1-9: OPEN MEETINGS: All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-1-10: MINUTES: The Board shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-1-11: NO COMPENSATION: Board members shall receive no compensation for their service on the Board, but may receive their actual and necessary budgeted expenses while engaged in authorized business of the Library.

2-1-12: EXCLUSIVE CONTROL OF LIBRARY FUNDS AND PROPERTY: The Board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indicating what support and maintenance of the Library will be required for review and approval by the Council for the ensuing year.

All funds for the Library shall be in the custody of the City Finance Manager/Treasurer and shall be used only for Library purposes. The Board shall have control of Library expenditures. Money shall be paid for Library purposes, only upon properly authenticated vouchers of the Board. The Board shall not make expenditures or incur indebtedness in any year in excess of the amount appropriated for Library purposes. The Board may hold a separate checking account to be used to pay petty cash expenses of the Library. This account shall be audited along with other Library funds. (Ord. 3547, 10-26-23)

2-1-13: REPORTS OF TRUSTEES: The Board shall annually, not later than the first day of January, file with the State Library Board, a report of the operation of the Library for the fiscal year just ended. The report shall be of such form and contain such information as the State Library Board may require, but in all cases, must include a complete accounting of all financial transactions for the fiscal year being reported. The Board shall also report to the Council and Mayor as requested or required.

2-1-14: LIBRARY TO BE FREE: The Library shall be free for the use of the inhabitants of the City; provided, however, nothing herein shall prohibit the charging of any fee for use by persons who do not reside within the City. Nothing herein shall prevent the execution of any contract with any school district, library district, county or other governmental unit whose service area or territory is located wholly or partially outside the City, for the purpose of providing Library

services to non-residents residing within such governmental units. Nothing herein shall prohibit the charging of any reasonable fee for: (i) interlibrary loan services or line service charges, or (ii) use of computer equipment, peripheral devices, software, audio-visual or video equipment, microfilm or microfiche devices; fax machines, photocopiers, printers, or other electronic equipment or devices not customarily used or associated with the use of printed media, or (iii) for the temporary use of any room or facility in the Library for group meetings or any other purpose other than for reading or general use of Library services, equipment or facilities.

2-1-15: LIBRARY EMPLOYEES: With the recommendation of the Library Director, the Board shall budget to hire employees, as may be necessary for the operation of the Library in accordance with City policies and procedures. The Library Director shall hire or oversee the hiring of all Library employees (other than the Library Director) based on policies, procedures, and job descriptions of the City. Library employees shall be considered employees of the City and shall be subject to the Personnel Policy, classifications, and other rules, regulations and ordinances adopted by the Council.

**CHAPTER 2
PLANNING AND ZONING COMMISSION**

SECTION:

- 2-2-1: Establishment
- 2-2-2: Purpose
- 2-2-3: Duties
- 2-2-4: Organization and Meetings
- 2-2-5: Term of Office
- 2-2-6: Removal
- 2-2-7: Vacancy
- 2-2-8: Attendance
- 2-2-9: Open Meetings
- 2-2-10: Minutes
- 2-2-11: No Compensation
- 2-2-12: Indebtedness

2-2-1: **ESTABLISHMENT:** The Idaho Falls Planning and Zoning Commission (“Commission”) is hereby established. The Mayor, with the consent of the Council, shall appoint nine (9) members to serve on the Commission. All members of the Commission shall reside within Bonneville County, provided no more than three (3) members may reside outside the boundaries of the City. All members shall have resided within Bonneville County for a period of two (2) consecutive years immediately preceding their appointment. A member of the Council, the Mayor, or an appointed officer of the City shall not serve as a member of the Commission. Members shall be selected without respect to political affiliation.

2-2-2: **PURPOSE:** The Commission shall examine all proposals, applications, and petitions and shall make recommendations to the Council concerning the zoning of properties within the City and properties to be annexed thereto. The Commission shall recommend to the Council changes regarding the City's comprehensive plan. The Commission may suggest changes to the Zoning Code and shall study and make recommendations for the laying out, widening, extending, and locating of streets, roads, and highways in the City. The Commission shall study and make recommendations regarding future City development and growth.

2-2-3: **DUTIES:** The Commission shall have all powers and duties assigned to it by the Zoning Code. It shall act in an advisory capacity to the Board of Adjustment, when requested by that Board. All maps, plats, and re-plats of land which require the approval of the Council shall be submitted first to the Commission for its recommendation, as provided in this Code. The Commission also shall perform other duties required under Idaho state law or as directed by the Council.

2-2-4: **ORGANIZATION AND MEETINGS:** During the first meeting of each calendar year, the Commission shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair

shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside. One (1) regular meeting shall be held each month in no fewer than nine (9) months of each year.

