

ORDINANCE 1037-2026

WHEREAS, The City Council of the City of Helena, Alabama recognizes that community involvement is a vital part of a prosperous City, and;

WHEREAS, The City Council of the City of Helena, Alabama desires community volunteers to aid the City in maintaining the beauty, entertainment, structure, recreation, and education of it's Citizens, and;

WHEREAS, The City Council recognizes that volunteer led appointed boards, commissions, and committees can provide a valuable service and guidance to City leaders, and;

WHEREAS, The City Council desires to establish a clear, consistent, and transparent process for the appointment, confirmation, service, and removal of members of such bodies by repealing Ordinance 880-2021, including all amendments thereto, and replacing it with this Ordinance.

WHEREAS, The City Council recognizes and does not want to alter or amend any other board, commission, or committees structure created under any other existing Ordinance except Ordinance 880-2021; and

WHEREAS, The City Council does not want to make any other board, commission, or committee created under any other existing Ordinance, except Ordinance 880-2021, subject to the Ordinance below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELENA, ALABAMA, AS FOLLOWS:

Section 1. 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 that have not been created and not subject to any other existing Ordinance.

Section 2. Establishment of Advisory Boards, Commissions, and Committees

All Advisory Boards, Commissions, and Committees of the City of Helena, Alabama shall be established by resolution of the City Council and shall reference this Ordinance as the enabling document in such resolution; unless the resolution specifically specifies that the board will operate under a separate Ordinance.

Section 3. Advisory Boards Already in Existence as of the Passage of this Ordinance

All Advisory Boards created pursuant to Ordinance 880-2021 shall no longer be subject to Ordinance 880-2021 once replaced by this Ordinance, and shall come under the requirement of this Ordinance.

Section 4. Appointment Authority

All appointments under this Ordinance shall be made by a majority vote of the City Council, unless otherwise pre-empted by State Law.

Section 5. Qualifications for Membership

Unless otherwise provided by State Law or Ordinance, members appointed to City boards,

commissions, or committees, shall, at a minimum,

1. Reside within the Police Jurisdiction of the City of Helena, Alabama
2. Be qualified electors of the City,
3. Meet any additional qualifications above and beyond these minimum qualifications that are established by State Law, City Ordinance and/or Resolution regarding said board, commission, or committee.

Section 6. Membership

To be a Member of a City board, committee, or commission, the following minimum requirements shall be met:

1. Members shall be selected by majority of the Appointing Authority (see Section 4 *supra*.)
2. Members shall receive no compensation unless expressly provided by the City Council of the City of Helena, Alabama.
3. Members shall not be immediate family members of a then currently serving elected official of the City of Helena, Alabama.
4. The Mayor may not serve as a member of a board.
5. Members may be appointed to more than one board, commission, and/or committee; but in no event shall they serve on more than three boards, commissions, and/or committees.
6. Vacancies shall be filled in same manner as original appointments.
7. Members appointed to fill a vacancy shall only serve the remainder of the term of the original appointee.

Section 7. Terms of Membership

1. Members shall serve for the term length established by ordinance or resolution of the individual board, committee, and/or commission.
2. Terms should be staggered, whenever possible, to ensure continuity.
3. Members shall continue to serve until a successor is appointed, unless otherwise prohibited by State Law, Ordinance, or Resolution.
4. Members shall complete ethics training provided by the State of Alabama and the certification of the Member's completion shall be kept with the City Clerk in the file for the board, committee, and/or commission.

Section 8. Removal

Members may be removed by majority vote of the Appointing Authority for the following reasons:

1. Absence from three (3) meetings or City events hosted by the board, committee, and/or commission without official permission expressed in the official minutes
2. Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving moral turpitude
3. Refusal to resign from the board, committee, and/or commission when the member's requirements for membership are no longer in compliance.

Section 9. Meetings

1. Meetings shall be open to the public and shall be held at a City-owned facility whenever

possible.

2. Public notice and a written agenda shall be provided prior to the convening of any meeting.
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. Submitted and Agendas shall be posted by the City Clerk to the City Website once received.
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 10. Council Liaisons

1. The City Council shall determine which Council Member will be the liaison between the board, committee, and/or commission and the City Council.
2. The Council Liaison purpose is to attend board, committee, and/or commission meetings, aid in the goals of the board, committee, and/or commission, ensure that the City interests are furthered by the board, committee and/or commission.
3. The Council Liaison shall work with and defer to appropriate department heads if the board, committee, and/or commission is part of, or works with, a City department.
4. The Council Liaison shall not act as liaison for more than three (3) boards, committees, and/or commissions.
5. The Council Liaison shall not vote as a member of the board, committee, and/or commission.
6. The Council Liaison shall conduct a yearly evaluation of the board, committee, and/or commission and present this report to the City Council in a public meeting. The evaluation shall include:
 - a. Identification of the objectives, challenges, or needs which that body was to address and the extent to which the objectives have been achieved.
 - b. The extent to which that body is needed and used.
 - c. The efficiency of that body.
 - d. The promptness and effectiveness of that body in disposing of its business.
 - e. 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.
 - f. The cost of operation.
 - g. The economic impact of the board, committee, and/or commission.
 - h. The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public's need.
 - i. The impact in terms of intervention or loss of funds if that body is abolished

