CITY OF HELENA
ORDINANCE 880-2021

THE UNIFORM REGULATIONS OF THE CITY OF HELENA’S
APPOINTED ADVISORY BODIES

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.

Severability
If any provision of this document conflicts with a specific provision of an ordinance or resolution which
establishes a board, commission or committee, such specific provision in the establishing document shall
control.

Rules and Regulations
The following rules and regulations shall apply to all appointed bodies of the City of Helena:

Section 1 - Membership
1. Members shall be appointed by the Mayor or City Council.
2. Members shall be confirmed by a majority vote of the City Council.
3. Members must reside or hold a business license within the City’s police jurisdiction.
4. Members shall receive no compensation unless compensation is expressly provided by the City
   Council.
5. Appointments to fill vacancies shall be handled in the same manner as original appointments.
6. Members may be removed by a majority vote of the City Council for the following causes:
   a. Absence from three (3) consecutive meetings without official permission expressed in
      the official minutes
   b. Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime
      involving moral turpitude
   c. 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
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.
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.
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Section 3 - Reports and Evaluations

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:
   a. Name of the body
   b. Number of meetings held
   c. Attendance records of board members
   d. Goals set and accomplished
   e. Upcoming initiatives
   f. Report of the body’s income and expenses

2. An annual evaluation of each appointed body shall be conducted by their City Council Liaison

Criteria shall include:
   a. Identify 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 overlap or duplicates those of another body, and the extent to which those functions may be consolidated
   f. The cost of operation
   g. The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public need
   h. 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:

<table>
<thead>
<tr>
<th>Appointed Body</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beautification Board</td>
<td>At least 9 and no more than 15 members</td>
</tr>
<tr>
<td>Board of Adjustments</td>
<td>5 members</td>
</tr>
<tr>
<td>Economic Development Board</td>
<td>At least 9 and no more than 15 members</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>Up to 10 members</td>
</tr>
<tr>
<td>Historical Preservation Committee</td>
<td>At least 4 and no more than 9 members</td>
</tr>
<tr>
<td>HOTBoard</td>
<td>6 business or property owners</td>
</tr>
<tr>
<td></td>
<td>2 artists</td>
</tr>
<tr>
<td></td>
<td>3 arts patrons</td>
</tr>
<tr>
<td>Library Board</td>
<td>5 members</td>
</tr>
<tr>
<td>Planning and Zoning Commission</td>
<td>9 members</td>
</tr>
<tr>
<td>Utility Board</td>
<td>3 members</td>
</tr>
<tr>
<td></td>
<td>1 City Council member</td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
</tr>
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</table>
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ADOPTED AND APPROVED THIS THE ___ DAY OF ___, 2021.

(SEAL)

J. Brian Puckett, Mayor
Leigh Hulsey Council Member
Chris VanCleave, Council Member
Absent
Hal Woodman, Council Member
Laura Joseph, Council Member
Alice Lobell, Council President

ATTEST:
Amanda C. Traywick, City Clerk

Amanda C. Traywick, City Clerk