2-2-5: **TERM OF OFFICE:** Members of the Commission shall serve terms of six (6) years. The term of each member shall expire on December 31 of the sixth year following their appointment, provided the terms of no more than two (2) members shall expire in any one (1) year. Commission members may be reappointed.

2-2-6: **REMOVAL:** A Commission member may be removed from the Commission by the Mayor and at the Commission Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-2-7: **VACANCY:** The Mayor, with consent of the Council, shall appoint a qualified person to fill the unexpired term of any member of the Board in the event of a vacancy.

2-2-8: **ATTENDANCE:** A quorum of Commission members shall be present in order for purposes of conducting the business of the Commission. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-2-9: **OPEN MEETINGS:** All meetings of the Commission shall be open to the public and shall follow the requirements of the Idaho Open Meeting law

2-2-10: **MINUTES:** The Commission shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Commission shall be open to the public.

2-2-11: **NO COMPENSATION:** Commission members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-2-12: **INDEBTEDNESS:** Nothing herein conveys or otherwise delegates authority to the Commission to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

**CHAPTER 3
BOARD OF ADJUSTMENT**

SECTION:

- 2-3-1: Establishment
- 2-3-2: Purpose
- 2-3-3: Duties
- 2-3-4: Organization
- 2-3-5: Term of Office
- 2-3-6: Removal
- 2-3-7: Vacancy
- 2-3-8: Attendance
- 2-3-9: Open Meetings
- 2-3-10: Minutes
- 2-3-11: No Compensation
- 2-3-12: Indebtedness

2-3-1: **ESTABLISHMENT:** The Idaho Falls Board of Adjustment (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint five (5) members to serve on the Board. Members of the Board shall be residents and electors of the City. A member of the Council, the Mayor, or an appointed officer of the City shall not serve as a member of the Board. (Ord. 3541, 9-14-23)

2-3-2: **PURPOSE:** The purpose of the Board is to act as an independent fact-finding and decision-making body in order to uphold the principles of the Zoning Code and other City Codes; to act as an appellate body when directed, or act as the City’s Board of Appeals where provided for by an International Code Council building or another construction-related code that has been adopted by the Council; and to provide insight and adjustment when the Code is applied to a specific parcel of land, where necessary, and within the law. (Ord. 3541, 9-14-23)

2-3-3: **DUTIES:** The Board shall have such duties and authority as set forth in the Zoning Code and this Code, including when it is acting as the City’s Board of Appeals where provided for by an International Code Council building or another construction-related code that has been adopted by the Council, and shall perform all other duties as required by State law or as directed by the Council. (Ord. 3541, 9-14-23)

2-3-4: **ORGANIZATION:** During the first meeting of each calendar year, the Board shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-3-5: **TERM OF OFFICE:** Members of the Board shall be appointed for a term of five (5) years. Terms shall expire on December 31 of the fifth year following their appointment. Not more than two (2) members' terms shall expire in any one (1) year. Committee members may be

reappointed.

2-3-6: **REMOVAL:** A Board member may be removed from the Board by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-3-7: **VACANCY:** The Mayor, with consent of the Council, shall appoint a qualified person to fill the unexpired term of any member of the Board in the event of a vacancy.

2-3-8: **ATTENDANCE:** A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-3-9: **OPEN MEETINGS:** All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-3-10: **MINUTES:** The Board shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-3-11: **NO COMPENSATION:** Board members shall receive no compensation for their service on the Board; however, expenses for equipment and supplies necessary for the Board to conduct its business shall be allowed by the Council.

2-3-12: **INDEBTEDNESS:** Nothing herein conveys or otherwise delegates authority to the Board to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

CHAPTER 4
WAR BONNET ROUND UP ADVISORY COMMITTEE

SECTION:

- 2-4-1: Establishment
- 2-4-2: Purpose
- 2-4-3: Duties
- 2-4-4: Organization
- 2-4-5: Terms
- 2-4-6: Removal
- 2-4-7: Vacancy
- 2-4-8: Attendance
- 2-4-9: Open Meetings
- 2-4-10: Minutes
- 2-4-11: Funding and Donations

2-4-1: **ESTABLISHMENT:** The War Bonnet Roundup Rodeo Advisory Committee (“Committee”) is hereby established. The Mayor, with the consent of the Council, shall appoint seven (7) voting members to the Committee. Those appointed should be individuals with a demonstrated interest, competence, or knowledge of various rodeo, western, and War Bonnet Round Up (“WBRU”)-related interests. Members shall be selected without regard to political affiliation, race, color, national origin, gender, family status, sex, handicap, sexual orientation, gender identity/expression or religion. Committee members shall serve without compensation. The Mayor may appoint, with the consent of the Council, additional persons with interest, expertise, and experience to be non-voting ex-officio members of the Committee. (Ord. 3542, 9-14-23)

2-4-2: **PURPOSE:** The purpose of the Committee is to advise and assist the Director of Parks and Recreation, the Mayor, and the Council in preserving, developing, planning, promoting, managing, directing, and producing Idaho’s Oldest Rodeo, the WBRU and to suggest improvements to City facilities, properties, and programs related to it.