Section 11. Reports

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, committees, and/or commission's activities and provide a copy of the report in both printed and digital formats to the Mayor, City Council, and City Clerk. Reports shall, at a minimum, include the following information:

1. Name of the body.
2. Number of meetings held.
3. Attendance records of board members.

4. Goals set and accomplished.
5. Upcoming initiatives.
6. Report on the body's income and expenses.

Section 12. Current City Boards, Committees, and Commissions

1. The following are a list of Currently Active City Boards, Committees, and Commissions and their membership structure.
 - a. Beautification Board
 - i. Membership: Minimum 4, Maximum 15
 - b. Board of Adjustments
 - i. Membership: 5 and 2 supernumeraries
 - c. Farmers Market
 - i. Membership: Minimum 5, Maximum 10
 - d. Historical Preservation Committee
 - i. Membership: Minimum 4, Maximum 15
 - e. Helena Old Town Board
 - i. Membership: Minimum 5, Maximum 11
 - f. Library Board
 - i. Membership: 5 Members
 - g. Planning and Zoning Board
 - i. Membership: 9 Members
 - h. TAG Board
 - i. Membership: 5 Members
 - i. Utility Board
 - i. Membership: 3 Members, total.
 - j. One Helena
 - i. Membership: Minimum 3, Maximum 11
2. Boards, Committees, and Commissions may be removed, named "inactive", or created by subsequent resolutions and/or ordinances that may reference and incorporate this Ordinance.
3. All boards, committees, and/or commissions that are to be named "inactive" shall require passage of a resolution by majority of City Council declaring such.
4. A proposal for a new board, committee, and/or commission shall be introduced by a Council Member and may include the following:
 - a. Name;
 - b. Purpose consistent with the intent and goals of this Ordinance;
 - c. Council Liaison;
 - d. Number of Members;
 - e. How members are to be determined (i.e. application process, nomination by Council and/or Mayor);
 - f. Terms of Members service.
5. All newly proposed boards, committees, and/or commissions shall require passage of a resolution that incorporates this Ordinance by reference by a majority vote of the City Council; unless specifically specified that the board will operate under a separate Ordinance.
6. In the event the City Council creates a new board, committee, and/or commission the Council Liaison assigned may work with the new board, committee, and/commissions' members to draft bylaws to present to the City Council for approval within ninety (90)

days after the board, committee, and/or commission is created by the City Council.

Section 13. Repeal of Ordinance 880-2021

Upon passage of this Ordinance, Ordinance 880-2021 and all amendments thereto are hereby repealed in their entirety.

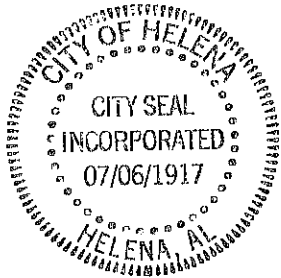
Section 14. Severability

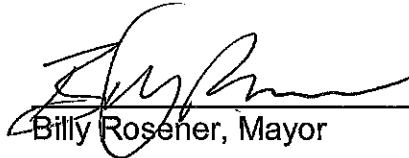
The sections of this Ordinance are severable. If any part of this Ordinance is declared invalid or unconstitutional, by a Court of competent jurisdiction that section shall not affect the section(s) which remain.

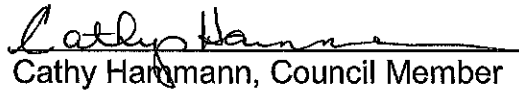
Section 15. Effective Date

This Ordinance shall become effective immediately upon its adoption and publication as required by law.

[SEAL]

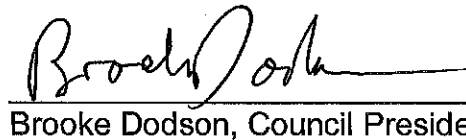



Billy Roseher, Mayor

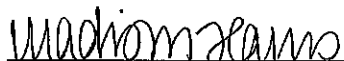

Cathy Hamann, Council Member


Any Healy, Council Member


Dennis Wilson, Council Member


Brooke Dodson, Council President

ATTEST:


Madison Harris, City Clerk

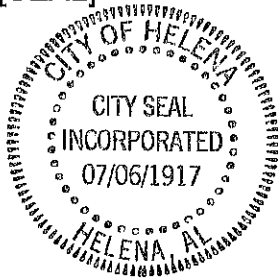

Jeff McDaniels, Council Member

**STATE OF ALABAMA
SHELBY COUNTY**

I, Madison Harris, Clerk of the City of Helena, do hereby certify that the above is a true correct copy of Ordinance Number 1037-2026 duly adopted by the Council of the City of Helena at its meeting held 23 day of February, 2026, and as same appears of record in the ordinance records of said City, and approved by the Mayor and City Council on 23 day of February, 2026.

Given under my hand and corporate seal of the City of Helena, this the 23 day of February, 2026.

[SEAL]



Madison Harris

Madison Harris, City Clerk