AN ORDINANCE OF UNIFORM REGULATIONS OF THE CITY OF HELENA'S APPOINTED ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

ORDINANCE 880-2021
AMENDED August 26, 2024

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HELENA. ALABAMA, which the Appointed Boards, Commissions, and Committees of the City of Helena operate under uniform regulations shall be as follows:

TITLE AND PURPOSE
This may be referred to as the uniform regulations for the City of Helena's appointed advisory bodies. Its purpose is to provide uniform general regulations applicable to all appointed boards, commissions, and committees which serve in an advisory capacity to the City of Helena.

RULES AND REGULATIONS
The following rules and regulations shall apply to all appointed bodies of the City of Helena:

SECTION 1. MEMBERSHIP

1.1. Members shall be appointed by the Mayor or City Council.
1.2. Members shall be confirmed by a majority vote of the City Council.
1.3. Members must reside or hold a business license within the City's police jurisdiction.
1.4. Members shall receive no compensation unless compensation is expressly provided by the City Council.
1.5. Appointments to fill vacancies shall be handled in the same manner as original appointments.
1.6. Members may be removed by a majority vote of the City Council for the following causes:

1.6.1. Absence from three (3) consecutive meetings without official permission expressed in the official minutes
1.6.2. Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving moral turpitude
1.6.3. Refusal to resign from the body when the member no longer resides or holds a business license within the City's police jurisdiction.

SECTION 2. MEETINGS

2.1. Meetings shall be open to the public and shall be held at a City-owned facility whenever possible.
2.2. Public notice and a written agenda shall be provided prior to the convening of any meeting.
2.3. Accurate agendas and meeting minutes shall be kept by the body's recording officer and filed with the City Clerk in a timely fashion.
2.4. All recommended amendments to the body's bylaws must be ratified by a majority vote of the City Council and filed with the City Clerk.

SECTION 3. REPORTS AND EVALUATIONS

3.1. The presiding officer of each appointed body shall appear in person at a City Council meeting once per quarter to present a report of the board's activities and provide a copy of the report in both printed and digital formats to the Mayor, City Council, and City Clerk. Reports may include the following information:

3.1.1. Name of the body
3.1.2. Number of meetings held
3.1.3. Attendance records of board members
3.1.4. Goals set and accomplished
3.1.5. Upcoming initiatives
3.1.6. Report of the body's income and expenses

3.2. An annual evaluation of each appointed body shall be conducted by their City Council Liaison. Criteria shall include:

3.2.1. Identify the objectives, challenges, or needs which that body was to address and the extent to which the objectives have been achieved
3.2.2. The extent to which that body is needed and used
3.2.3. The efficiency of that body
3.2.4. The promptness and effectiveness of that body in disposing of its business
3.2.5. The extent to which the body's duties and/or objectives overlaps or duplicates those of another body, and the extent to which those functions may be consolidated
3.2.6. The cost of operation
3.2.7. The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public need
3.2.8. The impact in terms of intervention or loss of funds if that body is abolished

SECTION 4. ENFORCEMENT

The Mayor and City Council shall bear the responsibility of enforcing the uniform regulations set forth in this document.

Listing of the City of Helena's Appointed Bodies:

Appointed Body	Number of Members
Beautification Board	At least 9 and no more than 15 Members
Board of Adjustments	5 Members and 2 Supernumeraries
Farmers Market	Up to 10 Members
Historical Preservation Committee	At least 4 and no more than 15 Members
HOTBoard	11 Members
Library Board	5 Members
Planning and Zoning Commission	9 Members
TAG Team Committee	5 Members
Utility Board	3 Members 1 City Council Member Mayor

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Ordinance Number 880-2021 Amended 08262024

APPROVED AND ADOPTED THIS 26th DAY OF AUGUST, 2024.

[SEAL]

J. Brian Puckett, Mayor

Chris Willis, Council Member

Chris VanCleave, Council Member

Alice Lobell, Council President

ATTEST:

Laura Joseph, Council Member

Amanda C. Traywick, City Clerk

Harold Woodman, Council Member

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STATE OF ALABAMA
SHELBY COUNTY

I, Amanda C. Trawick, City Clerk of the City of Helena, do hereby certify that the above is a true correct copy of Ordinance Number 880-2021 Amended 08262024 duly adopted by the Council of the City of Helena at its meeting held 26th day of August 2024, and as same appears of record in the ordinance records of said City, and approved by the Mayor and City Council on 26th day of August 2024.

Given under my hand and corporate seal of the City of Helena, this the 26th day of August 2024.

[SEAL]

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Amanda C. Traywick, City Clerk

DRAFT

CERTIFICATION

I, Amanda C. Traywick, the duly appointed and acting Clerk of the City of Helena, Alabama, do hereby certify that the within Ordinance Number 880-2021 Amended 08262024 is a true copy as recited in the said City Clerk's Minute Book and posted by me as provided by law in three public places in said City, being on the bulletin board of the City Hall, on our website www.cityofhelena.org, and in the Helena Public Library in said City, that said Ordinance shall become a duly lawful Ordinance of said City on the 26th day of August 2024, five or more days after the posting of the same as provided by law.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this the 26th day of August 2024.

[SEAL]

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Amanda C. Traywick, City Clerk

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