2-4-3: **DUTIES:** The Committee shall have the following powers, duties, and responsibilities:

A. Advise the Director of Parks and Recreation regarding the preservation, development, planning, promotion, management, directing, and producing of the WBRU; and

B. Study the physical condition, maintenance, operation, viability, and use of City rodeo programs and facilities and make recommendations to the Director of Parks and Recreation concerning their improvement and efficient use; and

C. Suggest ways to create, sustain, and enhance the cultural and economic viability of the WBRU.

(Ord. 3542, 9-14-23)

2-4-4: ORGANIZATION: During the first meeting of each calendar year, the Committee shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-4-5: TERM OF OFFICE: Each Committee member shall be appointed to serve a term of three (3) years, except that the terms of the initial Board members may be less than three years as necessary to provide for staggered terms of office. Terms of no more than three (3) members shall expire in any calendar year. Committee members may be reappointed.

2-4-6: REMOVAL: A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-4-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a qualified member to fill any unexpired term of a Committee member in the event of a vacancy.

2-4-8: ATTENDANCE: A quorum of Committee members shall be present in order for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-4-9: OPEN MEETINGS: The Committee shall meet as often as deemed necessary by the Director of Parks and Recreation. All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meetings Law. The Director of Parks and Recreation shall keep minutes and other appropriate records pursuant to the Idaho Code.

2-4-10: MINUTES: The Committee shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public. The Committee shall provide an annual report, as approved by the Director of Parks and Recreation, to the Council in within sixty (60) days of the conclusion of the annual WBRU, which report shall include activities and accomplishments, a financial report, and any recommendations for subsequent WBRUs. The Mayor or the Council may also require special reports, as deemed necessary.

2-4-11: FUNDING AND DONATIONS: The Committee is authorized to seek outside funding and in-kind donations for City projects, including programs and capital improvements, as may be approved by the Council and in accordance with City budget procedures.

**CHAPTER 5
PARKS AND RECREATION COMMISSION**

SECTION:

2-5-1:	Establishment
2-5-2:	Purpose
2-5-3:	Duties
2-5-4:	Organization
2-5-5:	Term of Office
2-5-6:	Removal
2-5-7:	Vacancy
2-5-8:	Attendance
2-5-9:	Open Meetings
2-5-10:	Minutes
2-5-11:	No Compensation
2-5-12:	Indebtedness

2-5-1: **ESTABLISHMENT:** The Parks and Recreation Advisory Commission (“Commission”) is hereby established. The Mayor, with the consent of the Council, shall appoint nine (9) members to the Commission, including:

- (A) One (1) member or a designee of Idaho Falls School District No. 91 Board of School Trustees;
- (B) One (1) member or a designee of Bonneville Joint School District No. 93 Board of School Trustees;
- (C) One (1) member or a designee of the Bonneville Board of County Commissioners; and
- (D) One (1) current member of the War Bonnet Roundup Rodeo Advisory Committee;
- (E) One (1) current member of the Golf Advisory Board;
- (F) One (1) current member of the Shade Tree Committee;
- (G) The remaining three (3) positions are to be filled by at-large members not affiliated with either a Board of School Trustees or the Board of Bonneville County Commissioners.

2-5-2: **PURPOSE:** The Commission shall advise the Director of Parks and Recreation regarding development and support of a comprehensive, balanced plan of City-wide recreation consistent with City policy and available funds.

2-5-3: **DUTIES:** The Committee shall study the physical condition, maintenance, operation, and use of public playgrounds, parks, and recreational facilities of the City, and shall make recommendations to the Director of Parks and Recreation concerning their improvement and efficient use.

2-5-4: **ORGANIZATION:** During the first meeting of each calendar year, the Commission shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-5-5: **TERM OF OFFICE:** Commission members appointed from the Board of School Trustees and Board of County Commissioners shall be permanent members. At-large members shall serve terms of three (3) years. The terms of no more than three (3) at-large members shall expire in any one year. Terms of at-large members shall expire on December 31 of the third year following their appointment. Committee members may be reappointed.

2-5-6: **REMOVAL:** A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-5-7: **VACANCY:** The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

2-5-8: **ATTENDANCE:** A quorum of Commission members shall be present in order for purposes of conducting the business of the Commission. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-5-9: **OPEN MEETINGS:** All meetings of the Commission shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-5-10: **MINUTES:** The Commission shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Commission shall be open to the public.

2-5-11: **NO COMPENSATION:** Commission members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-5-12: INDEBTEDNESS: Nothing herein conveys or otherwise delegates authority to the Commission to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

**CHAPTER 6
GOLF ADVISORY BOARD**

SECTION:

2-6-1:	Establishment
2-6-2:	Purpose
2-6-3:	Duties
2-6-4:	Organization
2-6-5:	Term of Office
2-6-6:	Removal
2-6-7:	Vacancy
2-6-8:	Attendance
2-6-9:	Open Meetings
2-6-10:	Minutes
2-6-11:	No Compensation
2-6-12:	Indebtedness

2-6-1: **ESTABLISHMENT:** The Golf Advisory Board of Idaho Falls (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint thirteen (13) members to the Board, as set forth below:

- (A) The president of the Idaho Falls Men's Golf Association.
- (B) The president of the Idaho Falls Women's Golf Association.
- (C) The president of the Senior Golf Association.
- (D) The president of the Junior Golf Association.
- (E) The president of the Working Women's League.
- (F) Six (6) at-large members, appointed without regard to their affiliation with any group or organization.
- (G) A member of the Council, to serve ex-officio and without a vote.

2-6-2: **PURPOSE:** The Board acts in an advisory capacity to the Director of Parks and Recreation in matters related to municipal golf courses and programs.

2-6-3: **DUTIES:** The Board shall make recommendations to the Mayor and Council concerning the operation, maintenance, and conduct of the City golf courses. It also shall study existing City golf facilities and make recommendations concerning the advisability and feasibility of acquiring additional golf courses or facilities or of expanding or renovating existing facilities.

2-6-4: ORGANIZATION: During the first meeting of each calendar year, the Board shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-6-5: TERM OF OFFICE: All Committee members, except for at-large members, shall serve as long as they continue to serve in the offices or capacities designated in this Chapter. All at-large members shall serve terms of three (3) years, except that the terms of the initial Board members may be less than three (3) years as necessary to provide for staggered terms of office. The terms of no more than two (2) at-large members shall expire in any calendar year. Terms of at-large members shall expire on December 31 of the third year of their appointment. All other appointed, voting Board members shall serve indefinite terms at the will and pleasure of the Mayor and Council. Board members may be reappointed.

2-6-6: REMOVAL: A Board member may be removed from the Board by the Mayor and at the Chair's request, following two (2) consecutive meeting absences in a single year unexcused by the Chair or at any time by the majority vote of the Council.

2-6-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of any Board member in the event of a vacancy or in the event any member ceases to be qualified.

2-6-8: ATTENDANCE: A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-6-9: OPEN MEETINGS: All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-6-10 MINUTES: The Board shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-6-11 NO COMPENSATION: Board members shall receive no compensation for their service on the Board; however, expenses for equipment and supplies necessary for the Board to conduct its business shall be allowed by the Council.

2-6-12 INDEBTEDNESS: Nothing herein conveys or otherwise delegates authority to the Board to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

CHAPTER 7
AMERICANS WITH DISABILITIES ACT ADVISORY BOARD

SECTION:

- 2-7-1: Establishment
- 2-7-2: Purpose
- 2-7-3: Duties
- 2-7-4: Organization
- 2-7-5: Term of Office
- 2-7-6: Removal
- 2-7-7: Vacancy
- 2-7-8: Attendance
- 2-7-9: Open Meetings
- 2-7-10: Minutes
- 2-7-11: No Compensation
- 2-7-12: Indebtedness

2-7-1: **ESTABLISHMENT:** The Americans with Disabilities Act Advisory Board (“Board”) is hereby established. The Mayor, with consent of the Council, shall appoint five (5) members of the Board who shall be a City resident with a disability or with a demonstrated interest, competence, or knowledge of the needs and the concerns of the disability community. Board members shall serve without compensation. The Mayor may appoint, with the consent of the Council, additional persons with expertise and experience to be non-voting ex-officio members of the Board.

2-7-2: **PURPOSE:** The purpose of the ADA Advisory Board (“Board”) is to assist the City’s ADA Coordinator, the Mayor, and Council in identifying, evaluating, designating, prioritizing, and modifying accessibility within the City and to suggest improvements to City facilities, properties, and programs.

2-7-3: **DUTIES:** The Board shall have the following powers, duties, and responsibilities:

- A. Advise the City ADA coordinator regarding the identification, evaluation, designation, priority, and modification of accessibility to City facilities, properties, and programs; and
- B. Assist the City ADA coordinator in conducting and maintaining an accessibility survey of all City facilities, properties, and programs; and
- C. Assist the City ADA coordinator in determining priorities for recommended modifications to City facilities, properties, and programs; and
- D. In coordination with the City’s ADA coordinator, promote and conduct educational programs for City staff regarding ADA accessibility

2-7-4: ORGANIZATION: During the first meeting of each calendar year, the Board shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-7-5: TERM OF OFFICE: A Board member shall be appointed to serve a term of three (3) years. Terms of no more than two (2) memberships shall expire in any calendar year. Members may be reappointed.

2-7-6: REMOVAL: A Board member may be removed from the Board by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-7-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a qualified member to fill any unexpired term of a Board member in the event of a vacancy.

2-7-8: ATTENDANCE: A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-7-9: OPEN MEETINGS: The Board shall meet at least one (1) time annually and as often as deemed necessary by the City ADA Coordinator. All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meetings Law.

2-7-10: MINUTES: The ADA Coordinator shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Commission shall be open to the public.

2-7-11: NO COMPENSATION: Commission members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-7-12: INDEBTEDNESS: Nothing herein shall convey or otherwise delegate authority to the Commission to incur any obligation or indebtedness of the City, without the express authorization of the Council.

CHAPTER 8
SISTER CITIES ADVISORY COMMITTEE

SECTION:

- 2-8-1: Establishment
- 2-8-2: Purpose
- 2-8-3: Duties and Goals
- 2-8-4: Organization
- 2-8-5: Term of Office
- 2-8-6: Removal
- 2-8-7: Vacancy
- 2-8-8: Attendance
- 2-8-9: Open Meetings
- 2-8-10: Minutes
- 2-8-11: No Compensation
- 2-8-12: Funding and Donations

2-8-1: ESTABLISHMENT: The Sister Cities Advisory Committee (“Committee”) is hereby established. The Mayor, with the consent of the Council, shall appoint the Committee, which shall consist of seven (7) voting members and three (3) ex-officio non- voting members, as set forth in this Chapter. Committee members shall demonstrate interest in the Sister City’s purposes, duties, and goals, and shall serve without compensation. Voting members of the Committee shall consist of the current Mayor or the Mayor’s appointee to the Committee; one (1) member of the Sister Cities Adult Association recommended by its President; one (1) adult leader of the Sister Cities Youth Association; one (1) member recommended by Idaho School District 91 or by School District 93; one (1) member of a business located in the City; one (1) member of a local service club or cultural or arts organization; and one (1) member of the Idaho National Laboratory or one of its contractors or affiliates.

All voting members shall be City residents and shall not be members of a Sister Cities Association, except for voting members from the Sister Cities Youth Association and Sister Cities Adult Association, who may be non-City residents and members of a Sister Cities Association. Non-voting ex-officio members of the Committee shall consist of one (1) senior high school student who is an active member of the Sister Cities Youth Association, as recommended by the Association; one (1) employee of an institution of higher education located within the City; and one (1) member of a service organization located within the City.

2-8-2: PURPOSE: Committee is established to improve, promote, and sustain cultural understanding and to facilitate personal and business ties, friendships, and fellowships between Tokai-mura, Japan, and the City by providing input and advice to City elected officials and staff.

2-8-3: DUTIES AND GOALS:

A. **DUTIES.** Committee duties include expansion of the Idaho Falls community's awareness of and participation in the cultural understandings made possible by the Sister Cities program; development of economic relationships and specific joint projects; cultivation of long-term personal relationships and friendships among people in both communities; development and presentation of a two-year budget for the Sister Cities program, which should be presented to and considered by the Council for annual appropriation of the Sister Cities program; and demonstration of the value to the taxpayers of Idaho Falls including economic benefits, as well as educational opportunities. When requested by the Mayor or the Council, the Committee shall report on the purposes, duties, and goals of the Committee.

B. **GOALS.** Goals to verify the continuing value of the Sister Cities program to City taxpayers may be achieved by implementing the following elements of the Sister Cities program: enhancing outreach to the community through such institutions as the Idaho Falls Library, local schools, the arts, and cultural organizations; expanding exchange opportunities through such programs as City-to-City and City Departmental-level exchanges; classroom-to-classroom or school-to-school exchanges; arts and cultural exchanges; expanding and promoting historical and cultural understandings of Japan for community travelers to Japan and for the City; in conjunction with the Idaho Falls Library and with the Museum of Idaho providing support for the Sister Cities Library exhibit; pursuing, where feasible, economic development opportunities and connections with Tokai-mura; and providing oversight of City monies budgeted for the Sister Cities program.

2-8-4: **ORGANIZATION:** During the first meeting of each calendar year, the Committee shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-8-5: **TERM OF OFFICE:** All voting members shall serve terms of three (3) years, except that the terms of the initial Committee members may be less than three (3) years as necessary to provide for staggered terms of office. The terms of no more than three (3) voting members shall expire at any calendar year. Terms of voting members shall expire December 31 of the third year of their appointment. All non-voting ex-officio members of the Committee shall serve the greater of two (2) years or as long as they continue to serve in the offices or capacities designated in this Chapter. The Mayor's or Mayor's appointee's term shall coincide with the Mayor's term of office.

2-8-6: **REMOVAL:** A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-8-7: **VACANCY:** The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of any Committee member in the event of a vacancy or in the event any member ceases to be qualified.

2-8-8: ATTENDANCE: A quorum of Committee members shall be present in order for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered when determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-8-9: OPEN MEETINGS: All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meeting Law.

2-8-10: MINUTES: The Committee shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public.

2-8-11: NO COMPENSATION: Committee members shall receive no compensation for their service on the Committee; however, expenses for equipment and supplies necessary for the Committee to conduct its business shall be allowed by the Council.

2-8-12: FUNDING AND DONATIONS: The Committee is authorized to seek outside funding and in-kind donations for Sister Cities projects, as may be approved by the Council and in accordance with City budget procedures. Expenditure of budgeted amount shall follow City budgeting and financial policies.

CHAPTER 9
THE FRONTIER CENTER FOR THE PERFORMING ARTS COMMITTEE

SECTION:

- 2-9-1: Establishment
- 2-9-2: Purpose
- 2-9-3: Duties
- 2-9-4: Organization
- 2-9-5: Term of Office
- 2-9-6: Removal
- 2-9-7: Vacancy
- 2-9-8: Attendance
- 2-9-9: Open Meetings
- 2-9-10: Minutes
- 2-9-11: No Compensation
- 2-9-12: Indebtedness

2-9-1: **ESTABLISHMENT:** The Frontier Center for the Performing Arts Advisory Committee (“Committee”) is hereby established. The Mayor, with the consent of the Council, shall appoint no less than three (3) nor more than five (5) City residents to serve on the Committee as voting members. The Committee shall also include, as non-voting ex officio members, at least one (1) member of the Council; one (1) member of the Municipal Services Department; the current manager of the Frontier Center for the Performing Arts; and one (1) member who is a current employee of Idaho Falls School District 91 with knowledge of Idaho Falls High School functions and interests.

(Ord. 3484; 10-27-2022, Ord. 3547, 10-26-23)

2-9-2: **PURPOSE:** The Committee shall study the function and operation of the Frontier Center for the Performing Arts and advise and assist the Director of the Municipal Services Department in the development of a long-term financial and facility plan to improve and sustain the viability of the Frontier Center for the Performing Arts.

2-9-3: **DUTIES:** The Committee shall seek funding, donations, and present recommendations, consistent with available City funds, to the Director of the Municipal Services Department, as necessary in connection with the ongoing maintenance and successful operation of the Frontier Center for the Performing Arts. The Committee shall also report its recommendations and activities from time to time to the Mayor and Council, at Council’s request.

2-9-4: **ORGANIZATION:** During the first meeting of each calendar year, the Committee shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-9-5: **TERM OF OFFICE:** Three (3) voting members of the Committee shall serve a term of two (2) years and two (2) voting members of the Committee shall serve one (1) year terms. Non-voting ex-officio members shall serve on the Committee as long as they serve in their ex-officio capacities, or until removed or replaced pursuant to the provisions of this Chapter. Voting Committee members may be appointed or reappointed to such terms in a manner that the terms of not more than two (2) members expire annually.

2-9-6: **REMOVAL:** A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-9-7: **VACANCY:** The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of a Committee member in the event of a vacancy.

2-9-8: **ATTENDANCE:** A quorum of Committee members shall be present in order for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-9-9: **OPEN MEETINGS:** All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-9-10: **MINUTES:** The Committee shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public.

2-9-11: **NO COMPENSATION:** Committee members shall receive no compensation for their service on the Committee; however, expenses for equipment and supplies necessary for the Committee to conduct its business shall be allowed by the Council.

2-9-12: **INDEBTEDNESS:** Nothing herein conveys or otherwise delegates authority to the Committee to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

CHAPTER 10
SHADE TREE COMMITTEE

SECTION:

- 2-10-1: Establishment of a Shade Tree Committee
- 2-10-2: Purpose
- 2-10-3: Duties
- 2-10-4: Organization
- 2-10-5: Term of Office
- 2-10-6: Removal
- 2-10-7: Vacancy
- 2-10-8: Attendance
- 2-10-9: Open Meetings
- 2-10-10: Minutes
- 2-10-11: No Compensation
- 2-10-12: Indebtedness

2-10-1: ESTABLISHMENT OF A SHADE TREE COMMITTEE: The Shade Tree Advisory Committee (“Committee”) is hereby established. The Mayor, with the consent of the Council, shall appoint of seven (7) at-large members who reside within the City to serve on the Committee. One (1) employee from Idaho Falls Power Department and one (1) employee from the Community Development Services Department shall be designated by their respective Department Directors as non-voting, ex-officio Committee member.

2-10-2: PURPOSE: The Committee shall advise the Director of the Parks and Recreation Department on how to preserve, protect, and manage the community forest.

2-10-3: DUTIES: The Committee shall provide advice to the Director of Parks and Recreation and City Forester as to the preservation, protection, and management of the community forest. The Committee shall have the following duties and responsibilities:

- A. At the request of the City Forester, recommend ways to encourage landscaping installation and maintenance on private property;
- B. Recommend policies and procedures to identify, mark, publicize, and preserve historic and notable trees on both public and private property;
- C. Assist the City Forester in promoting appreciation of trees and the City Forest through annual Arbor Day observances and other activities;
- D. At the direction of the City Forester, encourage improvement of the community forest through planning and policy development;

E. At the direction of the City Forester, enhance opportunities for obtaining monetary funds for tree purchases, related supplies and community forestry activities through local and federal assistantship grants and donations.

2-10-4: ORGANIZATION: During the first meeting of each calendar year, the Committee shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-10-5: TERM OF OFFICE: All Committee members, except for at-large members, shall serve as long as they continue in the offices or capacities designated in this Chapter. Every at-large Committee member shall be appointed to serve a term of three (3) years. Terms of no more than three (3) members shall expire in any calendar year. Committee members may be reappointed.

2-10-6: REMOVAL: A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-10-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a person that meets the qualifications of this Chapter to fill the unexpired term of any member of the Committee in the event of a vacancy.

2-10-8: ATTENDANCE: A quorum of Committee members shall be present in order for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-10-9: OPEN MEETINGS: All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-10-10: MINUTES: The Committee shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public.

2-10-11: NO COMPENSATION: Committee members shall receive no compensation for their service on the Committee; however, expenses for equipment and supplies necessary for the Committee to conduct its business shall be allowed by the Council.

2-10-12: INDEBTEDNESS: Nothing herein conveys or otherwise delegates authority to the Committee to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

CHAPTER 11
HISTORIC PRESERVATION COMMISSION

SECTION:

- 2-11-1: Establishment
- 2-11-2: Definitions
- 2-11-3: Purpose
- 2-11-4: Duties
- 2-11-5: Organization
- 2-11-6: Term of Office
- 2-11-7: Removal
- 2-11-8: Vacancy
- 2-11-9: Attendance
- 2-11-10: Open Meetings
- 2-11-11: Minutes
- 2-11-12: No Compensation
- 2-11-13: Indebtedness

2-11-1: **ESTABLISHMENT:** The Historic Preservation Commission (“Commission”) is hereby established. The Mayor, with the consent of the Council, shall appoint seven (7) City residents to the Commission. All members of the Commission shall have a demonstrated interest, competence, or knowledge in history or historic preservation. Four (4) members of the Commission shall have professional training, experience, or interest in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.

2-11-2: **DEFINITIONS:** The following words and phrases, when used in this Chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

COMMISSION: The Historic Preservation Commission of the City of Idaho Falls, as established under this Chapter.

HISTORIC PRESERVATION: The research, documentation, protection, restoration and rehabilitation of historic property.

HISTORIC PROPERTY: Any building, structure, object, district, area or site that is significant in the history, architecture, archaeology or culture of this community, the state, or the nation.

2-11-3: **PURPOSE:** The Commission shall assist the Director of the Community Development Services Department with promotion of educational, cultural, economic, and general welfare of the City residents through the identification, evaluation, designation, and protection of those buildings, sites, areas, structures, and objects which reflect the City’s, State’s and nation’s historic, architectural, archaeological, and cultural heritage.

2-11-4: DUTIES: The Commission shall have the following powers, duties, and responsibilities:

- A. Advise and consult with the Director of the Community Development Services Department regarding the identification, evaluation, designation, and protection of historic buildings, site areas, and objects.
- B. Assist the Director of Community Service Department with conducting a survey of local historical properties;
- C. Recommend to the Director of the Community Development Services Department the acquisition of fee and lesser property interests in historic properties, including adjacent or associated lands, by purchase, bequests, or donation;
- D. Recommend to the Director of the Community Development Services Department methods and procedures necessary to preserve, restore, maintain, and operate historic properties under the ownership or control of the City;
- E. Recommend to the Director of the Community Development Services Department the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- F. Recommend to the Director of the Community Development Services Department the adoption of ordinances that promote or regulate historic preservation within the City, in accordance with the powers set forth in Idaho Code Section 67-4612, as amended;
- G. At the direction of the Director of Community Development Services Department, cooperate with federal, State, and local governments in promoting historic preservation;
- H. At the direction of the Director of Community Development Services Department, make recommendations in the planning processes undertaken by Bonneville County, the City, the State, or the federal government and agencies thereof;
- I. At the direction of the Director of Community Development Services Department, promote and conduct educational and interpretive programs regarding historic preservation and historic properties in the City;
- J. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction.

2-11-5: ORGANIZATION: During the first meeting of each calendar year, the Commission shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside. The

Commission may, with the approval of the Council, employ or contract with other persons or entities for the services of technical or professional experts or other consulting services it deems necessary to carry on the functions of the Commission.

2-11-6: **TERM OF OFFICE:** Initial appointments to the Commission shall be made as follows: One (1) one-year term; three (3) two-year terms; three (3) three-year terms. All subsequent appointments shall be made for terms of three (3) years each. Terms shall expire on December 31 of the designated year from their appointment. Committee members may be reappointed.

2-11-7: **REMOVAL:** A Commission member may be removed from the Commission by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-11-9: **ATTENDANCE:** A quorum of Commission members shall be present in order for purposes of conducting the business of the Commission. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-11-9: **ATTENDANCE:** A majority of voting Committee members present at a meeting shall constitute a quorum for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present.

2-11-10: **OPEN MEETINGS:** All meetings of the Commission shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-11-11: **MINUTES:** The Commission shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Commission shall be open to the public.

2-11-12: **NO COMPENSATION:** Commission members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-11-13: **INDEBTEDNESS:** Nothing herein shall convey or otherwise delegate authority to the Commission to incur any obligation or indebtedness of the City, without the express authorization of the Council.

CHAPTER 12
IMPACT FEE ADVISORY COMMITTEE

SECTION:

- 2-12-1: Establishment
- 2-12-2: Purpose
- 2-12-3: Duties
- 2-12-4: Organization
- 2-12-5: Terms
- 2-12-6: Removal
- 2-12-7: Vacancy
- 2-12-8: Attendance
- 2-12-9: Open Meetings
- 2-12-10: Minutes
- 2-12-11: No Compensation
- 2-12-12: Indebtedness

2-12-1: **ESTABLISHMENT:** The Development Impact Fee Advisory Committee (“Committee”) is hereby established. The Mayor, with the consent of the Council, shall appoint five (5) voting members to the Committee. The Committee shall include not less than two (2) members who are active in the business of development, building, or real estate. All members shall be residents of the City. No members shall be employees or officials of any governmental entity. Members shall be selected without regard to political affiliation, race, color, national origin, gender, family status, sex, handicap, sexual orientation, gender identity/expression or religion. Committee members shall serve without compensation. The Mayor may appoint, with the consent of the Council, additional persons with interest, expertise, and experience to be non-voting ex-officio members of the Committee.

2-12-2: **PURPOSE:** The purpose of the Committee is to advise and assist the Director of the Public Works Department, Mayor, Council, and other Departments as needed, in matters related to the City’s proposed and adopted development impact fees, in compliance with Idaho Code provisions related thereto.

2-12-3: **DUTIES:** The Committee shall have the following powers, duties, and responsibilities:

- A. Assist the governmental entity in adopting land use assumptions; and
- B. Review the capital improvements plan, and proposed amendments, and file written comments; and
- C. Monitor and evaluate implementation of the capital improvements plan; and
- D. File periodic reports, at least annually, with respect to the capital improvements

plan and report to the governmental entity any perceived inequities in implementing the plan or imposing the development impact fees.

E. All other activities required by Idaho Code related to development impact fees.

2-12-4: ORGANIZATION: During the first meeting of each calendar year, the Committee shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-12-5: TERMS: Each Committee member shall be appointed to serve a term of three (3) years, except that the terms of the initial Board members may be less than three years as necessary to provide for staggered terms of office. Terms of no more than three (3) members shall expire in any calendar year. Committee members may be reappointed.

2-12-6: REMOVAL: A Committee member may be removed from the Committee by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-12-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a qualified member to fill any unexpired term of a Committee member in the event of a vacancy.

2-12-8: ATTENDANCE: A quorum of Committee members shall be present in order for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-21-23)

2-12-9: OPEN MEETINGS: The Committee shall meet as often as deemed necessary by the Director of the Public Works Department. All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meetings Law. The Director of the Public Works Department shall keep minutes and other appropriate records pursuant to the Idaho Code.

2-12-10: MINUTES: The Committee shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public. The Committee shall provide an annual report, as approved by the Director of the Public Works Department, to the Council with respect to City capital improvement plans related to impact fees and any perceived inequities in implementing the plan or imposing development impact fees.

2-12-11: NO COMPENSATION: Committee members shall receive no compensation for their service on the Committee; however, expenses for equipment and supplies necessary for the Committee to conduct its business shall be allowed by the Council.

2-12-12: INDEBTEDNESS: Nothing herein shall convey or otherwise delegate authority to the Committee to incur any obligation or indebtedness of the City, without the express authorization of the Council.